

## School Board of Clay County

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

### March 7, 2024 - Regular School Board Meeting

**Date:** Mar 07 2024 (6:00 p.m.)

**Student Showcase** (Keystone Heights Jr./Sr. High School Band and Advanced Guitar Class, Justin Coker and David Golden, Music Teachers)

**Invocation** (Pastor Ryan Begue, First Baptist Church Keystone Heights)

**Pledge of Allegiance**

**Call to Order**

**Recognitions and Awards**

- [1. Recognize Outstanding 2023 - 2024 School Volunteers](#)
- [2. Recognition of 2023-2024 School Related Employee of the Year Teacher of the Year, and Rookie of the Year](#)
- [3. Clay Education Foundation Recognition of Mrs. Bolla, Board Member](#)

**Presenters**

**School Showcase** (Keystone Heights Jr./Sr. High School, Laurie Burke, Principal)

**Presentations from the Audience (Public Comment)**

**Discussion Agenda**

**Human Resources**

- [4. D1 - Human Resources Special Action A](#)
- [5. D2 - Human Resources Special Action B](#)
- [6. D3 - Human Resources Special Action C](#)
- [7. D4 - Human Resources Special Action D](#)
- [8. D5 - Human Resources Special Action E](#)

**Business Affairs**

- [9. D6 - 2024-2025 Allocation Package Pending Board Approval](#)

**Consent Agenda**

**Superintendent**

[10. C1 - Minutes of School Board Workshop on January 23, 2024; Student Discipline Hearings and Regular Meeting on February 1, 2024](#)

📎 [2024 Feb 1 Student Hearings.pdf \(Confidential\)](#)

📎 [2024 Jan 23 Board Workshop.pdf](#)

📎 [2024 Feb 1 Regular Meeting.pdf](#)

[11. C2 - Proclamation #24-12, Clay County Agricultural Fair](#)

📎 [Proclamation 24-12 2024 Clay County Fair.pdf](#)

#### **Information Technology Services**

[12. C3 - Endpoint and Network Security](#)

#### **Human Resources**

[13. C4 - Personnel Consent Agenda](#)

📎 [Personnel Consent Agenda 2\\_19\\_24.pdf](#)

[14. C5 - Appointment of Clay County School Board's CCEA and CESPA Bargaining Team Members for 2024-2025](#)

📎 [2024-2025 District Bargaining Teams.pdf](#)

#### **Instruction-Academic Services**

[15. C6 - Elementary Student Out of State Travel](#)

📎 [LAE FIELD TRIP OUT OF STATE.pdf](#)

📎 [OPE FIELD TRIP OUT OF STATE.pdf](#)

📎 [DOE FIELD TRIP OUT OF STATE.pdf](#)

[16. C7 - K-12 Academic Services Out of State and Overnight Student Travel](#)

📎 [March 2024 Student Travel.pdf](#)

[17. C8 - Proposed AMIkids-Clay County Employee and Student Calendar for 2024-2025 School Year](#)

📎 [AMIkids-Clay County 2024-2025 School Calendar.pdf](#)

[18. C9 - Proposed PACE Employee and Student Calendar for 2024-2025 School Year](#)

📎 [Pace Clay 2024-2025 Academic Calendar.pdf](#)

[19. C10 - School Improvement Plan Approval](#)

📎 [SJCFI.pdf](#)

📎 [SJCOP.pdf](#)

#### **Instruction-Adult Education**

[20. C11 - Memorandum of Understanding between School Board of Clay County and Clay County Sheriff's Office](#)

📎 [MOU School Board of Clay Cty and Clay County Sheriff's Office.pdf](#)

#### **Instruction-Climate and Culture**

[21. C12 - Proclamation #24-13 to Establish School Social Work Week](#)

📎 [2024 School Social Work Week Proclamation.pdf](#)

## **Business Affairs**

### 22. C13 - Proposed Allocation Changes for 2023-2024

☉ [03.07.24 - 23-24 Allocation Summary.pdf](#)

## **Business Affairs-Accounting**

### 23. C14 - Monthly Financial Reports for January, 2024

☉ [January 2024 Monthly Board Financial Report.pdf](#)

☉ [January 2024 Monthly Board Property Report.pdf](#)

☉ [Contracts Signed by Superintendent \\$50,000 to \\$100,000.pdf](#)

### 24. C15 - Budget Amendment Report for January 31, 2024

☉ [23-24 Budget Amendment January 2024.pdf](#)

## **Business Affairs-Property**

### 25. C16 - DELETION OF CERTAIN ITEMS REPORT FEBRUARY, 2024

☉ [DELETION OF CERTAIN ITEMS REPORT FEBRUARY, 2024.pdf](#)

## **Business Affairs-Purchasing**

### 26. C17 - Contract Renewal - County-Wide Architectural Services up to \$4 Million Contract Award

### 27. C18 - BID Award

### 28. C19 - Contract Renewal - Independent Auditing Services

### 29. C20 - Contract - Neola

☉ [240124 Neola \\_ Draft.pdf](#)

## **Operations-Facilities**

### 30. C21 - Prequalification of Contractors

☉ [Table for Board Backup Contractor Prequal, 3.7.24](#)

### 31. C22 - Middleburg High School Restroom Renovations Contract Award

☉ [Contract for MHS Restroom Renovations](#)

### 32. C23 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Wilkinson Junior High School Fire Alarm Replacement

### 33. C24 - Lakeside Junior High School Restroom/Locker Room Renovations Contract Award

☉ [LSJ Restroom.Locker Room Renovations Contract.pdf](#)

### 34. C25 - Classroom Addition Oakleaf Junior High School Construction Manager Contract Award

### 35. C26 - Classroom Addition Lake Asbury Junior High School Construction Manager Contract Award

☉ [CCSD LAJ Classroom Addition - CM Contract PMC Signed.pdf](#)

### 36. C27 - Annual Florida Inventory of School Houses (FISH) Certification

☉ [FISH Certification 2024.pdf](#)

[37. C28 - Clay High School Parking Lot Renovation/Redesign Contract Award](#)

[38. C29 - Change Order #3 for Clay High School Gym Renovations](#)

[☞ CO #3 CHS Gym Renovations.pdf](#)

**Adoption of Consent Agenda**

**CCEA Update** (Victoria Kidwell)

**CESPA Update** (Lonnie Roberts)

**Superintendent's Update and Presentations**

**School Board Attorney Remarks**

**School Board Member Remarks**

**Adjournment**

DRAFT

March 7, 2024 - Regular School Board Meeting

**Title**

Recognize Outstanding 2023 - 2024 School Volunteers

**Description**

Yearly, Clay County nominates to the state outstanding volunteers of the year in the Youth, Adult, and Senior Adult categories. The School Board will recognize the 2023-2024 Clay County winners. Clay County's Senior Adult nominee was selected as one of Florida's Outstanding 2023-2024 Volunteers. This award recognizes their contribution to the academic achievement of our students and their assistance in helping schools create a positive learning environment.

Youth -

Adult -

Senior -

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

N/A

**Recommendation**

Recognition Only

**Contact**

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

**Financial Impact**

N/A

**Review Comments**

**Attachments**



## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

**Title**

Recognition of 2023-2024 School Related Employee of the Year Teacher of the Year, and Rookie of the Year

**Description**

Recognizing the School Related Employee of the Year, Teacher of the Year, and Rookie of the Year

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

Recognizing the School Related Employee of the Year and Teacher of the Year

**Strategic Plan Goal**

5.1.11 Develop and implement a school and district-wide employee recognition program.

**Recommendation**

Recognition only.

**Contact**

Bonnie O'Nora, Board Assistant, [bonnie.onora@myoneclay.net](mailto:bonnie.onora@myoneclay.net)

**Financial Impact**

None

**Review Comments**

**Attachments**

DRAFT



## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

**Title**

Clay Education Foundation Recognition of Mrs. Bolla, Board Member

**Description**

Clay Education Foundation Board of Directors will recognize Mrs. Bolla for her service to the Clay Education Foundation Board over the past eight (8) years.

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

**Contact**

Bonnie O'Nora, Board Assistant, [bonnie.onora@myoneclay.net](mailto:bonnie.onora@myoneclay.net)

**Financial Impact**

**Review Comments**

**Attachments**

DRAFT



## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

**Title**

D1 - Human Resources Special Action A

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

**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



March 7, 2024 - Regular School Board Meeting

**Title**

D2 - Human Resources Special Action B

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

**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

March 7, 2024 - Regular School Board Meeting

**Title**

D3 - Human Resources Special Action C

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

**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

March 7, 2024 - Regular School Board Meeting

**Title**

D4 - Human Resources Special Action D

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

**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



School Board of Clay County

March 7, 2024 - Regular School Board Meeting

**Title**

D5 - Human Resources Special Action E

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

N/A

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

**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

March 7, 2024 - Regular School Board Meeting

**Title**

D6 - 2024-2025 Allocation Package Pending Board Approval

**Description**

Staff allocation documents clarify how each school, district, department, and division is staffed for the 2024-25 school year. The School Board is required to take action on all staff allocation changes.

**Gap Analysis**

These allocations 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 the staff allocation plan as submitted.

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, (904) 336-6722, susan.legutko@myoneclay.net

**Financial Impact**

Reflected on Attachment

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C1 - Minutes of School Board Workshop on January 23, 2024; Student Discipline Hearings and Regular Meeting on February 1, 2024

**Description**

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

**Gap Analysis**

**Previous Outcomes**

**Expected Outcomes**

**Strategic Plan Goal**

**Recommendation**

Approve minutes as submitted.

**Contact**

David S. Broskie, Superintendent of Schools, david.broskie@myoneclay.net; Bonnie O'Nora, Board Assistant

**Financial Impact**

None

**Review Comments**

**Attachments**

- 🔗 [2024 Feb 1 Student Hearings.pdf \(Confidential\)](#)
- 🔗 [2024 Jan 23 Board Workshop.pdf](#)
- 🔗 [2024 Feb 1 Regular Meeting.pdf](#)



## School Board of Clay County

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

### January 23, 2024 - School Board Workshop

**Date:** Jan 23 2024 (9:00 a.m.)

**Invocation** (Ashley Gilhousen)

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

**Workshop Items** (Workshop items were addressed in the following order: #2, #3, #1, #4, #5)

[1. Review Draft Agenda for Regular School Board Meeting on February 1, 2024](#)

[February-1-2024-regular-school-board-meeting\\_agenda\\_packet.pdf](#)

**Minutes:**

**Recognitions and Presentations:**

- Recognition of Academic Team Champions - no discussion;
- Recognition of 2023-2024 School Related Employee of the Year and Teacher of the Year Finalists - no discussion;
- Recognition/Ribbon-Cutting of Student Art Gallery Wall - no discussion;
- Fine Arts Recognition of All-County Events - no discussion;
- Career and Technical Education Presenters - Superintendent Broskie noted a \$1.7M grant awarded for advanced manufacturing new programs within the CTE department and a \$1.2M grant awarded for elementary music education;

**Discussion Agenda:**

- D1 Human Resources Special Action A - no discussion;
- D2 Human Resources Special Action B - no discussion;
- D3 Human Resources Special Action C - no discussion;

**Consent Agenda:**

- C1 Minutes of School Board Workshop on December 19, 2023; Student Discipline Hearings and Regular Meeting on January 4, 2024 - no discussion;
- C2 Employee Work Calendar for 2024-2025 - no discussion;
- C3 Revised Student Calendar for 2024-2025 School Year - no discussion;
- C4 Bettercloud - Mrs. Hanson requested that agenda items contain the previous cost of proposed purchase within the financial impact portion of the agenda item so the board is aware of the current expense when considering the proposed expenditure;
- C5 Personnel Consent Agenda - Mrs. Gilhousen asked how many students would generate another administrative position; Mr. Broskie noted that those formulas would be examined when the allocation package is brought forward and he anticipates meeting with board members individually to provide information earlier;
- C6 Complete Salary Schedule 2023-2024 - Mrs. Hanson asked about when personnel would receive their approved increases and how the effective and highly effective teacher ratings affect their pay moving forward; Mr. Broskie indicated raises for instructional employees would be in the 1/31 paycheck and that their rating remained in their base salary and can be increased again; Mr. Broskie, in response to the board's request for more input in labor negotiations, will set up a full day meeting on April 10th (shade meeting) to obtain board direction on contract negotiations; Mrs. Hanson desires more frequent executive sessions with a goal for the county being to ratify contracts before the school year begins; Mr. Broskie advised additional time allows the district to provide for the maximum amount of increase to employees as funds are only projections earlier in the year; Mrs. Hanson would like a research team to figure out how to reach salary agreement prior to the year beginning; there may be a general meeting in addition to the shade meeting in order to discuss general labor negotiations; Jeremiah Blocker, School Board Attorney, will work with the labor attorney to develop an agenda; Mrs. Gilhousen requested the board members receive a paper copy of the current contract so they may begin to review in anticipation of negotiating a new contract;
- C7 K-12 Academic Services Out of State and Overnight Student Travel - no discussion;

- C8 2024 Proposed Summer Programs Calendars (Secondary, VPK, and 3rd Grade Reading Camp, ESE Extended School Year) - no discussion;
- C9 Proclaim February 2024 as Black History Month in Clay County Public Schools - no discussion;
- C10 Charter School Contract Renewal: Florida Cyber Charter Academy (FLCCA) - no discussion;
- C11 Proclamation #24-10 for Career and Technical Education Month - no discussion;
- C12 Approval to Advertise the Adoption and Set the Public Hearing for April 4, 2024 of K-12 Social Studies and K-12 Science Materials - no discussion;
- C13 Proclamation #24-11 for National School Counseling Week - no discussion;
- C14 Proposed Allocation Changes for 2023-2024 - no discussion;
- C15 Monthly Financial Reports for December, 2023 - no discussion;
- C16 Budget Amendment Report for December 31, 2023 - no discussion;
- C17 Deletion of Certain Items Report January, 2024 - no discussion;
- C18 BID Renewal - no discussion; Mrs. Skipper asked when the grass-cutting contracts are renewing and Mrs. Ellis advised she would get her that information;
- C19 Safety & Security: Emergency Communications - Contract Award for Oakleaf Junior High School - no discussion;
- C20 Change Order #5 (Direct Purchasing) for Keystone Heights Elementary School New Cafeteria/Classrooms - no discussion;
- C21 Pre-Qualification for Contractors - no discussion;
- C22 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Orange Park Elementary School Restroom Renovation - no discussion;
- C23 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Lakeside Elementary School Restroom Renovations - no discussion;
- C24 Resolution for disposal of Portable Classroom and Its Associated Equipment, Including Ramps and Stairs Located at Charles E. Bennett Elementary School - no discussion;
- C25 Purchase Agreement for Portable Classroom and its Associated Equipment, including Ramps and Stairs Located at Charles E. Bennett Elementary School - no discussion;
- C26 Purchase Agreement for .16 Acres at Montclair Elementary School - no discussion;
- C27 Change Order #2 (Direct Purchasing) for Clay High School Gym Renovations - no discussion;
- C28 Change Order #1 for Clay High School Gym Renovations - no discussion;
- C29 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for S. Bryan Jennings Elementary School Fire Alarm Repair/Replacement - no discussion;
- C30 Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Orange Park High School Media Center Renovations - no discussion;
- C31 Change Order #5 for Middleburg High School Cafeteria Expansion - no discussion;
- C32 Change Order #2 for Fleming Island High School Batting Practice Building and Erosion Control - no discussion;

## 2. Cenergistic Cost Savings Presentation

[Cenergistic - Board Workshop 1.23.24.pdf](#)

### **Minutes:**

Bryce Ellis, Assistant Superintendent of Operations, introduced Steve Jones, Regional Vice President, Cenergistic, who shared the attached visual presentation providing an overview of the district's cost savings and reported on the value of having this energy program. Currently, 28 of the district's schools have earned the Energy STAR certification demonstrating their commitment to high standards in energy conservation. Total energy savings to date, since 2016 when Clay County District Schools began utilizing the program, are \$11,036,310.

## 3. Presentation for Bonding - Ford and Associates

[COPS 2024 Workshop Presentation - 1-23-24.pdf](#)

### **Minutes:**

Bryce Ellis, Assistant Superintendent of Operations, Will Reed, Executive Director, Ford and Associates, and Lance Addison, Coordinator of Facilities Planning, shared the attached presentation re a Certificate of Participation (COP) for classroom wings at Oakleaf Junior High and Lake Asbury Junior High as well as a future high school. Information was provided re the district's history in the utilization of COPs and current debt service, why a COP is needed (growth, capacity, portable reduction, and the prohibitive costs of new school construction), projected growth vs capacity, and the process for obtaining a COP. Mrs. Ellis indicated that the county's growth reflects a need for additional school facilities and the goal is to strategically leverage debt over time.

Board discussion included the number of classrooms that will be housed in the proposed wings, the number of additional students that can be accommodated in various schools, the goal to continue to reduce portable classrooms, the desire to create small communities by grades within the larger growing schools by intentionally planning and employing creativity.

Mr. Reed indicated the goal is to bring documents for approval in March to determine if the board wants to issue COPs. Mrs. Skipper asked about the possibility of re-financing if interest rates decrease and was advised the bonds may be re-financed after the first 10



years. Mr. Reed's recommendation is to use the fixed, not variable, rate due to the unpredictability of interest rates. The proposed classrooms would be open in August 2025 and the process may begin as soon as funds are there.

#### [4. Review of Elementary Supplemental Math Program](#)

[i-Ready Presentation.pdf](#)

##### **Minutes:**

Govinda Poor, Math Curriculum Specialist, provided an overview (attached) of iReady, an elementary supplemental math program implemented in all 28 elementary schools. She reviewed the teacher feedback survey results, quantity of time spent in each portion of the program (direct, small-group, and online personalized instruction), and discussed the program being aligned to Florida benchmarks.

Additional board discussion included how often feedback is obtained from teachers to know if they are utilizing the program correctly or need support, how the curriculum coaches and math coaches collaborate and support teachers, how the program may be utilized for district monitoring by providing an overview of how students are performing, and that teachers from all grade levels were sampled. Mr. Broskie noted that the district has always done a return on investment study of its programs and that Clay County is 9th in the state of Florida in mathematics.

A recess was taken at 11:47 a.m. and the meeting reconvened at 12:03 p.m.

#### [5. Discussion of Revisions to Procedures Manual for Library Media Services](#)

[23-24 Procedures Manual for Library Media Services DRAFT.pdf](#)

##### **Minutes:**

Michele Hanson, School Board Member, shared the attached visual presentation re proposed changes to the "Procedures Manual for Library Media Services." She reviewed the historical development and adoption of the current policy and stressed the importance of holding community forums to bring diverse personalities and thoughts into the decision-making process. She indicated that the community understands that compromise leads to progress and stated she has also met with secondary media specialists to understand the current process in order to untangle it.

Mr. Blocker noted the current document has a mix of policies and procedures, and that the goal is to extract a policy from which procedures will follow. The management of policy is critical with the superintendent having the ability to change procedure. The board discussed the possibility of using Neola to assist with creating consistent policy that remains statutorily compliant and that is easily accessed via the district's website.

Mrs. Hanson discussed the starting point being the principal when deciphering the acceptability of books. Options for book challenges were proposed, including multiple challenges by an individual. An option for expedited challenges was proposed. Mrs. Hanson stressed the need for sufficient policy and procedures, with built-in protections against challenges based on insufficiency. She proposed going back to the original 171 books for consideration to return those books to the shelves and then address 100 books per month until the backlog has been managed.

Mrs. Clark appreciated all of Mrs. Hanson's efforts. Mrs. Skipper noted that this policy needs to be fixed as soon as possible and asked if the policy, with legal refinements, will hold from a legal standpoint. Mr. Blocker indicated he will work with whatever the board puts forth and will address some fine points to ensure the concepts are defensible. He indicated that the board can not be removed from the final decision, per the state, but duties can be delegated. Once the board adopts the policy, the superintendent may develop procedures. Mr. Broskie noted the importance of having procedures in mind when forming the policy and thanked Mrs. Hanson for the framework provided to move forward. Mr. Blocker noted a potential challenge in pushing the responsibility down to the principal level and stressed the importance of training and procedural development to ensure enforcement. Mrs. Bolla appreciated all of Mrs. Hanson's work and noted that she did hear concerns at the community meeting that reflected a split in opinions.

Roger Dailey, Chief Academic Officer, advised that the policy approved by the board in April 2023 has been highly effective, allowing challenges to be caught up. Current policy is structured for the district to ensure calibration. He proposed that the books currently in the appellate process may have given the board pause because they may not want to appear to sanction those books as those books may be questionable in their reflection of the community. He advised there may be complications to the policy if all school principals and media specialists (approximately 86 individuals) are involved. Mrs. Hanson does not support the current policy approved in April.

Mrs. Hanson will meet with designated staff to review the proposed revisions in depth and a subsequent board workshop may also be held to further discuss proposed revisions.

#### **Questions from the Audience**

#### [6. Questions from the Audience](#)

##### **Minutes:**

Pastor Jeffrey Dove questioned why a prior agenda item was removed from the consent agenda and Mr. Broskie responded that the item required more thought. Pastor Dove also questioned what he stated is a lack of diversity in administrators, and Mr. Broskie will meet with him at a future time to discuss that question further.

#### **Superintendent Comments (None)**

#### **School Board Attorney Comments**

##### 7. School Board Attorney Comments

###### **Minutes:**

Jeremiah Blocker, School Board Attorney, indicated that he will be updating the board on negotiations with the Sheriff's department as the proposed agreement continues to progress and jurisdictional issues are addressed.

He formally requested a shade meeting to discuss labor negotiations on 4/10/24 at 9:00 a.m. and also requested a shade meeting that must be held prior to May to discuss litigation.

#### **School Board Comments**

##### 8. School Board Member Comments

###### **Minutes:**

Mrs. Bolla noted there will be a dinner at Panera on 1/30/24 to raise funds in support of the Dolly Parton Imagination Library.

Mrs. Skipper noted the next Community Forum will be held on February 13, 2024, on the topics of dress code and cell phone use. She also wants the board to discuss the current legal services situation now that Mr. Blocker has taken over the entire legal workload in addition to addressing board policies and revising procedures. She believes Mr. Blocker has overperformed and she would like to address the current contract to provide additional attorneys for legal support so that those attorneys may address district needs while Mr. Blocker works with board needs and indicated the negotiated contract amount needs to be addressed as soon as possible.

Mr. Blocker proposed establishing a legal office (a team) that would work to support the superintendent, district, and board, to address legal issues appropriately. Mrs. Hanson noted frequent interruptions to Mr. Blocker's work day by staff members. Mr. Broskie indicated he will work with Mr. Blocker to review the legal services contract and noted that a meeting was held on 1/11/24 to address the structure of legal services. Mr. Blocker would like to be entrusted with the resources and build the framework for the legal department, indicating the district is not currently paying market rate for that level of services.

Mrs. Clark will provide a self-insurance update at the board meeting and requested that legal services negotiations be wrapped up this month.

Mrs. Bolla requested the list of committee assignments, which Mrs. Gilhousen will finalize and provide.

Mrs. Skipper indicated that many PFAs would like to join together and become one PFA and proposed the idea of having a board member liaison representative for that committee when formed.

Mrs. Gilhousen proposed adjusting the workshop time. Workshops will now begin at noon and the board requests presentations be more succinct.

#### **Adjournment (2:56 p.m.)**

---

**Superintendent of Schools**

---

**School Board Chair**



## School Board of Clay County

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

### February 1, 2024 - Regular School Board Meeting

**Date:** Feb 01 2024 (6:00 p.m.)

**Student Showcase** (Swimming Pen Creek Elementary Singing Otter Chorus, Courtney Holcombe, Music Teacher)

**Invocation** (Russell Franklin, Regional Director. Foundations Christian Counseling)

#### **Pledge of Allegiance**

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

#### **Recognitions and Awards**

##### 1. Recognition of Academic Team Champions

###### **Minutes:**

Treasure Pickett, Chief of Secondary Education and Gregory Martin, Academic Team Coach, recognized the county academic team participants and the junior high, junior high varsity, and varsity academic teams that won the county championship.

###### Junior High School Champion - Lakeside Junior High

- Eli Swann
- Aidan Watt
- Sophia Jia
- Blake Wiggains
- Caleb Conner
- Isabella Costea
- William Summers
- Kylie Manning
- Natalie Stewart
- Franchezscka Payumo
- Brody Toves

###### High School Varsity Champion - Fleming Island High

- Daric Boehmer
- Zeinab Faraj
- Michael Jiang
- Joey Joseph
- victor Aguilar
- Nathan Alcudia
- Kyleigh Bailey
- Margaret Hughes
- Valeryia Ivanova
- Sam Nye
- David Rafalski
- Kevin Taing

###### High School Junior Varsity Champion - Fleming Island High

- Danil Frakt
- Tegan Olschewske
- Kennedy Keuning

- Shayla Abbas
- Lincoln Bailey
- Ethan Gartner
- Evan Hanner
- Sophia Jiang
- Alex Kirk

#### All County Team

- Abigail Downs - Oakleaf High
- Amara Lathan - Oakleaf High
- Victor Aguilar - Fleming Island High
- Pujan Patel - Oakleaf High
- David Rafalski - Fleming Island High
- Daric Boehmer - Fleming Island High
- Claire Sheffler - Oakleaf High

## 2. Recognition of 2023-2024 School Related Employee of the Year and Teacher of the Year Finalists

### **Minutes:**

Carolyn Krall, President of Clay Education Foundation honored the finalists for Teacher of the Year and Support-Related Employee of the Year as follows:

#### Teacher of the Year Finalists:

- Lisa Allen - Coppergate Elementary
- Edwin Ormeo - Oakleaf High
- Regina Bragg - Swimming Pen Creek Elementary
- Allison Altwater - Spring Park Elementary
- Robin Campbell - Wilkinson Junior High

#### Support Related Employee of the Year Finalists:

- Philip Turturro - Doctors Inlet Elementary
- Josephine Roquemore - Grove Park Elementary
- Pamela Saxon - Keystone Heights Elementary
- Shalaunda Delano - McRae Elementary
- Andrea Wilson - Ridgeview High

## 3. Recognition/Ribbon-Cutting of Student Art Gallery Wall

[2024\\_02\\_01 Fine Arts Highlights for SB Meeting.pdf](#)

### **Minutes:**

Karen McMillan, Coordinator of School Choice and Chris Gugel, Fine Arts Curriculum Specialist, lead a ribbon-cutting ceremony for the new Student Art Gallery Wall in the boardroom. The display will highlight student artwork from showcased schools each month.

## 4. Fine Arts Recognition of All-County Events

## Minutes:

Chris Gugel, Fine Arts Curriculum Specialist, recognized the following students for their participation in all-county and all-state events:

- Ethan Donahoo - Middleburg High, All State TTBB Chorus
- Michael Dryna - Middleburg High, All State Concert Choir
- Calise Wheeler - Middleburg High, All State SSAA Choir
- Nathan Reid - Fleming Island High, All State Symphonic Band
- Alex Romer - Ridgeview High, All State High School Honor Band
- Joseph Summers - Oakleaf Junior High, All State Middle School Honor Band
- Samuel Elsberry - Ridgeview High, All State TTBB Chorus
- Emmalee Garganus - Lake Asbury Junior High, All State Middle School Mixed Chorus
- Brett Lewitzke - Lake Asbury Junior High, All State Middle School Mixed Chorus
- Abigail Norrell, Lake Asbury Junior High, All State Middle School Mixed Chorus
- Rebecca Robiou, Lake Asbury Junior High, All State Middle School Mixed Chorus
- Aiden Schaeffer - Lake Asbury Junior High, All State Middle School Mixed Chorus
- Kamryn Powers - Oakleaf High, All State SATB Mixed Ensemble
- William Ross - Keystone Heights Junior/Senior High, All State High School Honor Band
- Haley Bolam - Fleming Island High, All State SSAA Chorus

## Presenters

### [5. Career and Technical Education Presenters](#)

[2024 CTE Month - Board Presentation.pdf](#)

#### Minutes:

Alice Paulk, Supervisor of Career and Technical Education shared the attached visual presentation highlighting the wide variety of Career and Technical Education (CTE) programs offered in Clay County Schools as well as the robust calendar of events featuring CTE events. Grants awarded for the introduction of new programs were discussed. Kelly Mosley, Supervisor of Career and Technical Education, at the invitation of Representative Aaron Bean, testified at a Congressional Subcommittee Hearing. The board received the 2024-2025 CTE's Course Selection Guide.

**School Showcase** (Swimming Pen Creek Elementary, Cheryl Larson, Principal)

### Presentations from the Audience (Public Comment)

### [6. Public Comment](#)

#### Minutes:

Public speakers:

- Justin Coker
- Tina Larsen
- Sandra Wiggains
- Kathryn Wright
- Chad Robbins
- Kristen Richard
- Brett Pikuritz
- Paula Summers
- Lindsay McDade
- Katy Polk
- Alex Buck
- Bruce Friedman
- Tara Richardson
- Adam Warren
- Constance Higginbotham
- Claire Sheffler
- Tanya Kacsan
- Adriana Jarquin

## Discussion Agenda

### Human Resources

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

Special Action A (2).pdf (Confidential)

**Motion**

Motion to Approve Human Resources Special Action A

**Vote Results ( Approved )**

Motion: Mary Bolla

Second: Michele Hanson

Ashley Gilhousen

Mary Bolla

Beth Clark

Michele Hanson

Erin Skipper

- Aye

- Aye

- Aye

- Aye

- Aye

8. D2 - Human Resources Special Action B

**Minutes:**

There was no Human Resources Special Action B.

9. D3 - Human Resources Special Action C

**Minutes:**

There was no Human Resources Special Action C.

**Business Affairs-Purchasing**

10. D4 - BID Renewal

**Minutes:**

Ashley Gilhousen, School Board Chair, District 5, provided CE Form 8A Memorandum of Voting Conflict for State Officers and recused herself from voting on this item.

**Motion**

Motion to Approve BID Renewal

**Vote Results ( Approved )**

Motion: Mary Bolla

Second: Beth Clark

Ashley Gilhousen

Mary Bolla

Beth Clark

Michele Hanson

Erin Skipper

- Abstain

- Aye

- Aye

- Aye

- Aye

**Consent Agenda**

**Superintendent**

11. C1 - Minutes of School Board Workshop on December 19, 2023; Student Discipline Hearings and Regular Meeting on January 4, 2024

2023 Dec 19 Workshop.pdf

2024 Jan 4 Student Hearings.pdf (Confidential)

2024 Jan 4 Regular Meeting.pdf

12. C2 - Employee Work Calendar for 2024-2025

Employee Work Calendar - 2024-2025.pdf

13. C3 - Revised Student Calendar for 2024-2025 School Year

### **Information Technology Services**

[14. C4 - Bettercloud](#)

[240117 Bettercloud Contract Review Complete.pdf](#)

### **Human Resources**

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

[Personnel Consent Agenda - 1\\_30\\_24.pdf](#)

[16. C6 - Complete Salary Schedule 2023-2024](#)

[2023-2024 Salary Schedule for Board Approval.pdf](#)

### **Instruction-Academic Services**

[17. C7 - K-12 Academic Services Out of State and Overnight Student Travel](#)

[February 2024 Student Travel.pdf](#)

[18. C8 - 2024 Proposed Summer Programs Calendars \(Secondary, VPK and 3rd Grade Reading Camp, ESE Extended School Year\)](#)

[VPK & 3rd Grade Summer Reading Calendar 2024.pdf](#)

[Secondary Summer Programs Calendar 2024.pdf](#)

[2024 Extended School Year Summer Programs Calendar.pdf](#)

[19. C9 - Proclaim February 2024 as Black History Month in Clay County Public Schools](#)

[Black History Month Proclamation 2024 - Draft.pdf](#)

[20. C10 - Charter School Contract Renewal:Florida Cyber Charter Academy \(FLCCA\)](#)

[Florida Cyber Charter Academy Contract Renewal Criteria Evaluation \(3\).pdf](#)

[Florida Cyber Charter Academy 2024 Letter of Intent to Renew.pdf](#)

[21. C10 A - Preferred Physical Therapy Contract](#)

[Preferred Physical Therapy Agreement.pdf](#)

### **Instruction-Career and Technical Education**

[22. C11 - PROCLAMATION #24-10 FOR CAREER AND TECHNICAL EDUCATION MONTH](#)

[CTE Proclamation Feb 2024.pdf](#)

### **Instruction-Instructional Resources**

[23. C12 - APPROVAL TO ADVERTISE THE ADOPTION AND SET THE PUBLIC HEARING FOR APRIL 4, 2024 OF K-12 SOCIAL STUDIES AND K-12 SCIENCE MATERIALS](#)

[2023-2024 K-12 Social Studies Teacher Ranking Results.pdf](#)

[2023-2024 K-12 Science Preselection Committee Results.pdf](#)

[2023-2024 K-12 Social Studies and K-12 Science Adoption NOTICE OF APPROVAL TO ADVERTISE SB Policy.pdf](#)

### **Instruction-Climate and Culture**

[24. C13 - Proclamation #24-11 for National School Counseling Week](#)

[2024 National School Counseling Week Proclamation.docx.pdf](#)

### **Business Affairs**

[25. C14 - Proposed Allocation Changes for 2023-2024](#)

[02.01.24 - 23-24 Allocation Summary.pdf](#)

### **Business Affairs-Accounting**

[26. C15 - Monthly Financial Reports for December, 2023](#)

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

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

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

[27. C16 - Budget Amendment Report for December 31, 2023](#)

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

#### **Business Affairs-Property**

[28. C17 - DELETION OF CERTAIN ITEMS REPORT JANUARY, 2024](#)

[DELETION OF CERTAIN ITEMS REPORT JANUARY, 2024.pdf](#)

#### **Operations-Facilities**

[29. C18 - Safety & Security: Emergency Communications - Contract Award for Oakleaf Junior High School.](#)

[Backup Information for Safety & Security Emergency Communications Contract Award - OJH.pdf](#)

[30. C20 - Pre-Qualification of Contractors](#)

[Table for Board Backup Contractor Prequal, 2.1.24.pdf](#)

[31. C19 - Change Order #5 \(Direct Purchasing\) for Keystone Heights Elementary School New Cafeteria/Classrooms](#)

[Change Order #5 \(Direct Purchasing\) KHE New Cafeteria Classrooms.pdf](#)

[32. C21 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Orange Park Elementary School Restroom Renovation](#)

[33. C22 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Lakeside Elementary School Restroom Renovations](#)

[34. C23 - Resolution for Disposal of Portable Classroom and Its Associated Equipment, Including Ramps and Stairs Located at Charles E. Bennett Elementary School](#)

[Resolution to Dispose of Portable & Ramps & Stairs 2.1.24.pdf](#)

[Portable, Ramp & Stairs Contract Review Approval.pdf](#)

[35. C24 - Purchase Agreement for Portable Classroom and its Associated Equipment, Including Ramps and Stairs Located at Charles E. Bennett Elementary School](#)

[Purchase Agreement for Portable & Ramps & Stairs 2.1.24.pdf](#)

[Portable, Ramp & Stairs Contract Review Approval.pdf](#)

[36. C25 - Purchase Agreement for .16 Acres at Montclair Elementary School](#)

[Purchase Agreement MCE 2.1.24.pdf](#)

[37. C26 - Change Order #2 \(Direct Purchasing\) for Clay High School Gym Renovations](#)

[CO #2 CHS Gym Renovation.pdf](#)

[38. C27 - Change Order #1 for Clay High School Gym Renovations](#)

[CO #1 CHS Gym Renovation.pdf](#)

[39. C28 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for S. Bryan Jennings Elementary School Fire Alarm Repair/Replacement](#)

[40. C29 - Schematic/Preliminary/Final \(Phase I, II, and III\) Plans and Specifications for Orange Park High School Media Center Renovations](#)

[41. C30 - Change Order #5 for Middleburg High School Cafeteria Expansion](#)

[CO #5 MHS Cafeteria Expansion.pdf](#)

[42. C31 - Change Order #2 for Fleming Island High School Batting Practice Building and Erosion Control](#)



**Adoption of Consent Agenda**

[43. Adoption of Consent Agenda](#)

**Motion**

Motion to Adopt Consent Agenda

**Vote Results** ( *Approved* )

Motion: Michele Hanson

Second: Mary Bolla

Ashley Gilhousen

Mary Bolla

Beth Clark

Michele Hanson

Erin Skipper

- Aye

- Aye

- Aye

- Aye

- Aye

**CCEA Update** (Heather Kastelz)

**CESPA Update** (None)

**Superintendent's Update and Presentations**

[44. Superintendent's Update](#)

[Superintendent's Update 2-01-2024.pdf](#)

**Minutes:**

Superintendent Broskie shared the attached visual presentation highlighting the following:

- Schools of the Month
- Superintendent's Super Students of the Month
- CTE Month
- Black History Month
- Fine Arts in Clay
- Celebrate Literacy Week
- District Accreditation
- Upcoming Events

**School Board Attorney Remarks**

[45. School Board Attorney Comments](#)

**Minutes:**

Jeremiah Blocker, School Board Attorney, provided an update on negotiations for the transition of safety and security services to the Clay County Sheriff's Office. It is anticipated that a transition funding agreement will be put before the board at a special meeting on 2/27/24 for their approval.

**School Board Member Remarks**

[46. School Board Member Comments](#)

**Minutes:**

Mrs. Bolla reflected on one of her key election promises to work with all Clay County students. She recently attended the W.E. Cherry Elementary spelling bee, All-County music opportunities, Early Literacy Night, reading at Doctors Inlet Elementary, Wilkinson Elementary, and Spring Park Elementary. She participated in judging for FCCLA at Ridgeview High, a Fleming Island High poetry out loud competition, and the interviews for Teacher of the Year Apple Awards. She noted the additional fund-raising to expand the Dolly Parton Imagination Library and requested that Superintendent Broskie explore and address the concerns stated by a public speaker re Argyle Elementary School.

Mrs. Hanson appreciated the great ideas brought by stakeholders during her office hours. She and Mrs. Skipper will co-sponsor part 1 of a disciplinary task force to include dress code and cell phones to ensure students have uninterrupted quality learning. This forum will take place on 2/13/24 at 6:00 p.m. at the Teacher Learning Center. She recommended that, as the new procedures manual will be created to address media books, all librarians should be included because they have shared great ideas to be more efficient in

their work. She expressed the importance of sound policy to drive academics and appreciated the framework provided by NEOLA to allow the proper formatting and guidelines for policy. Mr. Blocker advised that NEOLA is a tool that provides different policy updates and that can incorporate the board's own flavor while staying within FL statute. Mr. Broskie indicated he can provide some additional information re NEOLA at the next board workshop.

Mrs. Clark is happy that the book policy will be discussed at the next workshop and indicated that books are not being banned, statutory guidelines are simply being followed. She is pleased with the transition to be self-insured and is excited to see where the Fine Arts programs will go, stressing the importance of these opportunities. She enjoyed participating in Literacy Week.

Mrs. Skipper expressed an interest in utilizing the vacant properties at Fleming Island High for a performing arts structure. She also extended personal appreciation for the CTE programs that have benefited her family. She included Rep. Aaron Bean in Literacy Week and thanked him for his participation, noting that he is on the Education Committee in Washington. She thanked Mr. Blocker for his work in allowing the district to move forward in the right direction and would like to continue discussion and implementation of a visitor policy.

Mrs. Gilhousen indicated she is looking to Mr. Blocker to steer the ship re bringing up policy, relying on him to prioritize policies and bring them to the board. Mr. Blocker indicated he would prioritize policies and the current work with time sensitivity to the sheriff transition. He suggested considering a workshop to review the media policy. Board consensus was to review the book policy at the workshop on February 27th. Mrs. Gilhousen will speak with board members following the workshop re their committee assignments.

**Adjournment** (9:14 p.m.)

---

**Superintendent of Schools**

---

**School Board Chair**

DRAFT

March 7, 2024 - Regular School Board Meeting

**Title**

C2 - Proclamation #24-12, Clay County Agricultural Fair

**Description**

Significant events that affect the lives of Clay County students and employees deserve to be recognized by action. By approving this Proclamation, the School Board will show support and recognition of the Clay County Agricultural Fair. Clay County District Schools will celebrate Fair Day on Friday, April 12, 2024.

**Gap Analysis**

The School Board endorses this event and hereby encourages all citizens to attend. The Fair serves as a showcase for Clay County agriculture with emphasis on educational experiences. Clay County youth organizations such as 4-H clubs and Future Farmers of America play an important part in the Fair.

**Previous Outcomes**

The Fair provides fun and entertainment, as well as educational experiences.

**Expected Outcomes**

The School Board will continue to support the Clay County Agricultural Fair, and through the Fair, continue to provide fun entertainment and educational experiences, serving as a showcase for Clay County agriculture.

**Strategic Plan Goal**

N/A

**Recommendation**

Approve Proclamation #23-09, 2023 Clay County Agricultural Fair

**Contact**

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

**Financial Impact**

None

**Review Comments**

**Attachments**

[Proclamation 24-12 2024 Clay County Fair.pdf](#)

# SCHOOL BOARD OF CLAY COUNTY, FLORIDA

## PROCLAMATION # 24-12



**WHEREAS**, Clay County will hold its 38<sup>th</sup> annual Agricultural Fair on April 4- April 14, 2024; and

**WHEREAS**, the School Board of Clay County endorses this event with the Clay County Fair Association and hereby encourages all citizens to attend and enjoy this educational and entertaining event; and

**WHEREAS**, this fair will serve as a showcase for Clay County agriculture with emphasis on educational experience concerning Clay County's leading industry; and

**WHEREAS**, various Clay County youth organizations such as 4-H clubs and Future Farmers of America play an important part in the Fair; and

**WHEREAS**, the School Board of Clay County encourages all citizens to demonstrate their support of our youth by taking an active interest in their activities at the Fair; and

**WHEREAS**, Agricultural Fairs provide fun and entertainment as well as education for the entire family; and

**WHEREAS**, the Clay County Fair Board of Directors, committee members, patron life members and many volunteers have done an outstanding job of putting together the Clay County Agricultural Fair which will provide entertainment and educational experiences for children and adults of all ages.

**NOW, THEREFORE, BE IT RESOLVED**, that the School Board of Clay County, Florida, fully supports, celebrates, and encourages all citizens to attend and enjoy the 38<sup>th</sup> annual Clay County Agricultural Fair.

**Duly adopted and approved by the School Board of Clay County, Florida, this 7th day of March, 2024.**

### **ATTEST:**

---

David S. Broskie  
Superintendent of Schools  
Clay County, Florida

---

Ashley Gilhousen, School Board Chair

March 7, 2024 - Regular School Board Meeting

**Title**

C3 - Endpoint and Network Security

**Description**

Endpoint Security applications are the applications that protect end-user devices from malicious activity. This includes antivirus, antimalware, anti ransomware, etc.

Network Security applications protect the servers and infrastructure and help identify and isolate devices on the network that don't belong.

This purchase includes both Endpoint Security and Network Security applications and helps satisfy audit and insurance requirements.

**Gap Analysis**

Without robust endpoint and network security, there is a risk to student, staff, and District data. A threat seen in the news recently is ransomware attacks on school districts (hackers restrict access to district data and try to get districts to pay to get access back to their data). Protection from ransomware and compliance with audit and insurance requirements is the focus of this purchase.

**Previous Outcomes**

The previous 3 year cost for Endpoint Protection was \$123,414.00. This purchase is \$110,869.82, which is a savings of \$12,544.18. Network Protection of this type is a new acquisition.

**Expected Outcomes**

This purchase will help ensure the safety of the CCDS devices and network including student data, which is a target of malicious actors (hackers).

**Strategic Plan Goal**

GOAL 5 - Fiscal and Operational Efficiency

Strategy 5.4 Enhance fiscal practices that enable the district to maximize effectiveness and efficiency.

Key Activity 5.4.1 Analyze our existing purchasing and contract procedures to create a more streamlined user-friendly process.

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

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

Key Activity 5.5.6 Improve cybersecurity posture.

**Recommendation**

The recommendation is to approve this purchase in its entirety.

**Contact**

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

**Financial Impact**

The purchase amount for Endpoint Protection is \$110,869.82 for three years. (\$36,956.61 per year).

The purchase amount for Network Protection is \$422,768.18 for three years (\$140,922.72 per year).

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C4 - Personnel Consent Agenda

**Description**

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

**Gap Analysis**

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

**Previous Outcomes**

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

**Expected Outcomes**

Approval of the Personnel Consent Agenda.

**Strategic Plan Goal**

Goal 5: Develop and support great educators, support personnel, and leaders.

Initiative 5.1.1 - Recruit and retain highly skilled, qualified, and diverse educators, leaders, and support staff.

**Recommendation**

To approve the Personnel Consent Agenda.

**Contact**

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

**Financial Impact**

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

**Review Comments**

**Attachments**

📎 [Personnel Consent Agenda 2\\_19\\_24.pdf](#)

**DIVISION OF HUMAN RESOURCES  
PERSONNEL CONSENT AGENDA**

**March 7, 2024  
TABLE OF CONTENTS**

<b>I. <u>Administrative Actions</u></b>	
A. 2023-2024 Appointments	I-A, p. 1
B. 2023-2024 Re-Appointments	I-B, p. 1
C. 2023-2024 Resignations	I-C, p. 1
D. 2023-2024 Transfers	I-D, p. 1
E. 2023-2024 Resignations, Retirements, Conclude Employment	I-E, p. 1
F. 2023-2024 Supplements	I-F, p. 1
<b>II. <u>Job Descriptions and Supporting Documents</u></b>	
<b>III. <u>Instructional Actions</u></b>	
A. 2023-2024 Appointments	III-A, p. 1-2
B. 2023-2024 Reappointments	III-B, p. 1
C. 2023-2024 Resignations	III-C, p. 1
D. 2023-2024 Transfers	III-D, p. 1
E. 2023-2024 Resignations/Retirements/Conclude Employment	III-E, p. 1
F. 2023-2024 Supplements	III-F, p. 1-8
G. 2023-2024 Pending Appointments	III-G, p. 1
H. 2023-2024 Out of Field	III-H, p. 1
<b>IV. <u>Instructional Miscellaneous Actions</u></b>	
A. 2023-2024 Summer School	IV-A. p. 1
B. 2023-2024 Community Education	IV-B. p. 1
C. 2023-2024 Adult Education	IV-C. p. 1
<b>V. <u>Instructional Substitute Teacher Actions</u></b>	
A. 2023-2024 Substitute Teacher Approval (None)	V-A. p. 1
<b>VI. <u>Support Actions</u></b>	
A. 2023-2024 Appointments	VI-A, p. 1-4
B. 2023-2024 Reappointments	VI-B, p. 1
C. 2023-2024 Resignations	VI-C, p. 1
D. 2023-2024 Transfers	VI-D, p. 1-2
E. 2023-2024 Resignations/Retirements/Conclude Employment	VI-E, p. 1-4
F. 2023-2024 Supplements	VI-F, p. 1

Personnel Consent Agenda  
March 7, 2024

**I. Administrative Actions**

**A. APPOINTMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Contract</u>
KELLOGG, AUGUST L FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2024-01-16 CAFETERI / Annual
THOMASSON, CORY M AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2024-02-05 12 MONTH / Annual

DRAFT



**I. Administrative Actions**

---

**B. RE-APPOINTMENT**

---

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

DRAFT

**I. Administrative Actions**

---

**C. RE-DESIGNATION**

---

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

DRAFT

I. Administrative Actions

---

D. TRANSFER

---

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

DRAFT

**I. Administrative Actions**

**E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT**

<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
PHILLIPS, ANTUINETTE DELIENE BAF COORDINATOR, BUS AFF 12 MONTH	Business Affairs	Effective 2024-02-08 RESIGNATION

DRAFT

**I. Administrative Actions**

---

**F. SUPPLEMENT**

---

<u>Name/Assignment</u>	<u>Site</u>	
HAYES, CAITLYN E OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
THOMAS, SABRINA JEANETTE K12 STEM COACH, DISTRICT SUPPLEME	INFORMATION AND TECH SERVICES	Appointment

DRAFT

**III. Instructional Actions**

**A. APPOINTMENT**

<b>Name/Assignment</b>	<b>Site</b>	<b>Contract</b>
ALLISON, ALLISON BEDRAN DIS TEACHER, SC, THIRD GR 10 MONTH	Doctors Inlet Elementary	Effective 2024-02-01 10 MONTH / interim
BROOKS, DREW MCFAUL WEC TEACHER, PHYSICAL ED EL 10 MONTH	W.E. Cherry Elementary	Effective 2024-01-25 10 MONTH / interim
BRUNJES, SAMANTHA AGNES OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2024-01-18 10 MONTH / interim
CASTLE, CORTNEY ANN OLJ TEACHER, RESEARCH/CRIT JH 10 MONTH	Oakleaf Junior High School	Effective 2024-01-30 10 MONTH / interim
COMBS, ASHLEE MICHELLE WES TEACHER, TITLE I, ELEM 10 MONTH	Wilkinson Elementary	Effective 2024-02-08 10 MONTH / interim
GONZALEZ HERNANDEZ, GEORGINETTE OPJ TEACHER, SCIENCE, JH 10 MONTH	Orange Park Jr High	Effective 2024-01-24 10 MONTH / interim
HARPER, CHANDLER EUSTACE RHS TEACHER, SCIENCE, SH 10 MONTH	Ridgeview High School	Effective 2024-01-16 10 MONTH / interim
KEENE, PRISCILLA PAIGE SPS TEACHER SC KINDERGARTEN 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-01-25 10 MONTH / interim
LLOYD, JANIE DARLENE KHH VE SELF-CONTAINED-ASD 10 MONTH	Keystone Heights High School	Effective 2024-02-01 10 MONTH / interim
MALTESE JR, GUY ANTHONY ESE TEACHER, VISUALLY IMPAIRED 10 MONTH	Exceptional Student Education	Effective 2024-02-16 10 MONTH / interim
MCDUFFIE, KRISTEN BRIANNA MBE TEACHER, SC, SECOND GR 10 MONTH	Middleburg Elementary	Effective 2024-01-25 10 MONTH / interim
MERCER, AMANDA MICHELLE AES TEACHER, SC, FIFTH GR 10 MONTH	Argyle Elementary	Effective 2024-01-29 10 MONTH / interim
MILAM, TAWNEY LEA CHS TEACHER, MATHEMATICS, SR 10 MONTH	Clay High	Effective 2024-01-19 10 MONTH / interim
MOWRY, MACKENZIE ANNE OLJ TEACHER, MUSIC, JH 10 MONTH	Oakleaf Junior High School	Effective 2024-02-05 10 MONTH / interim
RILEY JR, JAMES ODELL LAJ TEACHER, SCIENCE, JH 10 MONTH	Lake Asbury Junior High School	Effective 2024-02-02 10 MONTH / interim
SEGERS, COLLEEN LUCILLE AES MEDIA SPECIALIST, ELEM 10 MONTH	Argyle Elementary	Effective 2024-01-29 10 MONTH / interim, all year
SHALALA, STEPHANIE	Oakleaf Village Elementary	Effective 2024-01-17

**III. Instructional Actions**

**A. APPOINTMENT**

Name/Assignment	Site	Contract
SCHILLER OVE TEACHER, SC, SIXTH GR 10 MONTH		10 MONTH / interim
URBINA, JUAN MANUEL OLJ TEACHER, PHYSICAL ED JH 10 MONTH	Oakleaf Junior High School	Effective 2024-01-25 10 MONTH / interim

DRAFT

III. Instructional Actions

---

B. RE-APPOINTMENT

---

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

DRAFT



III. Instructional Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous Assignment
WHYTE, MARGO-LYN STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2024-02-12 / redesignated from / STS COUNSELOR SH 10 MO / 10 MONTH

DRAFT

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
DRESSEL, KAREN ELIZABETH CHS VE SELF-CONTAINED-IND 10 MONTH	Clay High	Effective 2024-02-05 /transfer from / KHH VE SELF- CONTAINED-ASD
MICHAELS, MARK FIH TEACHER, PHYSICAL ED SH 10 MONTH	Fleming Island High School	Effective 2024-02-12 /transfer from / OHS TEACHER, DROPOUT PREV SH

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Effective/Action</u>
	ALLISON, ALLISON BEDRAN GPE MEDIA TECHNICAL ASST 10 MONTH	Doctors Inlet Elementary	Effective 2024-01-31 RESIGNATION
0.9	ALVAREZ, LEAVY JAKOB- GATOR KHH BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2024-01-10 RESIGNATION
0.9	AMBURGEY, JILL LYNN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2024-01-04 RESIGNATION
	BRUNDLE, NICOLE RENEE ROE TEACHER, ART, ELEM 10 MONTH	Rideout Elementary	Effective 2024-01-26 RESIGNATION
	GARRISON, RACHEL ANN KHH TEACHER, ART, SH 10 MONTH	Keystone Heights High School	Effective 2024-01-12 RESIGNATION
	HODGES, WILLIAM ELIGIA STS COUNSELOR, SH 11 MO 11 MONTH	CLIMATE AND CULTURE	Effective 2024-02-09 RESIGNATION
	HOUGH, JAMEY SINDLEDECKER POE TEACHER, SC, FIFTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2024-02-15 RESIGNATION
	HOUSTON, AMELIA LARSSON CEB TEACHER, SC, FIFTH GR 10 MONTH	Charles E. Bennett Elementary	Effective 2024-01-19 RESIGNATION
	JOHNSON, CAROL M GPE TEACHER, SC, FOURTH GR 10 MONTH	Grove Park Elementary	Effective 2024-02-15 RETIREMENT
	LESS, ALICE REGINA TBE TEACHER, SC, SECOND GR 10 MONTH	Thunderbolt Elementary	Effective 2024-02-16 RESIGNATION
	MCLENDON, BROOKLYN CAROLINE CHE TEACHER, VE/INCLUSION LNG TRM	Clay Hill Elementary	Effective 2024-02-02 RESIGNATION
	OLOVER, JADE NAONJE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2024-02-02 RESIGNATION
	PHILLIPS, COURTENEY PEARL BLC TEACHER, READING, SH LNG TRM	Bannerman Learning Center	Effective 2024-02-16 RESIGNATION
	SEGERS, COLLEEN LUCILLE AES MEDIA SPECIALIST, ELEM 10 MONTH	Argyle Elementary	Effective 2024-01-29 RESIGNATION
0.9	SPOONER, JENNIFER BARLOW LJH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2024-01-11 RESIGNATION

**III. Instructional Actions**

**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	ADAMS, LAURA ASHLEY SUPPORT PEER TEACHER SUPPLEME	Clay High	Appointment
	ALLAIN-SHIPLEY, APRIL S DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	ALLAIN-SHIPLEY, APRIL S SIP MATH FIELD DAY COOR SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	ANDREWS, ASHLYN TAYLOR FIH CHEERLEADING JV SUPPLEME	Fleming Island High School	Appointment
0.1	BALDWIN, KRISTI LEIGH OHS (.128) SIXTH PERIOD SUPPLEME	Oakleaf High School	Appointment
	BARTON, DONNA M POE DOD ACADEMIC CH, STEM SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	BASSLER III, ROBERT THEODORE MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
	BASSLER, LARAMIE RICHELLE MHS TRACK HD SH SUPPLEME	Bannerman Learning Center	Appointment
	BEHNKEN, MARIA BECHHOLD LAJ DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Junior High School	Appointment
	BILLIOT, REBECCA ROY SPELLING BEE COOR SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	BLACK, JAMES JOHN MHS FLAG FOOTBALL HD SH/JH SUPPLEME	Lake Asbury Junior High School	Appointment
	BLACKWELL, ASHLEY LAUREN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	BOGLE, HEATHER MICHELLE SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. Bryan Jennings Elementary	Appointment
0.5	BURGHART, JEROD KEITH MHS BASEBALL ASST SH SUPPLEME	Middleburg High	Appointment
	BYRD, JUSTIN OMAR MHS TRACK ASST SH SUPPLEME	Bannerman Learning Center	Appointment
0.5	BYRD, KATINA DENISE TES DOD ACADEMIC CH, STEM SUPPLEME	Tynes Elementary	Appointment
	CARLSON, JENNY KATHLEEN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	CARNES, SHERMAN B KHH DOD ACADEMIC CH, STEM SUPPLEME	Keystone Heights High School	Appointment
	CARR MARTIN, JONATHAN THOMAS OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
	CARTER, JANETT LYNETTE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.1	CASCANET, SARA CHRISTINE LAJ (.128) SIXTH PERIOD SUPPLEME	Lake Asbury Junior High School	Resignation
2.0	CHANEY, MARCIA H SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
0.5	CHAPMAN, CLAUDINE MARIE AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle Elementary	Appointment
	CHAPMAN, CLAUDINE MARIE INST APPLICATION FACILITATOR SUPPLEME	Argyle Elementary	Resignation
	COFFEE, TIARA NICOLE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	CORBY, LYNN ANN SPS DOD ACADEMIC CH STEM SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
	CORLESS, BRYAN JOSEPH LES DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Elementary	Appointment
	CREWS, REBECCA LADAWN OHS SENIOR CLASS SPONSOR SUPPLEME	Oakleaf High School	Appointment
	DAVIE, ELISE RENA MHS DOD ACADEMIC CH, STEM SUPPLEME	Middleburg High	Appointment
	DEHART, TYLER SCOTT RHS FOOTBALL HD JV 25% SUPPLEME	Ridgeview High School	Resignation
	DEMARCO, MARY ELLEN OPH DOD ACADEMIC CH, STEM SUPPLEME	Orange Park High	Appointment
0.5	DOUKMAK, MELISSA CHASE RVE DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview Elementary	Appointment
	DUFFY, LINDSAY RAE MHS BASKETBALL ASST SH SUPPLEME	Middleburg High	Appointment
0.5	DUPUIS, KIMBERLY ROSE SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
0.5	EALEY, BETH NYKISHA	Tynes Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	TES DOD ACADEMIC CH, STEM SUPPLEME		
	EDGAR, MARYJANE ELIZABETH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	ELMORE, KEVIN BIELTIA OPH FOOTBALL ASST HS 25% SUPPLEME	Lakeside Elementary	Resignation
	ERVIN, MEGAN BLAKELY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	FLOYD, ERIC PAUL LJH FOOTBALL HD JH 25% SUPPLEME	Ridgeview High School	Appointment
0.5	FORD-HUDSON, SUSAN DIANE SBJ DOD ACADEMIC CH, STEM SUPPLEME	S. Bryan Jennings Elementary	Appointment
	FORTSON, ROBERT C CHS DOD ACADEMIC CH, STEM SUPPLEME	Clay High	Appointment
	GABB, DANIELLE MICHELE OLJ DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Junior High School	Appointment
0.5	GANN, ASHLEY NICHOLE LAE DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Elementary	Appointment
	GODDARD, CHRISTOPHER DANIEL OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Resignation
	GODWIN, KELLY JOYCE SUPPORT PEER TEACHER SUPPLEME	FL Youth Challenge Academy	Appointment
	GRAHAM, INGA HELSETH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	GREER, NICHOLAS A WES DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Elementary	Appointment
	GRIGGS JR, UNDRE FIH DOD ACADEMIC CH, STEM SUPPLEME	Fleming Island High School	Appointment
	GUPTILL, JASON C CEB DOD ACADEMIC CH, STEM SUPPLEME	Charles E. Bennett Elementary	Appointment
	HACKETT, BRITTANY NICOLE CHS TRACK HD SH SUPPLEME	Clay High	Appointment
	HAIR, GLENN P OPJ DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Jr High	Appointment
0.3	HAMPTON, TAZZ JAMES WJH WRESTLING HD JH	Wilkinson Jr High	Appointment

**III. Instructional Actions**

**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	SUPPLEME		
0.5	HAMRICK, SYDNEY MARISOL POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
0.5	HANLIN, ANITA LYNN DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	HARRINGTON, ASHLEI ELISIA MAE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	HAYES, AUBREY ELYSE LAE DOD ACADEMIC CH, STEM SUPPLEME	Lake Asbury Elementary	Appointment
	HEINTZMAN, JOSHUA ALLEN OHS GOLF HD SH SUPPLEME	Oakleaf High School	Appointment
	HIGH, CAROLYN BROOKS OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
	HOLMGREN, RACHEL ANN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	HOUGH, JAMEY SINDLEDECKER POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Resignation
	JONES, JONATHAN CHARLES SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
	KANDT, SIERRA DANYELLE DISTRICT CURRICULUM COACH 10MO ADDITION	Plantation Oaks Elementary	Appointment
	KENNARD, KYLE ANDREW CHS TRACK ASST SH SUPPLEME	Clay High	Appointment
	KILLINGSWORTH, KLINT THOMAS WJH BASEBALL ASST JH SUPPLEME	Wilkinson Jr High	Appointment
0.5	LEGGE, KELLIE D RVE DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview Elementary	Appointment
	LEVINS, CLAYTON BLU OPH BASEBALL ASST SH SUPPLEME	Orange Park High	Appointment
0.5	LEWIS, SYDNEY LEE CHS SOFTBALL FP ASST SH SUPPLEME	Lake Asbury Junior High School	Appointment
0.1	LONG, STEPHEN ROBERT LAJ (.128) SIXTH PERIOD SUPPLEME	Lake Asbury Junior High School	Appointment
	LONG, STEPHEN ROBERT	Lake Asbury Junior High School	Appointment

### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	LAJ BASEBALL ASST JH SUPPLEME		
	LYNCH, NADINE LYNN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	MADAYCHIK, JENNIFER LYNN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	MARTELLE, JASON SCOTT LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment
	MARTIN, VICTORIA L MBE DOD ACADEMIC CH, STEM SUPPLEME	Middleburg Elementary	Appointment
0.5	MASSEY, BRIAN THOMAS WES DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Elementary	Appointment
	MATZ, MELISSA ANNE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	MCDUFFIE, HANSRANI POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Appointment
	MCGOVERN, LISA L DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	MCKENZIE, NEIL WILLIAM WJH DOD ACADEMIC CH, STEM SUPPLEME	Wilkinson Jr High	Appointment
	MCLENDON, BROOKLYN CAROLINE CHE TITLE 1 SUP ED LNG TRM	Clay Hill Elementary	Resignation
0.5	MILLER, HEATHER D SPS DOD ACADEMIC CH STEM SUPPLEME	SPRING PARK ELEMENTARY SCHOOL	Appointment
0.5	MILLER, PAULA DENISE RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	MINEO, ADAM SHAWN CHS SOCCER HEAD JV SUPPLEME	Clay High	Appointment
0.5	MORELAND, LAURA LEA DIS DOD ACADEMIC CH, STEM SUPPLEME	Doctors Inlet Elementary	Appointment
	NAVARRO, STEPHANIE ERIN DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	NEIDERMEIER, SHIRLEY MINCH WEC DOD ACADEMIC CH, STEM SUPPLEME	W.E. Cherry Elementary	Appointment



### III. Instructional Actions

#### F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	NELSON, KATHRYN SUPPORT PEER TEACHER SUPPLEME	Exceptional Student Education	Appointment
	PESCARA, PIPER GRACE KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	PITTS, JASON REGINALD KHH BASKETBALL ASST SH SUPPLEME	Keystone Heights High School	Appointment
	POE III, JOHN D OHS DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf High School	Appointment
	PRESSLER, HEATHER KEITH DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	PROPPER, CHARLES DANA CHS SOFTBALL FP HD JV SUPPLEME	Clay High	Appointment
	RADCLIFFE, CHERYL ALAINE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	RAGAN, JOSEPH DAVID GPE DOD ACADEMIC CH, STEM SUPPLEME	Grove Park Elementary	Appointment
	RAPOZA, ADAM REID CHS BASEBALL ASST SH SUPPLEME	Clay High	Appointment
	RAUTH, KIMBER LEE OPE DOD ACADEMIC CH, STEM SUPPLEME	Orange Park Elementary	Appointment
0.5	RICE, CRYSTAL LYNN CHS SOFTBALL FP ASST SH SUPPLEME	Clay High	Appointment
	ROBBINS, MICHELLE MAE INST APPLICATION FACILITATOR SUPPLEME	Rideout Elementary	Appointment
	ROVNAK, PAULA JEAN TBE DOD ACADEMIC CH, STEM SUPPLEME	Thunderbolt Elementary	Appointment
	RUELAS, KATHRYN EMILY SIP SCI FAIR COOR, DISTRICT SUPPLEME	PROFESSIONAL DEVELOPMENT	Appointment
	RUSSELL, KAREEM ALEXANDER MHS FOOTBALL ASST HS 25% SUPPLEME	Ridgeview High School	Resignation
	RYKALSKY, RYAN LEE OPJ TRACK HD JH SUPPLEME	Orange Park Jr High	Appointment
	SANFORD, GAVIN JOSEPH WJH SOFTBALL FP ASST JH SUPPLEME	Wilkinson Jr High	Appointment
	SCAMAHORN, ERIC W	Keystone Heights Elementary	Appointment

III. Instructional Actions

F. SUPPLEMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	KHE DOD ACADEMIC CH, STEM SUPPLEME		
	SCHAUS, ROBIN ANN OVE DOD ACADEMIC CH, STEM SUPPLEME	Oakleaf Village Elementary	Appointment
	SHANNON, TRACY LEE PES DOD ACADEMIC CH, STEM SUPPLEME	Robert M. Paterson Elementary	Appointment
	SIMMONS, TANISHA SHENAA DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	SKRZYPCZAK, JACEY COLEEN RHS DOD ACADEMIC CH, STEM SUPPLEME	Ridgeview High School	Appointment
	SMITH, SHERMAN C OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Resignation
0.5	SNOW, MATTHEW R MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	SOHL, PAGE ALISON DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	STEVENS, ROBERT G KHH BASKETBALL HD JH SUPPLEME	Keystone Heights High School	Appointment
	STREET, ROBERT JACOB MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Resignation
	SURIANO, BROCK C FIH BASEBALL JV HD SH SUPPLEME	Fleming Island High School	Appointment
0.5	TORRES, SANDRA MATILDE MRE DOD ACADEMIC CH, STEM SUPPLEME	Mcrae Elementary	Appointment
	TUTLER, SHARYSE YVETTE DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	URGO, MANDI LEIGH POE DEPT HEAD (6-10) SUPPLEME	Plantation Oaks Elementary	Resignation
	USON, JEWEL SHAY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
0.5	VAN DE WATER, REBECCA LYNN SPC DOD ACADEMIC CH, STEM SUPPLEME	Swimming Pen Creek Elem	Appointment
	WALSH, SHARON KAY DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment

**III. Instructional Actions**

**F. SUPPLEMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Supplement Action</u>
	WHEELER, KATHLEEN STACKS DISTRICT CURRICULUM COACH 10MO ADDITION	PROFESSIONAL DEVELOPMENT	Appointment
	WHITIN, ANITA MARIE CGE DOD ACADEMIC CH, STEM SUPPLEME	Coppergate Elementary	Appointment
0.5	WYLIE JR, ROBERT LJH DOD ACADEMIC CH, STEM SUPPLEME	Lakeside Junior High	Appointment

DRAFT

**III. INSTRUCTIONAL ACTIONS 2023-2024**

**G. PENDING APPOINTMENTS**

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

NONE

DRAFT

III. INSTRUCTIONAL ACTIONS 2023-2024

H. OUT OF FIELD

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

NONE

DRAFT

A. SUMMER SCHOOL

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

DRAFT

#### IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024

##### B. COMMUNITY EDUCATION

###### Appointments

NONE

DRAFT

**IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2023-2024**

**C. ADULT EDUCATION**

**Appointments**

NONE

DRAFT



**V. INSTRUCTIONAL SUBSTITUTE TEACHER ACTIONS 2023-2024**

**A. SUBSTITUTE TEACHER APPROVAL**

**Appointments**

NONE

DRAFT

**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	AKRIGHT, BLANCA JUDITH OPJ CAFE ASSISTANT 3.5 HOURS 9 MON SU	Orange Park Jr High	Effective 2024-01-31 9 MON SU / Annual
0.9	ALLEN, LAUREN BLAKE SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-02-06 9 MON SU / Annual
0.9	ANDERSON, SHANNON RACHEL LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2024-02-06 9 MON SU / Annual
0.9	AUGUSTER, KAYLA SHANTEL OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2024-01-23 9 MON SU / Annual
0.9	BENNETT, AMARI ISABELLA OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2024-02-06 9 MON SU / Annual
0.9	BERARDUCCI, CHARLES J TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2024-01-24 9 MON SU / Annual
	BLACK, ASIA HALEE CGE SECRETARY 11 MO 11 MONTH	Coppergate Elementary	Effective 2024-02-05 11 MONTH / Annual
	BOLE, JASMINE MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2024-01-08 12 MO SU / Annual
0.9	BORCHERS, SABRINA CHANTE SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-01-09 9 MON SU / Annual
	COMBS, JASON RONNY TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-08 12 MO SU / Annual
0.9	CUMBO, KARINA WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-02-06 9 MON SU / Annual
	EARNHARDT, MATTHEW RYAN TRN PARTS MANAGER 12 MO SU	Transportation	Effective 2024-02-05 12 MO SU / Annual
	FLEMENS, VICTORIA CATHERINE TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2024-02-05 12 MO SU / Annual
	FOGERTY, JOHN B TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 TRANSPOR / Annual
	GRAYSON, BRENDA DOE CAFE ASSISTANT 6.25 HOURS 9 MON SU	Discovery Oaks Elementary	Effective 2024-01-09 9 MON SU / Annual
	GROFF, PATRICIA ANN TRN ESE ASST/BUS MONITOR	Transportation	Effective 2024-01-22 TRANSPOR / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	TRANSPOR		
	HILLSMAN, DANIEL JACOB ITS PROGRAMMER/ANALYST 12 MO SU	INFORMATION AND TECH SERVICES	Effective 2024-01-22 12 MO SU / Annual
	HUDSON, TERESA DEANNE OLJ SECRETARY 11 MO 11 MONTH	Oakleaf Junior High School	Effective 2024-01-29 11 MONTH / Annual
	HUMPHREY, CLARA MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-05 TRANSPOR / Annual
	JOHNS, AMY NICOLE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-01-22 TRANSPOR / Annual
	JOHNSON, SHAKITA LEIGH CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2024-01-30 9 MON SU / Annual
0.9	JONES, TURKAN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-10 9 MON SU / Annual
0.9	JULIUS, HALEY BROOKE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2024-01-30 9 MON SU / Annual
0.9	KRIEKEL, LINDSEY ANN LAE GENERAL HEALTH ASSISTA 9 MON SU	Lake Asbury Elementary	Effective 2024-01-31 9 MON SU / Annual
	LEACH, SHERRI DAWN SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-25 12 MO SU / AC Safety and Security
	LEE, VERNIS MONROE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-18 TRANSPOR / Annual
0.8	LEVINE, TERRI S DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2024-01-08 9 MON SU / Annual
	LI, HON FAI AES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Argyle Elementary	Effective 2024-01-10 9 MON SU / Annual
	MARTINEZ GUEVARA, WALDESTRUDIS LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2024-01-23 9 MON SU / Annual
	MARTINEZ NOVAS, JULIO MIGUEL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 TRANSPOR / Annual
	MARTINEZ, SANDRA LIMBANIA OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2024-01-25 12 MO SU / Annual
0.9	MEE, STEPHANIE NICOLE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-30 9 MON SU / Annual

**VI. Support Actions**

**A. APPOINTMENT**

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	MEYERS, DALLAS CHEYENNE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-06 9 MON SU / Annual
	MORRISSEY, HIROMI KUROKI RHS CAFE ASSISTANT 3.5 HOURS 9 MON SU	Ridgeview High School	Effective 2024-01-08 9 MON SU / Annual
0.9	MOSLEY, MISTI NICKOLE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-12 9 MON SU / Annual
0.9	PHILLIPS, KATHLEEN RILEY POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-08 9 MON SU / Annual
0.9	RATHERAM GREEN, HELEN ANN LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2024-01-24 9 MON SU / Annual
	REASER, ROBBIN RENE RVE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Ridgeview Elementary	Effective 2024-01-30 9 MON SU / Annual
	REVIS, JOHN DAVID SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-05 12 MO SU / AC Safety and Security
	RICE, JANA STAPLES CEB LICENSED PRAC NURSE 10 MONTH	Charles E. Bennett Elementary	Effective 2024-02-07 10 MONTH / Annual
	RICH, SHARONDA LATRICE OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2024-01-29 12 MO SU / Annual
	SCHOEN, DEBRA ANN SPS REGISTERED NURSE 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2024-02-05 10 MONTH / Annual
0.8	SCHOOLEY, CLARA ELIZABETH OHS HEALTH ASSISTANT 9 MON SU	Oakleaf High School	Effective 2024-02-09 9 MON SU / Annual
	SENATIL ILERIN, MARIE B TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2024-01-16 12 MO SU / Annual
	TATE, NISA NICHOLE WES CAFE ASSISTANT 5.5 HOURS 9 MON SU	Wilkinson Elementary	Effective 2024-01-30 9 MON SU / Annual
	THOMAS, JAMOUR ROBINSON TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-29 12 MO SU / Annual
	TORRENS, AMBER OHS SCHOOL SECRETARY/ST SER 10 MONTH	Oakleaf High School	Effective 2024-01-31 10 MONTH / Annual
0.8	WEDEMAYER, BREIANNE NICHOLE POE HEALTH ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2024-01-31 9 MON SU / Annual

VI. Support Actions

A. APPOINTMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	WICKS, KYLE MARIE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2024-01-12 9 MON SU / Annual
	WINKLES, AIMIE LYNN TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-18 TRANSPOR / Annual

DRAFT

VI. Support Actions

---

B. RE-APPOINTMENT

---

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

DRAFT

VI. Support Actions

C. RE-DESIGNATION

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

DRAFT

VI. Support Actions

D. TRANSFER

	<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
	ADERMAN, KELLE R ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2024-02-05 /transfer from / ROE CUSTODIAN
	BEBER DINKLA, LAURA CHRISTINE GCJ CAFE ASSISTANT 4.25 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2024-01-22 /transfer from / GCJ CAFE ASSISTANT 4.5 HOURS
	BRITT, SHALON SHANTEL CEB HEAD CUSTODIAN 12 MO SU	Charles E. Bennett Elementary	Effective 2024-02-05 /transfer from / CEB CUSTODIAN
	COLEMAN, KATIE ANN TES BEHAVIORAL SUPPORT TECH 9 MON SU	Tynes Elementary	Effective 2024-01-22 /transfer from / TES BEHAVIORAL HEALTH ASST
	FRANCISCO, NICHOLLI L CEB PRINCIPAL SECRETARY CONFIDEN	Business Affairs	Effective 2024-02-19 /transfer from / BAF PAYROLL ASSISTANT
0.9	GANION, AUBREY LYNN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC GENERAL HEALTH ASSISTA
0.9	HILL, CRYSTEL ANN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC BEHAVIORAL HEALTH ASST
	HOHLER, COURTNEY ANNA GCJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2024-01-22 /transfer from / GCJ CAFE ASSISTANT 4.25 HOURS
0.9	JENNINGS, KATHERINE ANNE MARIE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-22 /transfer from / WEC GENERAL HEALTH ASSISTA
0.9	KEITT, SAMUEL BERNARD RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2024-02-05 /transfer from / OLJ GENERAL HEALTH ASSISTA
0.9	KISENA, KATHY PUALANI TBE GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2024-02-19 /transfer from / WEC GENERAL ASSISTANT
	MARQUEZ, MARIA JESUS TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-05 /transfer from / TRN ESE ASST/BUS MONITOR
	MCDONALD, KENARD TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-02-05 /transfer from / OHS CUSTODIAN
	MILLS, DANIEL J SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
	MONROE, TOMMIE O BRIAN CEB CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2024-02-19 /transfer from / TES CUSTODIAN
	MORRO, ROBERT P SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER



## VI. Support Actions

## D. TRANSFER

<u>Name/Assignment</u>	<u>Site</u>	<u>Previous</u>
OWENS, BRUCE B SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
PADGETT HUBBARD, CARALINE ADELE MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2024-02-05 /transfer from / MHS CAFE ASSISTANT 5 HOURS
PENN, ASHLEY ELIZABETH SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
QUAILS, KUMIKO PES CAFE ASSISTANT 4.25 HOURS 9 MON SU	Robert M. Paterson Elementary	Effective 2024-02-05 /transfer from / FIE CAFE ASSISTANT 4.5 HOURS
QUEZADA, RUTH R OHS CAFE ASSISTANT 5 HOURS 9 MON SU	Oakleaf High School	Effective 2024-02-05 /transfer from / OHS CAFE ASSISTANT 4 HOURS
RICH, TASHALA F OHS CAFE ASSISTANT 4 HOURS 9 MON SU	Oakleaf High School	Effective 2024-02-05 /transfer from / OHS CAFE ASSISTANT 5 HOURS
RIVERA, SHEILA CRISTINE CHS CAFE ASSISTANT 6 HOURS 9 MON SU	Clay High	Effective 2024-01-22 /transfer from / CHS CAFE ASSISTANT 4.25 HOURS
SANCHEZ VIERA, ANA MARIA AES HEAD CUSTODIAN 12 MO SU	Division of Support Svcs	Effective 2024-02-19 /transfer from / MNT CUSTODIAN
SAPP, LARRY MATTHEW SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-22 /transfer from / SCHOOL RESOURCE OFFICER
SHERMAN, ALYSSA CAILIN LJH IN SCHOOL SUSPENSION 9 MON SU	Lakeside Junior High	Effective 2024-02-05 /transfer from / LJH BEHAVIORAL HEALTH ASST
SHORT, LINDA G LAJ CAFE ASSISTANT 3.75 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2024-02-05 /transfer from / LJH CAFE ASSISTANT 3.25 HOURS
SMITH, KAITLYN ELIZABETH SLE ST RECORD SEC 12 MO 12 MO SU	Shadowlawn Elementary	Effective 2024-01-22 /transfer from / OHS HEALTH ASSISTANT
WELCH, STEPHANIE M TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2024-02-05 /transfer from / RHS IN SCHOOL SUSPENSION
WITTMAN, RACHEL LORAIN MBE SCHOOL SEC ADMINISTRATION 10 MONTH	Transportation	Effective 2024-02-19 /transfer from / TRN ROUTING SPECIALIST

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
	BELCHER, SHANNON NYREE TRN PAYROLL SUPPORT ASST 12 MO SU	Transportation	Effective 2024-02-15 RESIGNATION
	BULLOCK, PAUL LAMAR SASSER TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-10 RESIGNATION
0.9	BURKETT, LINDA ANN RHS GENERAL HEALTH ASSISTA LNG TRM	Ridgeview High School	Effective 2024-01-25 RESIGNATION
	CAGLE, COLTON FIE CUSTODIAN 12 MO SU	Fleming Island Elementary	Effective 2024-01-12 RESIGNATION
	CARTER, TONYA M WJH CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2024-02-16 RESIGNATION
	CATHERMAN, SHARON L CGE PRINCIPAL SECRETARY CONFIDEN	Coppergate Elementary	Effective 2024-03-01 RESIGNATION
0.9	COCHRAN, CHANEL L ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2024-01-31 RESIGNATION
	COMBS, JASON RONNY TRN MECHANIC 12 MO SU	Transportation	Effective 2024-02-15 RESIGNATION
	CRUZ CASTILLO, MARIA E POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2024-05-30 RESIGNATION
	DENMARK, THERESE ANN KHE CUSTODIAN 12 MO SU	Keystone Heights Elementary	Effective 2024-02-22 RETIREMENT
	DUBE, RICHARD ARTHUR SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	DYER, WILLIAM FREDERICK SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	FARRIS, ELIZABETH RENEE ROE HEAD CUSTODIAN 12 MO SU	Rideout Elementary	Effective 2024-01-23 RESIGNATION
0.9	FLETCHER, HANNAH SIOBHAN SPC BEHAVIORAL HEALTH ASST 9 MON SU	Swimming Pen Creek Elem	Effective 2024-01-17 RESIGNATION
	GARVICH, CARLOS SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-19 RESIGNATION
0.9	GIBSON, AMANDA ANN LAJ BEHAVIORAL HEALTH ASST LNG TRM	Lake Asbury Junior High School	Effective 2023-12-31 RESIGNATION
	HILL, VICTORIA MARY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-02-23 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	JONES, TURKAN POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-08 RESIGNATION
	LANOUX, CAMERON BRIANNE LJH IN SCHOOL SUSPENSION 9 MON SU	Lakeside Junior High	Effective 2024-01-31 RESIGNATION
	LAVANE, DARLENE MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-20 RESIGNATION
	LUXENBERG, DANIEL J SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-01-19 RESIGNATION
0.9	MARTIN, AVANTHIA CRUISE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2024-01-31 RESIGNATION
0.9	MCBRIDE, DAWN MARIE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2024-02-09 RESIGNATION
	MCCOLLUM, STEVEN MICHAEL MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Svcs	Effective 2024-02-16 RESIGNATION
0.9	MOLERIO, MOLLY KATHERINE MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2024-01-16 RESIGNATION
0.9	MORGAN, MICHELLE CLAIRE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2024-03-08 RESIGNATION
	MUNROE, MICHAEL D SCHOOL RESOURCE OFFICER 12 MO SU	School Police Department	Effective 2024-02-16 RESIGNATION
	NIPPER, CECILIA ANNE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-02-16 RETIREMENT
	NORDSTROM, FLORIDA LUCERO MCE CAFE ASSISTANT 4.5 HOURS 9 MON SU	Montclair Elementary	Effective 2024-02-01 RESIGNATION
0.9	PANTOJAS, RAUL ENRIQUE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-02 RESIGNATION
	PARKER, RANDY CLAYWELL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2023-12-20 RESIGNATION
0.9	PARRY, AMANDA CATHERINE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2024-02-02 RESIGNATION
0.9	PHILLIPS, AIMI F RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2024-02-02 CONCLUDE EMPLOYMENT

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	<u>Name/Assignment</u>	<u>Site</u>	<u>Action/Effective</u>
0.9	PHILLIPS, JUSTIN MICHAEL BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2024-02-02 RESIGNATION
	RICH, SHARONDA LATRICE OLJ CUSTODIAN 12 MO SU	Oakleaf Junior High School	Effective 2024-01-30 RESIGNATION
	ROBINSON, MYRNA T EXEC SEC SB ATTORNEY CONFIDEN	School Board	Effective 2024-02-21 RESIGNATION
	SAUCIER, TAMMY JO DIS PRINCIPAL SECRETARY CONFIDEN	Doctors Inlet Elementary	Effective 2024-02-01 CONCLUDE EMPLOYMENT
	SMITH, LENORA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2024-01-25 RESIGNATION
	SNELL, LARISSA DIANE TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-31 RESIGNATION
0.9	SPEARMAN, OLIVIA ANN WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2023-12-20 RESIGNATION
	STRONG, COLLEEN ANN RVE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Ridgeview Elementary	Effective 2023-12-19 RESIGNATION
	SWORDS, ALEXIS VICTORIA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2024-01-08 RESIGNATION
0.9	TAYLOR, ARAWYN RENEE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2023-12-20 RESIGNATION
0.9	TAYLOR, SAMANTHA DAWN MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2024-01-24 RESIGNATION
0.9	THOMAS, TIFFANY AMBER WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2024-01-08 CONCLUDE EMPLOYMENT
	THOMPSON, CARI ELIZABETH SPS REGISTERED NURSE 10 MONTH	CLIMATE AND CULTURE	Effective 2024-01-19 RESIGNATION
	TILLMAN, MARCUS KENT TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2023-12-14 RESIGNATION
	VICHICH, KYLE R TRN MECHANIC 12 MO SU	Transportation	Effective 2024-01-19 RESIGNATION
	WADE, JESSICA S POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2024-03-07 RESIGNATION
0.9	WELCH JR, ROBERT EARL SPC BEHAVIORAL HEALTH	Swimming Pen Creek Elem	Effective 2024-01-08 RESIGNATION

VI. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

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

ASST  
9 MON SU

DRAFT

**VI. Support Actions**

**F. SUPPLEMENT**

	<b>Name/Assignment</b>	<b>Site</b>	<b>Previous</b>
	ADAMS, STACEY MARIE INST APPLICATION FACILITATOR SUPPLEME	Rideout Elementary	Resignation
	DAVIS, MARIBETH MCE DOD ACADEMIC CH, STEM SUPPLEME	Montclair Elementary	Appointment
	DYAL, RENE LINETTE AES DISCRETIONARY SUPPLEME	Argyle Elementary	Appointment
0.5	DYAL, RENE LINETTE AES DOD ACADEMIC CH, STEM SUPPLEME	Argyle Elementary	Appointment
	DYAL, RENE LINETTE INST APPLICATION FACILITATOR SUPPLEME	Argyle Elementary	Appointment
	JASMIN JR, GREGORY P SLE DOD ACADEMIC CH, STEM SUPPLEME	INFORMATION AND TECH SERVICES	Appointment
	TURNER, MARY DENISE OPJ ANNUAL STAFF JH SUPPLEME	Orange Park Jr High	Appointment
	WHITEHEAD JR, WILLIAM HENRY OHS FOOTBALL ASST SH 75% SUPPLEME	Oakleaf High School	Appointment
	WHITEHEAD JR, WILLIAM HENRY OHS TRACK ASST SH SUPPLEME	Oakleaf High School	Appointment
	WYATT, NOAH DAWTON MHS TENNIS HD SH SUPPLEME	Middleburg High	Appointment

## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

**Title**

C5 - Appointment of Clay County School Board's CCEA and CESPAs Bargaining Team Members for 2024-2025

**Description**

Bargaining Team members are approved by the School Board prior to collective bargaining each year. Superintendent Broskie and Assistant Superintendent for Business Affairs, Dr. Susan Legutko, are members on both teams. Please see attachment.

**Gap Analysis**

N/A

**Previous Outcomes**

Bargaining teams have been approved by the school board in past years.

**Expected Outcomes**

The School Board of Clay County will approve the appointment of bargaining teams which will successfully negotiate the 2024-2025 contracts between the School Board of Clay County along with the CCEA and CESPAs bargaining units.

**Strategic Plan Goal**

N/A

**Recommendation**

Approve the bargaining team members for 2024-2025.

**Contact**

Brenda Troutman, Assistant Superintendent of Human Resources (904) 336-6701 [Brenda.Troutman@myoneclay.net](mailto:Brenda.Troutman@myoneclay.net)

**Financial Impact**

None

**Review Comments****Attachments**

[2024-2025 District Bargaining Teams.pdf](#)



## CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

P (904) 336-6500 W [oneclay.net](http://oneclay.net)

**SUPERINTENDENT OF SCHOOLS**

David S. Broskie

### BOARD MEMBERS:

Erin Skipper, District 1  
Mary Bolla, District 2  
Beth Clark, District 3  
Michele Hanson, District 4  
Ashley Gilhousen, District 5

## **2024-2025 District Bargaining Team Members**

### **CCEA Team:**

Brenda Troutman (Chief Negotiator)  
Jeffrey Schriver  
Tyler Wood  
Martin Aftuck  
John Mescall  
David Broskie  
Susan Legutko

### **CESPA Team:**

Brenda Troutman (Chief Negotiator)  
Sarah Lawson  
Carolyn Hayward  
Randall Crawford  
John Mescall  
David Broskie  
Susan Legutko

Leonard Dietzen will serve as special counsel for negotiations.





School Board of Clay County

March 7, 2024 - Regular School Board Meeting

**Title**

C6 - Elementary Student Out of State 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 Elem.	March 21, 2024	Valdosta, GA	6th grade	Students will observe and gather empirical evidence of characteristics of organisms. Students will explore the law of conservation of energy by differentiating between potential and kinetic energy. Identifying situations where kinetic energy is transformed into potential and vice versa.
Orange Park Elem.	April 3, 2024	Valdosta, GA	6th grade	Students will analyze and describe how and why organisms are classified according to shared characteristics with emphasis on the Linnaean system combined with the concept of domains. Students will explore the law of conservation of energy by differentiating between potential and kinetic energy.
Discovery Oaks Elem.	April 4, 2024	Valdosta, GA	6th grade	Students will explore the law of conservation of energy by differentiating between potential and kinetic energy. Identifying situations where kinetic energy is transformed into potential and vice versa.

**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

Heather Teto, Chief of Elementary Education, heather.teto@myoneclay.net; 904-336-6906.

**Financial Impact**

None

**Review Comments**

**Attachments**

🔗 [LAE FIELD TRIP OUT OF STATE.pdf](#)

🔗 [OPE FIELD TRIP OUT OF STATE.pdf](#)

🔗 [DOE FIELD TRIP OUT OF STATE.pdf](#)

DRAFT

SCHOOL DISTRICT OF CLAY COUNTY

FIELD TRIP REQUEST

1. School Requesting: Lake Asbury Elementary
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes \_\_\_\_\_ No  Trip(s) Out-of-State: Yes  No \_\_\_\_\_
4. Dates of Field Trip\*: 3/21/2024 Destination\*: Wild Adventures
5. Group Taking Trip: 6th Grade
6. If using private vehicles, list approved driver(s): \_\_\_\_\_
7. Educational Value of Field Trip: Attached
8. Supporting Florida Standards Benchmark(s) with Narrative(s): Attached
9. Number of Students\*: 120 Number of Chaperones\*: 48
10. Cost Per Student: \$100 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:30 am Returning Time\*: 6:00

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1/18/2024  
Date  
1/22/24  
Date  
1/22/24  
Date  
Date

**LAKE ASBURY ELEMENTARY**  
**6th Grade**

Educational Value of Field Trip: WILD ADVENTURES

This is real world education at its finest! This adventure in education will allow students to observe and gather empirical evidence of characteristics of organisms, equipping them to analyze and derive how and why organisms are classified. Students will get to explore the Law of Conservation of Energy first hand, allowing textbook examples to come to life.

SPECIFIC SCIENCE STANDARDS:

SC.6.L.15.1

Analyze and describe how and why organisms are classified according to shared characteristics.

SC.N.1.5

Create explanations that fit evidence.

SC.6.P.11.1

Explore the Law of Conservation of Energy by differentiating between potential and kinetic energy. Identify situations where kinetic energy is transformed into potential energy and vice versa.

Additional standards addressed in classroom:

SS.6.E.1 Understand the fundamental concepts relevant to the development of a market economy.

SCHOOL DISTRICT OF CLAY COUNTY

FIELD TRIP REQUEST

1. School Requesting: Orange Park Elementary
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: Charter Buses
3. Trip(s) Overnight: Yes \_\_\_ No  Trip(s) Out-of-State: Yes  No \_\_\_
4. Dates of Field Trip\*: April 3, 2024 Destination\*: Wild Adventures
5. Group Taking Trip: 6th Grade
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip: see attached form
8. Supporting Florida Standards Benchmark(s) with Narrative(s): see attached form
9. Number of Students\*: 60 Number of Chaperones\*: 40
10. Cost Per Student: \$110 Budget Code or Source to be charged: Internal Account  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:00 am Returning Time\*: 7:00 pm

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1/23/24  
Date

[Signature]  
Principal

1/25/24  
Date

[Signature]  
Assistant Superintendent

1/30/24  
Date

[Signature]  
Superintendent

1/30/24  
Date

## Wild Adventures Activity

Name \_\_\_\_\_

Chaperone \_\_\_\_\_

Standards covered:

**SC.6.N.2.3** What background and interests do scientists have?

What are some careers that use science?

Why do scientists work together?

**SC.6.L.15.1** Analyze and describe how and why organisms are classified according to shared characteristics with emphasis on the Linnaean system combined with the concept of Domains.

**ELA.6.C.4.1** Conduct research to answer a question, drawing on multiple reliable and valid sources and refocusing the inquiry when appropriate.

**ELA.6.C.1.4** Write expository texts to explain and/or analyze information from multiple sources, using a logical organizational structure, relevant elaboration, and varied transitions.

Directions: During the course of the day each group will need to interview a zoologist, veterinarian, and researcher. Record their answers to the following questions.

I. **Veterinarian** - Name \_\_\_\_\_ Exhibit \_\_\_\_\_

A. What do you enjoy most about your job?

\_\_\_\_\_

B. Where did you go to college?

\_\_\_\_\_

C. How long did you go to college?

\_\_\_\_\_

D. What were some of the science classes that you had to take to prepare you for the career you have chosen?

\_\_\_\_\_

E. Did you always want to be a veterinarian?

2. **Zoologist** - Name \_\_\_\_\_ Exhibit \_\_\_\_\_

A. What do you enjoy most about your job?

\_\_\_\_\_

B. Where did you go to college?

\_\_\_\_\_

C. How long did you go to college?

\_\_\_\_\_

D. What were some of the science classes that you had to take to prepare you for the career you have chosen?

\_\_\_\_\_

E. Did you always want to be a zoologist?

\_\_\_\_\_

3. **Researcher**- Name \_\_\_\_\_ Exhibit \_\_\_\_\_

A. What do you enjoy most about your job?

\_\_\_\_\_

B. Where did you go to college?

\_\_\_\_\_

C. How long did you go to college?

\_\_\_\_\_

D. What were some of the science classes that you had to take to prepare you for the career you have chosen?

\_\_\_\_\_

E. Did you always want to be a researcher?

\_\_\_\_\_

## Field Journal

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Organism's observable characteristics: \_\_\_\_\_

\_\_\_\_\_

Observed habitat: \_\_\_\_\_

\_\_\_\_\_

Domain and Kingdom: \_\_\_\_\_

Additional information: diet, behavior \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name - scientific and nickname \_\_\_\_\_

Significance /meaning of name: \_\_\_\_\_



The students who do not attend will write a brief report on the 3 scientists listed above. They will also complete a field journal from material provided by the science teacher

DRAFT

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

1. School Requesting: Discovery Oaks Elementary
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: Academy Charter bus
3. Trip(s) Overnight: Yes \_\_\_\_\_ No  Trip(s) Out-of-State: Yes  No \_\_\_\_\_
4. Dates of Field Trip\*: April 4, 2023 Destination\*: Wild Adventures
5. Group Taking Trip: 6<sup>th</sup> grade
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip:  
STEAM - understanding real world implementation of kinetic/potential energy.
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
SC.6.P.11.1 ; SC.6.N.3.2
9. Number of Students\*: 156 Number of Chaperones\*: 26
10. Cost Per Student: \$110.00 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:00am Returning Time\*: 5:00 pm  
*\*For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s): \_\_\_\_\_

Sepantha Hunter  
Teacher, Team Leader, Department Head, Etc.  
\_\_\_\_\_  
Principal  
\_\_\_\_\_  
Assistant Superintendent  
\_\_\_\_\_  
Superintendent

11/14/23  
Date  
11/14/23  
Date  
1/30/24  
Date  
\_\_\_\_\_  
Date

78 c/o  
11-14-23



School Board of Clay County

---

March 7, 2024 - Regular School Board Meeting

**Title**

C7 - K-12 Academic Services Out of State and Overnight Student Travel

DRAFT

**Description**

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

## Field Trips Details

School	Date	Destination	Group	Purpose
Professional Learning Science	4/2 - 4/5/24	Lakeland, FL	Regional Science & Engineering fair nominees	Science Fair competition
Professional Learning Science	5/12 - 5/17/24	Los Angeles, CA	International Science Fair Nominees	Science Fair competition
Clay High School	2/2 - 2/3/24	Powder Springs, GA	NJROTC	Qualified for NJROTC Competition
Fleming Island High School	3/13 - 3/17/24	Tampa, FL	Thespian Troupe/Drama	District competition
Fleming Island High School	3/1 - 3/2/24	Winter Haven, FL	Robotics Team	Qualified for State Competition
Fleming Island High School	3/1 - 3/2/24	Douglas, GA	NJROTC Drill Team	Drill Competition
Fleming Island High School	3/15 - 3/18/24	Orlando, FL	FBLA	FBLA Conference
Fleming Island High School	3/22 - 3/23/24	Tallahassee, FL	Track & Field Team	Pre-state track meet
Fleming Island High School	3/22 - 3/23/24	St. Petersburg, FL	Ocean Science Bowl Team	Marine Science competition
Middleburg High School	3/11 - 3/12/24	Orlando, FL	Floriculture Team	Qualified for competition
Middleburg High School	4/23 - 4/25/24 & 4/29 - 5/3/24	Various locations see attached schedule	Boys & Girls Tennis	Tennis Matches
Middleburg High School	4/29 - 5/3/24	Various locations see attached schedule	Varsity Baseball	Tournaments and possible State Playoffs
Middleburg High School	2/16 - 2/17/24	Tampa, FL	Girls Weightlifting	State competition if qualified
Middleburg High School	3/29 - 4/3/24	Orlando, FL	Prostart Culinary Students	Culinary Competition
Oakleaf High School	3/13 - 3/16/24	Tampa, FL	Theatre Club	State Festival Performance
Oakleaf High	3/15 -	Miami, FL	Model UN	Model UN Conference

School	3/17/24			
Orange Park High School	4/4 - 4/8/24	Anaheim, CA	Band	Heritage Festival performance
Orange Park High School	3/1 - 3/2/24	Douglas, GA	NJROTC	Drill Competition
Orange Park High School	4/3 - 4/5/24	Parris Island, SC	NJROTC	Boot Camp visit for cadets
Ridgeview High School	3/1 - 3/2/24	Coffee, GA	NJROTC Drill Team	Drill Competition
Ridgeview High School	3/14 - 3/18/24	Kings Mountain State Park, NC	NJROTC Orienteering Team	Qualified for National Orienteering Competition
Ridgeview High School	3/1 - 3/2/24	Tifton, GA	Baseball	Baseball Tournament

**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**

📎 [March 2024 Student Travel.pdf](#)

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024**

1. School Requesting: Professional Learning
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: rental vans
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: 4/2/24 - 4/5/24 Destination\*: Lakeland, FL
5. Group Taking Trip: Regional Science & Engineering Fair Nominees
6. If using private vehicles, list approved driver(s): Kathryn Ruelas, Lestee Bryan
7. Educational Value of Field Trip: Students are engaged in the Science and Engineering Practices as well as 21<sup>st</sup> century skills
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SC.912.N.1.1 - All Nature of Science Standards support science fair projects and presentations
9. Number of Students\*: 15 Number of Chaperones\*: 4
10. Cost Per Student: \$500 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 8:00 AM Returning Time\*: 2:00 PM

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

13 Feb 2024  
Date

Principal

Date 2/16/24

Assistant Superintendent

Date 2/16/24

Superintendent

Date \_\_\_\_\_

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

March 7, 2024

1. School Requesting: Professional Learning
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: rental cars / airplane
3. Trip(s) Overnight: Yes  No Trip(s) Out-of-State: Yes  No
4. Dates of Field Trip\*: 5/12/24 - 5/17/24 Destination\*: LOS Angeles, CA
5. Group Taking Trip: International Science Fair Nominees
6. If using private vehicles, list approved driver(s): Kathryn Ruelas
7. Educational Value of Field Trip: Students are engaged in the Science and Engineering Practices as well as 21<sup>st</sup> Century skills.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): SC.912.N.1.1 - All Nature of Science Standards support science fair projects and presentations
9. Number of Students\*: 2 Number of Chaperones\*: 2
10. Cost Per Student: \$4,000 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:00 Am Returning Time\*: 10:00 Am

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

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

Bus Requisition Number(s):

K. Ruelas  
Teacher, Team Leader, Department Head, Etc.  
D. Long  
Principal  
[Signature]  
Assistant Superintendent  
\_\_\_\_\_  
Superintendent

13 Feb 2024  
Date  
2/16/24  
Date  
2/16/24  
Date  
\_\_\_\_\_  
Date

SCHOOL DISTRICT OF  
FIELD TRIP RE

ADMINISTRATIVELY APPROVED  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

1. School Requesting: Clay  
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: Enterprise Rental Van

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

4. Dates of Field Trip\*: 2/2/2024 - 2/3/2024 Destination\*: Powder Springs, GA / Hillgrove High

5. Group Taking Trip: NJROTC

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_

7. Educational Value of Field Trip:  
NJROTC and academic competition goalposts

8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Number of Students\*: 5 Number of Chaperones\*: 1

10. Cost Per Student: \$60 Budget Code or Source to be charged: Internal  
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time\*: 1030 Returning Time\*: 2100

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

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

Bus Requisition Number(s):  
\_\_\_\_\_

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

1/29/2024  
Date  
1/29/24  
Date  
1/31/24  
Date  
1/31/24  
Date

1/2



SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024**

- School Requesting: FLEMING ISLAND
- Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other X  
If Commercial Carrier or Other, please state type: STUDENTS RESPONSIBLE FOR OWN TRANSPORT
- Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No \_\_\_\_\_
- Dates of Field Trip\*: MAR 13 - 17 Destination\*: TAMPA
- Group Taking Trip: THESPIAN TROUPE / DRAMA
- If using private vehicles, list approved driver(s): \_\_\_\_\_
- Educational Value of Field Trip: COMPETITION FOR DISTRICT WINNING  
INDIVIDUAL EVENTS AND MAINSTAGE PRODUCTION SELECTED  
AS ONE OF NINE IN THE STATE TO PERFORM.
- Supporting Florida Standards Benchmark(s) with Narrative(s): TH.912.C.1.2  
TH 912 C.2.7 TH 912.S.3.2
- Number of Students\*: 15 Number of Chaperones\*: 4
- Cost Per Student: \$650 Budget Code or Source to be charged: DRAMA 3178  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time\*: 12 pm 3/13 Returning Time\*: 1 pm 3/17

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

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

Bus Requisition Number(s):

\_\_\_\_\_  
Teacher, Team Leader, Department Head, Etc.  
\_\_\_\_\_  
Principal  
\_\_\_\_\_  
Assistant Superintendent  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date 2-13-24  
\_\_\_\_\_  
Date 2/14/24  
\_\_\_\_\_  
Date 2/15/24  
\_\_\_\_\_  
Date 2/16/24  
\_\_\_\_\_  
Date

63

SCHOOL DISTRICT OF ( )  
FIELD TRIP REQUEST

1. School Requesting: Fleming Island High School
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier X Other Rental van  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
4. Dates of Field Trip\*: 3/1/24 - 3/2/24 Destination\*: Advent Fieldhouse: Winter Haven, FL
5. Group Taking Trip: Robotics Team
6. If using private vehicles, list approved driver(s): \_\_\_\_\_
7. Educational Value of Field Trip: Robotics team is going to states. - qualified
8. Supporting Florida Standards Benchmark(s) with Narrative(s): not available
9. Number of Students\*: 12 Number of Chaperones\*: 2
10. Cost Per Student: \$150.00 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 3/1/24: 9:00am Returning Time\*: 3/2/24: 9:00pm

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

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

Bus Requisition Number(s): \_\_\_\_\_

<u>[Signature]</u>	<u>2/8/24</u>
Teacher, Team Leader, Department Head, Etc.	Date
<u>[Signature]</u>	<u>2/8/24</u>
Principal	Date
<u>[Signature]</u>	<u>2/13/24</u>
Assistant Superintendent	Date
<u>[Signature]</u>	<u>2/16/24</u>
Superintendent	Date

62

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

1. School Requesting: Fleming Island

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

3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes X No \_\_\_\_\_

4. Dates of Field Trip: March 1-2 Destination\*: Douglas, Ga. 31533

5. Group Taking Trip: ATROTC Drill Team

6. If using private vehicles, list approved driver(s): N/A

7. Educational Value of Field Trip: Supports ATROTC Curriculum and team events.

8. Supporting Florida Standards Benchmark(s) with Narrative(s): Same as above

9. Number of Students\*: 40 Number of Chaperones\*: 4

10. Cost Per Student: 0 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time\*: 4:00 pm Returning Time\*: 10:00 pm

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

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

Bus Requisition Number(s): \_\_\_\_\_

Kevin Maloney / ATROTC DLT  
Teacher, Team Leader, Department Head, Etc.

31 January 2024  
Date

[Signature]  
Principal

1/31/24  
Date

[Signature]  
Assistant Superintendent

1/31/24  
Date

[Signature]  
Superintendent

1/31/24  
Date

60

SCHOOL DISTRICT OF C  
FIELD TRIP REQUES

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

1. School Requesting: FIHS
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier X Other ✓  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
4. Dates of Field Trip\*: March 15-18, 2024 Destination\*: Hilton Orlando, Orlando, Florida
5. Group Taking Trip: Future Business Leaders of America
6. If using private vehicles, list approved driver(s): \_\_\_\_\_
7. Educational Value of Field Trip: Demonstrate personal skills through communication skill building opportunities. Apply skills in gathering further career opportunities through attending various workshops and analyzing personal goals + skills.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): 8.0, 7.0, 9.0  
Communication, Leadership, Individual Assessment
9. Number of Students\*: 20 Number of Chaperones\*: 2
10. Cost Per Student: \$385.00 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 7:00 am Returning Time\*: 12:00 noon

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

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

Bus Requisition Number(s): \_\_\_\_\_

Brenda S. Kelland  
Teacher, Team Leader, Department Head, Etc.

1-18-2024  
Date

[Signature]  
Principal

1/22/2024  
Date

[Signature]  
Assistant Superintendent

1/22/24  
Date

[Signature]  
Superintendent

\_\_\_\_\_  
Date

56

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

March 7, 2024

1. School Requesting: Fleming Island HS
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: Rental Vans
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: March 22/23-2024 Destination\*: FSU R-day
5. Group Taking Trip: Track and Field
6. If using private vehicles, list approved driver(s): Chris Otero, Paul Allen, Darrell Thompson
7. Educational Value of Field Trip: Pre-state track meet
8. Supporting Florida Standards Benchmark(s) with Narrative(s): NA
9. Number of Students\*: 20 Number of Chaperones\*: 3
10. Cost Per Student: \$ 30<sup>00</sup> Budget Code or Source to be charged: Track/Field  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 1:00 PM Returning Time\*: 6:00 PM

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1-11-24  
Date

[Signature]  
Principal

1/11/24  
Date

[Signature]  
Assistant Superintendent

1/11/24  
Date

[Signature]  
Superintendent

1/22/24  
Date

Superintendent

Date

55

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024**

SCHOOL DISTRICT OF  
**FIELD TRIP REQUEST**

1. School Requesting: Fleming Island High
2. Transportation (Check One):  
 School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
 If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: 3/22-3/23 Destination\*: USF - St. Petersburg
5. Group Taking Trip: Ocean Science Bowl Team
6. If using private vehicles, list approved driver(s): Sarah Pederson, Kelly Morris
7. Educational Value of Field Trip: Students will meet professors and scientists who will speak about marine science research and careers. Students will compete against other Florida students in the Spoonbill Bowl - Marine Science
8. Supporting Florida Standards Benchmark(s) with Narrative(s): Quiz Bowl competition. SC.912.L.17.2 Explain the general distribution of life in aquatic ecosystems as a function of chemistry, geography, light, depth, salinity & temperature. Many other standards apply as well...
9. Number of Students\*: 10 Number of Chaperones\*: 2
10. Cost Per Student: \$75 Budget Code or Source to be charged: \_\_\_\_\_  
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 1 pm 3/22 Returning Time\*: 10 pm 3/23

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1/10/24  
 Date  
1/16/24  
 Date  
1/16/24  
 Date  
1/16/24  
 Date

54

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

SCHOOL DISTRICT  
FIELD TRIP REQ

- School Requesting: Middleburg High
- Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other County van  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
- Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No X
- Dates of Field Trip\*: 3-11-24 | 3-12-24 Destination\*: Orlando / Haines City
- Group Taking Trip: State qualifying Floriculture team
- If using private vehicles, list approved driver(s): \_\_\_\_\_
- Educational Value of Field Trip: Students will exhibit their knowledge gained in classroom & after school practice in the area of plant science - plants / huts / pest id
- Supporting Florida Standards Benchmark(s) with Narrative(s): 5.1 Identify specializations within the plant industry 2.1.1 Identify common indoor plants 2.3.04 Demonstrate botanical name of plants
- Number of Students\*: 6 Number of Chaperones\*: 1
- Cost Per Student: 0 Budget Code or Source to be charged: 4031  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time\*: 6:00 AM Returning Time\*: 6:00 pm

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

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

Bus Requisition Number(s):

Missie Hendricks  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
Assistant Superintendent

[Signature]  
Superintendent

2/5/24  
Date

2/14/24  
Date

2/14/24  
Date

2/16/24  
Date

126

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

SCHOOL DIST  
FIELD TRIP

1. School Requesting: Middleburg High
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No  Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: TBD April 4/23-4/25 and 4/29-3/3 Qualify  
Destination\*: See attached schedule  
included possible overnight for regional or state TBD.
5. Group Taking Trip: Middleburg Boys + Girls Tennis
6. If using private vehicles, list approved driver(s): Parents responsible for transportation
7. Educational Value of Field Trip: \_\_\_\_\_
8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_
9. Number of Students\*: 20 Number of Chaperones\*: 1
10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: \_\_\_\_\_ Returning Time\*: \_\_\_\_\_

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1/29/2024  
Date  
1/29/2024  
Date  
1/6/24  
Date  
2/8/24  
Date

2024 1/31/23





# MIDDLEBURG HIGH SCHOOL



## Boys and Girls Tennis 2024

DATE	OPPONENT	LOCATION	TIME	SPECIAL EVENTS
2/13	Columbia	MHS	3:30	
2/15	Ridgeview	MHS	3	
2/20	Fleming	MHS	3	
2/21	Clay	Magnolia	3:15	
2/28	Clay	MHS	3:15	
3/5	Keystone	Keystone	3:30	Girls Only
3/7	Orange Park	MHS	2:30	Senior Night
3/21	Fleming	Eagle Harbor	3	
3/26	Keystone	MHS	3:30	Girls Only
3/28	St Johns CD	SJCDS	3:30	
4/2	Columbia	Columbia	3:30	
4/4	Ridgeview	Ridgeview	3	
4/11	Orange Park	MHS	2:30	Orange Park (host)
4/17-18	Districts	Jonesville	TBA	
4/23 & 4/25	Regionals	TBA	TBA	
4/29 - 5/3	States	TBA	TBA	



**Athletic Director: Casey Thompson**  
**Head Coach: Noah Wyatt**  
**Principal: Martin Aftuck**

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024**

SCHOOL DISTRICT ( )  
**FIELD TRIP REQ**

1. School Requesting: Middleburg High School

2. Transportation (Check One):  
 School Bus(s)  Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other   
 If Commercial Carrier or Other, please state type: Parents Responsible for transportation when bus is unavailable. School Van for players without parent trans.

3. Trip(s) Overnight: Yes  No  Trip(s) Out-of-State: Yes \_\_\_\_\_ No \_\_\_\_\_  
(In the event of state playoffs only)

4. Dates of Field Trip\*: See Attached Schedule Destination\*: See Attached Schedule

5. Group Taking Trip: Varsity Baseball

6. If using private vehicles, list approved driver(s): N/A

7. Educational Value of Field Trip: Athletics - state playoffs in May

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

9. Number of Students\*: 22 Number of Chaperones\*: 4

10. Cost Per Student: N/A Budget Code or Source to be charged: Athletics  
 (Example: Internal Accounts, 5100.0331, Athletic Departments)

11. Departure Time\*: 1.5-2 hours prior to game time Returning Time\*: At the completion of the game

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

11/30/23  
Date

[Signature]  
Principal

1/11/24  
Date

[Signature]  
Assistant Superintendent

1/22/24  
Date

[Signature]  
Superintendent

1/22/24  
Date

115



# MIDDLEBURG HIGH SCHOOL



## Varsity Baseball 2024

February 13	Baker County	Away	7:00	Preseason @ Baker
February 15	Hilliard	Away	4:00	Preseason @ Baker
February 20	St. Augustine	Home	7:00 PM	
February 23	Atlantic Coast	Away	6:30 PM	
February 27	Bradford	Home	6:30 PM	
March 1	Orange Park	Away	6:30 PM	
March 4	Riverside	Home	6:30 PM	
March 5	Palatka	Home	7:00 PM	
March 8	Ridgeview	Away	6:00 PM	
March 11	Westside	Away	6:00 PM	
March 12	Bradford	Away	7:00 PM	
March 18	Fleming	Away	7:00 PM	
March 21	Beachside	Home	6:30 PM	
March 22	Orange Park	Home	6:30 PM	
March 25	Menendez	Away	6:30 PM	
March 28	Nease	Home	6:30 PM	
April 1	University Christian	Away	6:30 PM	
April 2	Keystone	Home	6:30 PM	
April 5	Oakleaf	Away	7:00 PM	
April 11	Clay	Home	6:30 PM	
April 12	Westside	Home	6:00 PM	
April 15	Yulee	Home	6:30 PM	
April 18	Ponte Vedra	Away	6:30 PM	
April 22	Menendez	Home	6:00 PM	Senior Night
April 23	Keystone	Away	6:00 PM	
April 25	Paxon	Away	6:30 PM	
4/29 - 5/3	District Tournament	TBD	TBD	District Tournament
TBD	Regional Quarterfinal	TBD	TBD	
TBD	Regional Semifinal	TBD	TBD	
TBD	Regional Final	TBD	TBD	
TBD	State Tournament	TBD	TBD	Overnight TBD

Principal – Martin Aftuck

Athletic Director – Casey Thompson

Head Coach – Daniel Pearce

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

1. School Requesting: Middleburg High

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

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

4. Dates of Field Trip\*: Feb. 16-17, 2024 Destination\*: RP Funding Center Tampa FL

5. Group Taking Trip: GIRLS WEIGHTLIFTING

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

7. Educational Value of Field Trip: STATE WEIGHTLIFTING - must qualify for STATE

8. Supporting Florida Standards Benchmark(s) with Narrative(s): \_\_\_\_\_

9. Number of Students\*: 20 Number of Chaperones\*: 2

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

11. Departure Time\*: 10:00 AM Returning Time\*: 10:00 PM

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1-14-2024  
Date

[Signature]  
Principal

1-16-24  
Date

[Signature]  
Assistant Superintendent

1/22/24  
Date

[Signature]  
Superintendent

1/22/24  
Date

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

1. School Requesting: Middleburg High
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: March 29th-31st Destination\*: Orlando Rosen Plaza Hotel  
*\*Prostart Competition*
5. Group Taking Trip: Prostart culinary students
6. If using private vehicles, list approved driver(s): Jessica Simpson
7. Educational Value of Field Trip: Students will have the opportunity to showcase their skills in competition with other FL high school students for the chance to go to national competition.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): 13.05 Examine Competitive events + opportunities related to Culinary students.
9. Number of Students\*: 8-12 Number of Chaperones\*: 2
10. Cost Per Student: \$ 100.00 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: TBD - 3/29/24 Returning Time\*: 2pm - 3/3/24

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

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

Bus Requisition Number(s):

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

RECEIVED  
JAN 11 2024

Date 1/12/24  
1/12/24  
Date 1/14/24  
Date 1/22/24  
Date \_\_\_\_\_

114

SCHOOL DISTRICT OF  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

- School Requesting: Oakleaf High School
- Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
- Trip(s) Overnight:  Yes  No Trip(s) Out-of-State: Yes \_\_\_\_\_ No
- Dates of Field Trip\*: 3/13-3/16/24 Destination\*: Tampa, FL
- Group Taking Trip: Theatre Club
- If using private vehicles, list approved driver(s): Benfrow, Heartley
- Educational Value of Field Trip: For theatre students to perform at state festival in front of a panel of judges + receive feedback on performances
- Supporting Florida Standards Benchmark(s) with Narrative(s): TH.912.C.1.2 TH.912.C.1.5 TH.912.C.1.8 TH.912.C.2.5
- Number of Students\*: 19 Number of Chaperones\*: 3
- Cost Per Student: \$350.00 Budget Code or Source to be charged: 4004 Drama  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time\*: 11:00 AM Returning Time\*: 4:00 PM

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

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

Bus Requisition Number(s):

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

[Signature]  
Principal

[Signature]  
Assistant Superintendent

[Signature]  
Superintendent

2/17/2024  
Date

2/19/24  
Date

2/13/24  
Date

2/16/24  
Date

105

SCHOOL DISTRICT OF  
**FIELD TRIP R**

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024**

1. School Requesting: Oakleaf High
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other Van ✓  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes \_\_\_\_\_ No
4. Dates of Field Trip\*: 3/5 - 3/17 (Spring break) Destination\*: Florida International Univ.
5. Group Taking Trip: Model United Nations
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. \_\_\_\_\_
7. Educational Value of Field Trip:  
This conference promotes the concepts of research along with debate skills. It also fosters the idea of teamwork & building compromise in moderated discussion forums
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Number of Students\*: 14 Number of Chaperones\*: 6
10. Cost Per Student: \$160<sup>00</sup> Budget Code or Source to be charged: 4069  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 6:00 am Returning Time\*: 10:00 pm  
*\*For School Buses, if more than one bus is requested, reference bus request form.*

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

Bus Requisition Number(s): \_\_\_\_\_

\_\_\_\_\_  
Teacher, Team Leader, Department Head, Etc.  
\_\_\_\_\_  
Principal  
\_\_\_\_\_  
Assistant Superintendent  
\_\_\_\_\_  
Superintendent

2-5-2024  
Date  
2/5/24  
Date  
2/7/24  
Date  
3/7/24  
Date

97

March 7, 2024

- School Requesting: Orange Park HS
- Transportation (Check One):  
 School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other   
 If Commercial Carrier or Other, please state type: Airline - Southwest
- Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes  No \_\_\_\_\_
- Dates of Field Trip\*: 4/4-4/8, 2024 Destination\*: Anaheim, CA
- Group Taking Trip: Band
- If using private vehicles, list approved driver(s): N/A
- Educational Value of Field Trip: To perform at a Heritage Festival and experience different cultures. Profound music education and cultural enrichment experience.
- Supporting Florida Standards Benchmark(s) with Narrative(s): MU.912.S.2 - Development of Skills... in the arts strengthens ability to process information.
- Number of Students\*: 40 Number of Chaperones\*: 10
- Cost Per Student: \$2,100.<sup>00</sup> Budget Code or Source to be charged: \_\_\_\_\_  
 (Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time\*: 10:00AM (4/4/24) Returning Time\*: 6:00PM (4/8/24)

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

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

Bus Requisition Number(s):

\_\_\_\_\_  
 Teacher/Team Leader/Department Head, Etc.  
 \_\_\_\_\_  
 Principal  
 \_\_\_\_\_  
 Assistant Superintendent  
 \_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date 1/29/24  
 \_\_\_\_\_  
 Date 1/29/24  
 \_\_\_\_\_  
 Date 1/31/24  
 \_\_\_\_\_  
 Date 1/31/24  
 \_\_\_\_\_  
 Date \_\_\_\_\_



ADMINISTRATIVELY APPROVED  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

SCHOOL DISTRICT OF C  
FIELD TRIP REQUEST

1. School Requesting: OPH
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other   
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes  No \_\_\_\_\_
4. Dates of Field Trip\*: 3/1/24 - 3/2/24 Destination\*: Douglas, Georgia
5. Group Taking Trip: N/rote
6. If using private vehicles, list approved driver(s): N/A
7. Educational Value of Field Trip: Attend AREA 10 DRILL Championship.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students\*: 45 Number of Chaperones\*: 3
10. Cost Per Student: 0 Budget Code or Source to be charged: N/A  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 9 AM Returning Time\*: 9 PM

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

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

Bus Requisition Number(s):

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

1/18/24  
Date  
1/22/24  
Date  
1/24/24  
Date  
1/31/24  
Date

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
March 7, 2024

SCHOOL DISTRICT OF \_\_\_\_\_  
FIELD TRIP REQUEST

1. School Requesting: OPH ✓
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes  No \_\_\_\_\_ Trip(s) Out-of-State: Yes  No \_\_\_\_\_
4. Dates of Field Trip\*: 4/3/24 - 4/5/24 Destination\*: PARRIS Island, SC.
5. Group Taking Trip: NJ ROTC
6. If using private vehicles, list approved driver(s): N/A
7. Educational Value of Field Trip: Visiting MARINE Corps Boot Camp MILITARY BASE.
8. Supporting Florida Standards Benchmark(s) with Narrative(s): N/A
9. Number of Students\*: 50 Number of Chaperones\*: 4
10. Cost Per Student: 0 Budget Code or Source to be charged: \_\_\_\_\_  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 9 AM Returning Time\*: 5 PM

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

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

Bus Requisition Number(s): \_\_\_\_\_

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

1/18/24  
Date  
1/22/24  
Date  
1/24/24  
Date  
1/31/24  
Date

[Signature]

SCHOOL DISTRICT OF C  
**FIELD TRIP REC**

**ADMINISTRATIVELY APPROVED** ✓  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

1. School Requesting: Ridgeview High School
2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier X Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes X No \_\_\_\_\_
4. Dates of Field Trip\*: Fri - Sat 1-2 March 2024 Destination\*: Coffee H.S. Coffee, GA
5. Group Taking Trip: NJROTC Drill Team
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip  
N/A This is an Drill Meet Competition *We hope to qualify for the Area 12 Champions on Saturday*
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
N/A
9. Number of Students\*: 40 Number of Chaperones\*: 6
10. Cost Per Student: \$30 Budget Code or Source to be charged: 3167  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
11. Departure Time\*: 2:00 pm Friday Returning Time: 9:00pm Saturday

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

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

Bus Requisition Number(s): \_\_\_\_\_

Teacher, Team Leader, Department Head, Etc. \_\_\_\_\_

Principal \_\_\_\_\_

Assistant Superintendent \_\_\_\_\_

Superintendent \_\_\_\_\_

Date 1/22/24

Date 1/22/24

Date 1/24/24

Date 1/29/24

51



Woolwine, Laurie <laurie.woolwine@myoneclay.net>

**Good Morning**

1 message

**Denny, Lisa** <lisa.denny@myoneclay.net>  
To: "Woolwine, Laurie" <laurie.woolwine@myoneclay.net>  
Cc: Robert Peterson <robert.peterson@myoneclay.net>

Wed, Jan 31, 2024 at 10:45 AM

Commander Peterson would like to change the departure time on a field trip.  
The field trip is to Coffee Ga. March 1-2. He would like to change the departure time from 2pm Friday to 8:00 am Friday.  
Will this email suffice or would you like me to re-submit paperwork with the time change?  
Thank You

**Lisa Denny**  
RHS SCHOOL SEC ADMINISTRATION  
RHS  
**Clay County District Schools**  
| phone 904-336-8975 | ext 68894  
| web oneclay.net | email lisa.denny@myoneclay.net



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



DRAFT



COFFEE HIGH SCHOOL NJROTC  
159 TROJAN WAY  
DOUGLAS, GA 31533  
(912) 389-6610



31 Oct 2023

From: Senior Naval Science Instructor, Coffee High School  
To: Area 12 Drill Championship Qualifiers

Subj: AREA 12 DRILL MEET CHAMPIONSHIP, 02 MAR 2024

Ref: (a) Navy Nationals SOP ([www.thenationals.net](http://www.thenationals.net))  
(b) Area-12 Sanctioned Drill Meet SOP

Encl: (1) Agreement of Indemnity  
(2) Directions to Coffee Middle School  
(3) Pre-mishap plan  
(4) Hotel/Food Information  
(5) ORM matrix

1. The Area 12 Drill Championship scheduled for 02 March 2024 will be hosted by the Coffee High School NJROTC Unit. The meet will take place at Coffee Middle School. Events will be graded by US Marine Corps, US Navy, US Air Force and US National Guard active duty and reserve personnel.

2. The **entry fee** for the Area 12 Drill Championship has been set by the Area Manager at \$500.00. **\$200.00** of this fee must be submitted to the **Area 12 Manager** and **\$300.00** must be submitted to **Coffee High School NJROTC, 159 Trojan Way, Douglas, GA 31533**. The fee submitted to Coffee High School will include the cost of meals for 30 cadets. Schools bringing more than 30 cadets to the meet must pay an additional \$7.00 per cadet for meals and must lock in this price at least two weeks prior to the meet. Entry fees are due no later than 15 Feb 2023.

3. There will be no instructor meeting as all units should know Nationals rules/procedures. Remember, all participating cadets must stand the Personnel Inspection. No more than 40 cadets may participate in this meet. **ALL CADETS** must have a completed Sports Physical, Standard Release Form, and Agreement of Indemnity to compete in this Area-12 Drill Championship. Each SNSI will verify completion of ALL requirements before allowing a cadet to compete.

4. **THIS EVENT WILL BE RUN IN STRICT COMPLIANCE WITH THE NEW NATIONALS LOI. GRADING OF DRILL EVENTS WILL BE IAW REFERENCES (A) AND (B).**

**SCHOOL DISTRICT OF CLAY  
FIELD TRIP REQUEST  
MODIFICATION**

**ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL ✓  
March 7, 2024**

1. School Requesting: Ridgeview High School
2. Transportation (Check One):  
 School Bus(s) \_\_\_\_\_ Private Vehicle(s) X Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
 If Commercial Carrier or Other, please state type: \_\_\_\_\_
3. Trip(s) Overnight: Yes X No \_\_\_\_\_ Trip(s) Out-of-State: Yes X No \_\_\_\_\_
4. Dates of Field Trip\*: Thursday, March 14 to Monday, March 18<sup>th</sup> All during Spring Break Destination\*: Kings Mountain State Park, NC
5. Group Taking Trip: NJROTC Orienteering Team
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
7. Educational Value of Field Trip: We just qualified yesterday!  
 This is to participate the NJROTC National Orienteering Competition
8. Supporting Florida Standards Benchmark(s) with Narrative(s):  
N/A
9. Number of Students\*: 20 Number of Chaperones\*: 6
10. Cost Per Student: Free Budget Code or Source to be charged: 3167  
 (Example: Internal Accounts, 5100.0331, Athletic Departments)  
 Returning Time\*: 6:00 pm
11. Departure Time\*: 6:00 am

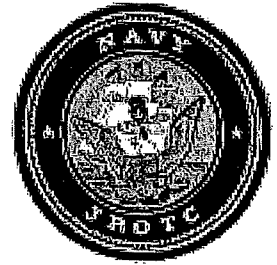
\*For School Buses, if more than one bus is requested, reference bus request form.

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

\_\_\_\_\_  
 Teacher, Team Leader, Department Head, Etc.  
 \_\_\_\_\_  
 Principal  
 \_\_\_\_\_  
 Assistant Superintendent  
 \_\_\_\_\_  
 Superintendent

1/22/2024  
 \_\_\_\_\_  
 Date 1/22/24  
 \_\_\_\_\_  
 Date 1/24/24  
 \_\_\_\_\_  
 Date 1/31/24  
 \_\_\_\_\_  
 Date

52



## St. Stephens High School

3205 34th St. Dr. NE

Hickory, NC 28681

GySgt Eric Pratt, USMC (Ret)

Naval Science Instructor

[Pratt.eric.nsi@navyjrotc.org](mailto:Pratt.eric.nsi@navyjrotc.org)

806-206-2615 (cell)

FROM: Naval Science Instructor, St. Stephens High School NJROTC  
TO: NJROTC Area Managers (forward to NNOC selected units)  
VIA: NJROTC Area Manager, Old Area SIX

SUBJ: 2023-2024 NJROTC NATIONAL ORIENTEERING CHAMPIONSHIP (NNOC) LETTER OF INSTRUCTION (LOI)

ENCL: 1) School Registration / Invoice Page (mail with payment – checks preferred)  
2) Agreement of Indemnity (completed, scanned, and uploaded by 01 March 2024)  
3) Safety Brief/Acknowledgement of Rules Form (provided SEPCOR, due at onsite registration check-in)

### 1. GENERAL

**A. HOST SCHOOL.** Host school is St. Stephens High School NJROTC, Hickory, NC. Meet Director is GYSGT Eric Pratt – [Pratt.eric.nsi@navyjrotc.org](mailto:Pratt.eric.nsi@navyjrotc.org). Phone contact is 828-256-9841 Ext 501 (office), 806-206-2615 (cell), direct all questions that pertain to NNOC 2023/2024 to GYSGT Pratt, USMC (Ret.)

**B. DATES AND LOCATION.** The Sixteenth Annual NJROTC National Orienteering Championship (NNOC) will take place on Saturday, 16 March and Sunday, 17 March 2024 at Lake York, Kings Mountain State Park, 1277 Park Rd, Blacksburg, SC. Friday, 15 March 2024 at Crowders Mountain State Park, 522 Park Office Lane, Kings Mountain, NC 28086 will feature a model course for competitors and Monday, 18 March will serve as the event backup date should either day of the event be canceled.

**C. EMBARGO.** *Effective immediately, Kings Mountain State Park (Lake York Area) is off limits for all NJROTC cadets, NJROTC instructors, coaches, and involved parents participating in the 2024 NNOC.*

### D. EVENT TIMELINE.

1 December 2023 Event Registration Opens

26 January 2024 Event Registration Closes

9 February 2024 All T-shirt and Meal Orders Due

23 February 2024 All Fees/Payments Due to Host Unit and Indemnity Forms Due

SCHOOL DISTRICT OF C  
FIELD TRIP REC

ADMINISTRATIVELY APPROVED  
Received too late for Feb. 1, 2024  
Board Meeting  
Received for information: Mar. 7, 2024

- School Requesting: REDGEVIEW HIGH
- Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other   
If Commercial Carrier or Other, please state type: PARENTS PROVIDE OWN TRANSPORTATION
- Trip(s) Overnight:  Yes  No Trip(s) Out-of-State:  Yes  No
- Dates of Field Trip\*: 3/1/24, 3/2/24 Destination\*: Tifton, Georgia / Tipton County High School
- Group Taking Trip: RHS BASEBALL
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. N/A
- Educational Value of Field Trip:  
BASEBALL TOURNAMENT
- Supporting Florida Standards Benchmark(s) with Narrative(s):  
N/A
- Number of Students\*: 20 Number of Chaperones\*: 5
- Cost Per Student: N/A Budget Code or Source to be charged: N/A  
(Example: Internal Accounts, 5100.0331, Athletic Departments)
- Departure Time\*: 2:00 PM Returning Time\*: 5:00 PM

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

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

Bus Requisition Number(s):

Teacher, Team Leader, Department Head, Etc.

Principal

Assistant Superintendent

Superintendent

Date

Date

Date

Date

1/29/24

~~1/29/24~~

1/29/24

2/7/24

2/7/24

53



March 7, 2024 - Regular School Board Meeting

**Title**

C8 - Proposed AMIkids-Clay County Employee and Student Calendar for 2024-2025 School Year

**Description**

AMIkids-Clay County developed an employee and student calendar for the 2024-2025 school year.

**Gap Analysis**

N/A

**Previous Outcomes**

None

**Expected Outcomes**

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

**Strategic Plan Goal**

N/A

**Recommendation**

That the Clay County School Board will approve the recommended AMIkids-Clay County Employee and Student Calendar for the 2024-2025 school year.

**Contact**

Treasure Pickett, Director K12 Secondary Ed., treasure.pickett@myoneclay.net

**Financial Impact**

None

**Review Comments**

**Attachments**

④ [AMIkids-Clay County 2024-2025 School Calendar.pdf](#)

# AMikids – Clay County

## 2024-2025 School Calendar

July 2024							August 2024							September 2024						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	
													30	31						

April 2025							May 2025							June 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

- School Closed/ Holidays
- Staff Training Day (no school for students) =10
- FTE WEEK
- Teacher Training Day (no school for students) =10
- Report Cards
- First/ Last Day of School

## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

**Title**

C9 - Proposed PACE Employee and Student Calendar for 2024-2025 School Year

**Description**

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

**Gap Analysis**

N/A

**Previous Outcomes**

Prior years' Proposed PACE calendars were Board approved and posted on the district website.

**Expected Outcomes**

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

**Strategic Plan Goal**

N/A

**Recommendation**

That the Clay County School Board will approve the recommended PACE Employee and Student Calendar for the 2024-2025 school year.

**Contact**

Treasure Pickett, Chief of Secondary Ed, [treasure.pickett@myoneclay.net](mailto:treasure.pickett@myoneclay.net) 904-336-6918

**Financial Impact**

None

**Review Comments**

**Attachments**

☉ [Pace Clay 2024-2025 Academic Calendar.pdf](#)

# Pace Center for Girls – Clay Following Clay County Academic Calendar

2024-2025SY

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 school days; 1 holiday; 4 school closed days; 3 In-service days

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 school days; 8 in-service days; 1 early dismissal

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 school days; 1 holiday

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 school days; 1 in-service days  
1 early dismissal

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 school days; 3 holidays  
3 school closed days

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 school days, 2 holidays  
5 school closed days;  
1 early dismissal

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 school days; 1 holiday  
1 in-service day; 1 make up day;  
2 school closed days

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

19 school days; 1 school closed day  
1 early dismissal; 1 in-service day

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 school days; 5 wellness days/Spring Break

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

20 school days;  
2 school closed days

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 school days; 4 in-service days  
1 early dismissal; 1 holiday

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 school days; 1 in-service day  
4 school closed days  
1 early release

**Key:**

DJJ requirement = 230 academic days with 300 minimum minutes per day, or equivalent (69,000 minutes per year)  
DJJ requirement = 20 Professional Development Days

Academic Minutes= 75,020

Early Dismissal 6

Wellness Week/Center Closed/Spring Break 5

FTE Week/School Days 17

School District PD Days 19

Holiday/Center Closed 9

Additional County's No School Days 21

**Sat/Sun In-service Days:**

Teach Conference 2/8

**Holidays/Center Closed – 16**

Independence Day 7/4

Labor Day 9/2

Veteran's Day 11/11

Thanksgiving Day 11/28

Day after Thanksgiving 11/29

Christmas Eve 12/24

Christmas Day 12/25

New Year's Day 1/01

MLK Day 1/20

President's Day 2/17

Good Friday 4/18

Memorial Day 5/26

Juneteenth 6/19

DRAFT

March 7, 2024 - Regular School Board Meeting

**Title**

C10 - School Improvement Plan Approval

**Description**

According to State Rule 6A-1.099811, School Improvement Plans are fluid plans developed by school leadership and approved by the SAC and district to guide school improvement planning, problem solving and implementation processes by coordinating strategies and resources that will lead to increased student achievement.

Every school writes a School Improvement Plan each year. Each plan is developed collaboratively with various stakeholders including teachers, support staff, administration, parents, and community members. Teams reflect on previous school data and develop goals to address specific grade levels, subject areas, and/or subgroups. The plan outlines action steps, evidence-based strategies, and timeline for implementation.

**Gap Analysis**

These plans are necessary for school improvement efforts.

**Previous Outcomes**

School improvement plans, while only required to be approved by the district, have previously been reviewed and approved by the School Board.

**Expected Outcomes**

Approval of School Improvement Plans for St. Johns Classical Academy Fleming Island and St. Johns Classical Academy Orange Park for the 2023–2024 school year.

**Strategic Plan Goal**

Goal 1: Student Success

Provide evidence-based academic opportunities with differentiated support for all students.

Goal 4: Safe and Positive Learning Environment

Cultivate and sustain resilience, respect, and positive behavior through the training and implementation of student-centered, evidence-based practices.

**Recommendation**

That the School Board approve the additional School Improvement Plans for the 2023-2024 school year.

**Contact**

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

**Financial Impact**

None

**Review Comments**

**Attachments**

📎 [SJCFL.pdf](#)

📎 [SJCOP.pdf](#)

Clay County Schools

# St Johns Classical Academy School



2023-24

Schoolwide Improvement Plan (SIP)

---

## Table of Contents

---

<b>SIP Authority and Purpose</b>	<b>3</b>
<b>I. School Information</b>	<b>6</b>
<b>II. Needs Assessment/Data Review</b>	<b>10</b>
<b>III. Planning for Improvement</b>	<b>15</b>
<b>IV. ATSI, TSI and CSI Resource Review</b>	<b>0</b>
<b>V. Reading Achievement Initiative for Scholastic Excellence</b>	<b>0</b>
<b>VI. Title I Requirements</b>	<b>0</b>
<b>VII. Budget to Support Areas of Focus</b>	<b>0</b>

DRAFT



# St Johns Classical Academy

114 CANOVA RD, Fleming Island, FL 32003

www.stjca.org

## SIP Authority

Section 1001.42(18), Florida Statutes (F.S.), requires district school boards to annually approve and require implementation of a new, amended, or continuation SIP for each school in the district which has a school grade of D or F; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22 by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S.C. s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, and as calculated under s. 1008.34(3)(b), who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365; or has significantly lower graduation rates for a subgroup when compared to the state's graduation rate. Rule 6A-1.098813, Florida Administrative Code (F.A.C.), requires district school boards to approve a SIP for each Department of Juvenile Justice (DJJ) school in the district rated as Unsatisfactory.

Below are the criteria for identification of traditional public and public charter schools pursuant to the Every Student Succeeds Act (ESSA) State plan:

### Additional Target Support and Improvement (ATSI)

A school not identified for CSI or TSI, but has one or more subgroups with a Federal Index below 41%.

### Targeted Support and Improvement (TSI)

A school not identified as CSI that has at least one consistently underperforming subgroup with a Federal Index below 32% for three consecutive years.

### Comprehensive Support and Improvement (CSI)

A school can be identified as CSI in any of the following four ways:

1. Have an overall Federal Index below 41%;
2. Have a graduation rate at or below 67%;
3. Have a school grade of D or F; or
4. Have a Federal Index below 41% in the same subgroup(s) for 6 consecutive years.

ESEA sections 1111(d) requires that each school identified for ATSI, TSI or CSI develop a support and improvement plan created in partnership with stakeholders (including principals and other school leaders, teachers and parent), is informed by all indicators in the State's accountability system, includes evidence-based interventions, is based on a school-level needs assessment, and identifies resource inequities to be addressed through implementation of the plan. The support and improvement plans for schools identified as TSI, ATSI and non-Title I CSI must be approved and monitored by the school district. The support and improvement plans for schools identified as Title I, CSI must be approved by the school district and

Department. The Department must monitor and periodically review implementation of each CSI plan after approval.

The Department's SIP template in the Florida Continuous Improvement Management System (CIMS), <https://www.floridacims.org>, meets all state and rule requirements for traditional public schools and incorporates all ESSA components for a support and improvement plan required for traditional public and public charter schools identified as CSI, TSI and ATSI, and eligible schools applying for Unified School Improvement Grant (UniSIG) funds.

Districts may allow schools that do not fit the aforementioned conditions to develop a SIP using the template in CIMS.

The responses to the corresponding sections in the Department's SIP template may address the requirements for: 1) Title I schools operating a schoolwide program (SWD), pursuant to ESSA, as amended, Section 1114(b); and 2) charter schools that receive a school grade of D or F or three consecutive grades below C, pursuant to Rule 6A-1.099827, F.A.C. The chart below lists the applicable requirements.

SIP Sections	Title I Schoolwide Program	Charter Schools
I-A: School Mission/Vision		6A-1.099827(4)(a)(1)
I-B-C: School Leadership, Stakeholder Involvement & SIP Monitoring	ESSA 1114(b)(2-3)	
I-E: Early Warning System	ESSA 1114(b)(7)(A)(iii)(III)	6A-1.099827(4)(a)(2)
II-A-C: Data Review		6A-1.099827(4)(a)(2)
II-F: Progress Monitoring	ESSA 1114(b)(3)	
III-A: Data Analysis/Reflection	ESSA 1114(b)(6)	6A-1.099827(4)(a)(4)
III-B: Area(s) of Focus	ESSA 1114(b)(7)(A)(i-iii)	
III-C: Other SI Priorities		6A-1.099827(4)(a)(5-9)
VI: Title I Requirements	ESSA 1114(b)(2, 4-5), (7)(A)(iii)(I-V)-(B) ESSA 1116(b-g)	

Note: Charter schools that are also Title I must comply with the requirements in both columns.

## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Department encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

DRAFT

## I. School Information

### School Mission and Vision

#### **Provide the school's mission statement.**

The mission of St. Johns Classical Academy is to develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.

#### **Provide the school's vision statement.**

The vision of St. Johns Classical Academy is to offer a unique option that provides students with classical education. Scholars will receive a cohesive Classical education, which builds upon itself year after year, creating a successful foundation for learning. Scholars will be intentionally taught the benefits of a virtuous character and will be challenged through the lessons taught within the curriculum to develop and strengthen their character. Our teachers will provide the support and attention scholars require in order to meet the high expectations of a Classical education.

### School Leadership Team, Stakeholder Involvement and SIP Monitoring

#### **School Leadership Team**

For each member of the school leadership team, select the employee name and email address from the dropdown. Identify the position title and job duties/responsibilities as it relates to SIP implementation for each member of the school leadership team.:

DRAFT

Name	Position Title	Job Duties and Responsibilities
Johnson, Daniel	Principal	<p>The School Headmaster is tasked with overall school management to fulfill the mission, providing organizational and instructional leadership to assure positive scholar outcomes while maintaining the integrity of the approved charter and the safety of the school population.</p> <ul style="list-style-type: none"> <li>-Ensures compliance with established procedures and rules in daily operation of school, maintaining standards of conduct set forth by the school, the county, and the state.</li> <li>-Responsible for faculty/staff interviews, hiring, contracts, and evaluation.</li> <li>-Ensures commitment to school's mission and implements the school improvement plan.</li> <li>-Provides leadership in developing and fostering positive community relationships and effective communication with all stakeholders, including students, faculty/ staff, the governing Board, the Lions Council, and parents/guardians.</li> <li>-Ensures security, cleanliness, and maintenance of facilities and coordinates their utilization.</li> <li>-Coordinates the supervision of duty assignments and extra-curricular activities.</li> <li>-Responsible for timely reporting of school data and effective operation of the school, assisting in business management, budget development, and cost accounting</li> <li>-Provides effective leadership in implementing ethics and conduct in Teacher Procedural Manual and in assisting in professional development planning and delivery.</li> <li>-Ensures safety of school population by coordinating development and implementation of emergency plans and drills.</li> <li>-Ensures implementation of policies and programs for school technology, special needs populations,</li> <li>-Ensures proper purchasing and accounting/inventory of all school property.</li> <li>-Provides leadership in implementation of state standards and best practices that lead to student success.</li> </ul>
Casteel, Angie	Assistant Principal	<p>The Principal of Upper School manages all aspects of student behavior/ attendance and teacher coaching/training in grades 6-12 in order to uphold the school's mission and ensure fidelity to the Hillsdale curriculum.</p>
Heaton, Lyna	Assistant Principal	<p>The Principal of Grammar School manages all aspects of student behavior/ attendance and teacher coaching/training in grades K-5 in order to uphold the school's mission and ensure fidelity to the Hillsdale curriculum.</p>

**Stakeholder Involvement and SIP Development**

Describe the process for involving stakeholders (including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders) and how their input was used in the SIP development process. (ESSA 1114(b)(2))

Note: If a School Advisory Council is used to fulfill these requirements, it must include all required stakeholders.

Stakeholder involvement is very important to the success of St. Johns Classical Academy. In its seventh year of operations, the school continues to receive better involvement from all stakeholders. The school

leadership team, comprised of school administrators, grammar school team leads, and upper school department chairs meets regularly to discuss near-term and long-term school improvement issues. On a regular basis, teachers, school staff, and parents participate in surveys with the purpose of school improvement. Lions Council, the school’s parent-teacher association, helps determine the top issues of parents using data from the survey. Then, a townhall meeting is held where the school headmaster briefs the results of the survey along with the top issues, followed by a questions and answer segment. School administrators meet with Student Government to discuss student issues; there is also a comment box in the cafeteria. Lions Council oversees the community partners program and helps gather input.

**SIP Monitoring**

Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the State’s academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan, as necessary, to ensure continuous improvement. (ESSA 1114(b)(3))

The school improvement plan will be monitored through quarterly analysis of measurable goals in the areas of focus and monthly administrator classroom walkthroughs to ensure fidelity to the chosen interventions. We will continue analyzing and observing to target the highest priorities for increasing student achievement.

Demographic Data	
<b>2023-24 Status</b> (per MSID File)	Active
<b>School Type and Grades Served</b> (per MSID File)	Combination School PK-12
<b>Primary Service Type</b> (per MSID File)	K-12 General Education
<b>2022-23 Title I School Status</b>	No
<b>2022-23 Minority Rate</b>	24%
<b>2022-23 Economically Disadvantaged (FRL) Rate</b>	3%
<b>Charter School</b>	Yes
<b>RAISE School</b>	No
<b>2021-22 ESSA Identification</b>	N/A
<b>Eligible for Unified School Improvement Grant (UniSIG)</b>	No
<b>2021-22 ESSA Subgroups Represented</b> (subgroups with 10 or more students) (subgroups below the federal threshold are identified with an asterisk)	Students With Disabilities (SWD) Asian Students (ASN) Hispanic Students (HSP) Multiracial Students (MUL) White Students (WHT)
<b>School Grades History</b>	2021-22: A  2019-20: A  2018-19: A  2017-18: C
<b>School Improvement Rating History</b>	
<b>DJJ Accountability Rating History</b>	

**Early Warning Systems**

Using 2022-23 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Absent 10% or more days	13	3	6	4	5	8	6	4	7	56	
One or more suspensions	1	0	1	0	1	1	0	1	4	9	
Course failure in English Language Arts (ELA)	1	0	0	0	1	0	0	1	1	4	
Course failure in Math	0	0	0	0	0	0	0	0	0		
Level 1 on statewide ELA assessment	0	0	0	24	15	10	7	23	18	97	
Level 1 on statewide Math assessment	0	0	0	18	25	15	4	6	3	71	
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.	0	0	0	24	15	10	7	23	18	97	

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Students with two or more indicators	3	0	0	5	4	4	0	3	2	21	

Using the table above, complete the table below with the number of students identified retained:

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Retained Students: Current Year	3	0	0	1	0	0	0	0	0	4	
Students retained two or more times	0	0	0	0	0	0	0	0	0		

**Prior Year (2022-23) As Initially Reported (pre-populated)**

The number of students by grade level that exhibited each early warning indicator:

Indicator	Grade Level	Total
Absent 10% or more school days		
One or more suspensions		
Course failure in English Language Arts (ELA)		
Course failure in Math		
Level 1 on statewide FSA ELA assessment		
Level 1 on statewide FSA Math assessment		
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.		

The number of students by current grade level that had two or more early warning indicators:

Indicator	Grade Level	Total
-----------	-------------	-------

Students with two or more indicators

**The number of students identified retained:**

Indicator	Grade Level	Total
-----------	-------------	-------

Retained Students: Current Year

Students retained two or more times

**Prior Year (2022-23) Updated (pre-populated)**

Section 3 includes data tables that are pre-populated based off information submitted in prior year's SIP.

**The number of students by grade level that exhibited each early warning indicator:**

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Absent 10% or more school days	13	3	6	4	5	8	6	4	7	56	
One or more suspensions	1	0	1	0	1	1	0	1	4	9	
Course failure in English Language Arts (ELA)	1	0	0	0	1	0	0	1	1	4	
Course failure in Math	0	0	0	0	0	0	0	0	0		
Level 1 on statewide FSA ELA assessment	0	0	0	24	15	10	7	23	18	97	
Level 1 on statewide FSA Math assessment	0	0	0	18	25	15	4	6	3	71	
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.	0	0	0	24	15	10	7	23	18	97	

**The number of students by current grade level that had two or more early warning indicators:**

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Students with two or more indicators	3	0	0	5	4	4	0	3	2	21	

**The number of students identified retained:**

Indicator	Grade Level										Total
	K	1	2	3	4	5	6	7	8		
Retained Students: Current Year	3	0	1	0	0	0	0	0	0	4	
Students retained two or more times	0	0	0	0	0	0	0	0	0		

**II. Needs Assessment/Data Review**

**ESSA School, District and State Comparison (pre-populated)**

Please note that the district and state averages shown here represent the averages for similar school types (elementary, middle, high school or combination schools). Each "blank" cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

**On April 9, 2021, FDOE Emergency Order No. 2021-EO-02 made 2020-21 school grades optional. They have been removed from this publication.**



Accountability Component	2022			2019		
	School	District	State	School	District	State
ELA Achievement*	72	56	57	67	57	61
ELA Learning Gains	59	49	55	54	53	59
ELA Lowest 25th Percentile	51	37	46	44	53	54
Math Achievement*	71	57	55	60	52	62
Math Learning Gains	61	51	60	55	49	59
Math Lowest 25th Percentile	56	44	56	52	46	52
Science Achievement*	65	57	51	61	54	56
Social Studies Achievement*	96	71	72	98	77	78
Middle School Acceleration	63			82		
Graduation Rate						
College and Career Acceleration						
ELP Progress						

\* In cases where a school does not test 95% of students in a subject, the achievement component will be different in the Federal Percent of Points Index (FPPI) than in school grades calculation.

See [Florida School Grades, School Improvement Ratings and DJJ Accountability Ratings](#).

#### ESSA School-Level Data Review (pre-populated)

2021-22 ESSA Federal Index	
ESSA Category (CSI, TSI or ATSI)	N/A
OVERALL Federal Index – All Students	66
OVERALL Federal Index Below 41% - All Students	No
Total Number of Subgroups Missing the Target	0
Total Points Earned for the Federal Index	594
Total Components for the Federal Index	9
Percent Tested	100
Graduation Rate	

#### ESSA Subgroup Data Review (pre-populated)

2021-22 ESSA SUBGROUP DATA SUMMARY				
ESSA Subgroup	Federal Percent of Points Index	Subgroup Below 41%	Number of Consecutive years the Subgroup is Below 41%	Number of Consecutive Years the Subgroup is Below 32%
SWD	54			
ELL				
AMI				
ASN	75			
BLK				
HSP	67			
MUL	72			
PAC				
WHT	66			
FRL				

**Accountability Components by Subgroup**

Each "blank" cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school. (pre-populated)

2021-22 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2020-21	C & C Accel 2020-21	ELP Progress
All Students	72	59	51	71	61	56	65	96	63			
SWD	53	60	54	44	56	60	50					
ELL												
AMI												
ASN	70			80								
BLK												
HSP	72	66	50	69	65	52	72	92				
MUL	67	79		80	62							
PAC												
WHT	72	57	54	71	59	59	64	97	59			
FRL												

2020-21 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2019-20	C & C Accel 2019-20	ELP Progress
All Students	68	51	38	66	59	59	64	96	68			
SWD	41	28	14	48	54	53	56					
ELL												
AMI												
ASN				80								
BLK	46			54								
HSP	74	53	43	65	46	43	68					
MUL	71			69								
PAC												
WHT	67	50	35	66	65	66	64	94	70			
FRL	60	36		53	9							

2018-19 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2017-18	C & C Accel 2017-18	ELP Progress
All Students	67	54	44	60	55	52	61	98	82			
SWD	36	39	40	40	50	53	23					
ELL												
AMI												
ASN												
BLK	57	42		57	50							
HSP	64	63	58	60	58	53	59					
MUL												
PAC												
WHT	67	53	41	60	55	51	62	98	80			
FRL	56	48	45	49	39	24	55	100	80			

**Grade Level Data Review– State Assessments (pre-populated)**

The data are raw data and include ALL students who tested at the school. This is not school grade data. The percentages shown here represent ALL students who received a score of 3 or higher on the statewide assessments.

An asterisk (\*) in any cell indicates the data has been suppressed due to fewer than 10 students tested, or all tested students scoring the same.

ELA						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
10	2023 - Spring	64%	57%	7%	50%	14%
05	2023 - Spring	66%	55%	11%	54%	12%
07	2023 - Spring	54%	52%	2%	47%	7%
08	2023 - Spring	58%	51%	7%	47%	11%
09	2023 - Spring	67%	55%	12%	48%	19%
04	2023 - Spring	69%	61%	8%	58%	11%
06	2023 - Spring	64%	61%	3%	47%	17%
03	2023 - Spring	64%	59%	5%	50%	14%

MATH						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
06	2023 - Spring	76%	75%	1%	54%	22%
07	2023 - Spring	75%	50%	25%	48%	27%
03	2023 - Spring	74%	62%	12%	59%	15%
04	2023 - Spring	72%	67%	5%	61%	11%
08	2023 - Spring	70%	70%	0%	55%	15%
05	2023 - Spring	79%	59%	20%	55%	24%

SCIENCE						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
08	2023 - Spring	51%	59%	-8%	44%	7%
05	2023 - Spring	72%	63%	9%	51%	21%

ALGEBRA						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
N/A	2023 - Spring	81%	68%	13%	50%	31%

GEOMETRY						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
N/A	2023 - Spring	82%	53%	29%	48%	34%

BIOLOGY						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
N/A	2023 - Spring	82%	73%	9%	63%	19%

CIVICS						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
N/A	2023 - Spring	85%	79%	6%	66%	19%

HISTORY						
Grade	Year	School	District	School-District Comparison	State	School-State Comparison
N/A	2023 - Spring	86%	77%	9%	63%	23%

### III. Planning for Improvement

#### Data Analysis/Reflection

Answer the following reflection prompts after examining any/all relevant school data sources.

**Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.**

8th-grade science showed the lowest performance, and 7th/8th ELA scores are significantly lower than ELA scores in the rest of the school. Lower reading ability is likely contributing to lower science scores. In addition, for that class, we hired a new teacher mid-year in both their 7th and 8th grade years, and both of those teachers were new-to-teaching and working towards certification. We were also performing less walkthroughs and therefore not able to provide necessary feedback to these teachers.

**Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.**

Over three years, the percentage of eligible middle schoolers who passed a high school level EOC decreased from 80 (2019) to 68 (2020) to 63 (2021). One contributing factor is the instructional component. When the school opened 2017-2018, the math lacked pre-algebra instruction which created gaps in the years that followed. In addition, as we were initially increasing enrollment in grades 6-8, we were not suitably mindful about proper student placement in the algebra class.

**Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.**

Our greatest gaps came in geometry and algebra: our geometry scores are 34 percentage points higher than the state, and our algebra scores are 31 percentage points higher. One factor that contributes to this is instruction; instructors for these classes are seasoned teachers, and we have provided training in instructing through Socratic questioning techniques that force students to explain their processes for solving math problems. Also, we provided students with access to testing practice resources, such as

iXL, and we required 10 minutes per night of practice. Another is afterschool tutorial time; our math teachers provide more tutorial time slots than other teachers. An additional factor is our peer tutorial program, which math teachers, especially algebra, utilize more than other departments. Peer tutors are recommended by teachers, trained by the program leader, and then paired with scholars who need weekly, one-to-one tutoring.

**Which data component showed the most improvement? What new actions did your school take in this area?**

After comparing testing data from the 21-22 to the 22-23 school year, math in grade levels 3rd-8th is one of the data components that showed the most improvement. Each grade level increased except for 8th grade. When comparing 8th grade to the district, there was a 0% difference and a positive 15% compared to the state. Another area of most improvement was 5th grade science. There was a 14% increase.

Our school took new actions in math and science, such as providing resources and professional development. Teacher turnover was very low, and the teachers were able to build upon their foundation. Comparing our curriculum to the state standards helped the teachers know where the gaps were. The teachers were given iXL, a computer program, for the students to close those gaps. It also allowed the students to be exposed to questions that they may encounter on the state test.

**Reflecting on the EWS data from Part I, identify one or two potential areas of concern.**

The two potential areas of concern are the level 1 scores in ELA and math from 3rd to 8th grade.

**Rank your highest priorities (maximum of 5) for school improvement in the upcoming school year.**

1. Improve reading readiness among grades 3-8
2. Decrease number of level one scores in math grades 3-5
3. Increase science scores in grade 8

**Area of Focus**

(Identified key Area of Focus that addresses the school's highest priority based on any/all relevant data sources)

**#1. Instructional Practice specifically relating to ELA****Area of Focus Description and Rationale:**

Include a rationale that explains how it was identified as a crucial need from the data reviewed. One Area of Focus must be positive culture and environment. If identified for ATSI or TSI, each identified low-performing subgroup must be addressed.

We have based this area of focus on state assessment data.

**Measurable Outcome:**

State the specific measurable outcome the school plans to achieve. This should be a data based, objective outcome.

Our measurable outcome a 2-3 percentage point increase in ELA scores at each grade level, grades 3-8.

**Monitoring:**

Describe how this Area of Focus will be monitored for the desired outcome.

We will monitor by monitoring PM testing data throughout the year, administrator classroom walkthroughs, and bi-monthly, grade-level data analysis meetings.

**Person responsible for monitoring outcome:**

Kayla Flannagan (kayla.flannagan@myoneclay.net)

**Evidence-based Intervention:**

Describe the evidence-based intervention being implemented for this Area of Focus (Schools identified for ATSI, TSI or CSI must include one or more evidence-based interventions.)

We will implement researched-based literacy instruction utilizing the Literacy Essentials curriculum.

**Rationale for Evidence-based Intervention:**

Explain the rationale for selecting this specific strategy.

Literacy Essentials is a comprehensive, evidence-based reading program that how teaches students to break the code of the language through direct instruction of the phonograms, also known as spelling patterns and rules of the English language. As a part of the LE program, McCall Crabbs testing provides data used to evaluate and monitor student growth in reading fluency and comprehension.

**Tier of Evidence-based Intervention**

(Schools that use UniSIG funds for an evidence-based intervention must meet the top three levels of evidence as defined by ESSA section 8101(21)(A).)

Tier 1 - Strong Evidence

**Will this evidence-based intervention be funded with UniSIG?**

No

**Action Steps to Implement**

List the action steps that will be taken as part of this strategy to address the Area of Focus. Identify the person responsible for monitoring each step.

Administrative classroom walkthroughs for each teacher to ensure fidelity to the curriculum with immediate feedback.

**Person Responsible:** Lyna Heaton (lyna.heaton@myoneclay.net)

**By When:** by the end of each month

Data is pulled, analyzed, and then presented to the administration.

**Person Responsible:** Kayla Flannagan (kayla.flannagan@myoneclay.net)

**By When:** At the end of each testing period

Administration meets with each grade level to analyze and create an action plan for needed students.

**Person Responsible:** Lyna Heaton (lyna.heaton@myoneclay.net)

**By When:** The end of the first quarter and continued bi-monthly

## #2. Instructional Practice specifically relating to Math

### Area of Focus Description and Rationale:

Include a rationale that explains how it was identified as a crucial need from the data reviewed. One Area of Focus must be positive culture and environment. If identified for ATSI or TSI, each identified low-performing subgroup must be addressed.

We have based this area of focus on state testing data in grades 3-5, teacher input, and classroom walkthroughs/observations.

### Measurable Outcome:

State the specific measurable outcome the school plans to achieve. This should be a data based, objective outcome.

The measurable outcome is a 25% decrease in the number of level one scores from PM1 testing to PM3 testing.

### Monitoring:

Describe how this Area of Focus will be monitored for the desired outcome.

We will monitor IXL use, state testing data, classroom data, and effective instructional practices.

### Person responsible for monitoring outcome:

Lyna Heaton (lyna.heaton@myoneclay.net)

### Evidence-based Intervention:

Describe the evidence-based intervention being implemented for this Area of Focus (Schools identified for ATSI, TSI or CSI must include one or more evidence-based interventions.)

IXL usage and fidelity to the Singapore Dimensions Math curriculum

### Rationale for Evidence-based Intervention:

Explain the rationale for selecting this specific strategy.

Both IXL and the Singapore Dimensions Math curriculum have strong evidence-based data to support improved outcomes in math.

### Tier of Evidence-based Intervention

(Schools that use UniSIG funds for an evidence-based intervention must meet the top three levels of evidence as defined by ESSA section 8101(21)(A).)

Tier 1 - Strong Evidence

### Will this evidence-based intervention be funded with UniSIG?

No

### Action Steps to Implement

List the action steps that will be taken as part of this strategy to address the Area of Focus. Identify the person responsible for monitoring each step.

Require each teacher to identify areas of scholar weakness and implement daily, targeted IXL practice for 10-15 minutes.

**Person Responsible:** Lyna Heaton (lyna.heaton@myoneclay.net)

**By When:** End of August

Implement professional development for best practices in teaching Singapore Math and recognizing/targeting gaps in knowledge.

**Person Responsible:** Lyna Heaton (lyna.heaton@myoneclay.net)

**By When:** End of first quarter



Clay County Schools

# St. Johns Classical Academy Orange Park School



2023-24

Schoolwide Improvement Plan (SIP)

---

## Table of Contents

---

<b>SIP Authority and Purpose</b>	<b>3</b>
<b>I. School Information</b>	<b>6</b>
<b>II. Needs Assessment/Data Review</b>	<b>9</b>
<b>III. Planning for Improvement</b>	<b>13</b>
<b>IV. ATSI, TSI and CSI Resource Review</b>	<b>0</b>
<b>V. Reading Achievement Initiative for Scholastic Excellence</b>	<b>0</b>
<b>VI. Title I Requirements</b>	<b>0</b>
<b>VII. Budget to Support Areas of Focus</b>	<b>0</b>

DRAFT

# St. Johns Classical Academy Orange Park

1324 KINGSLEY AVENUE, Orange Park, FL 32003

www.stjca.org

## SIP Authority

Section 1001.42(18), Florida Statutes (F.S.), requires district school boards to annually approve and require implementation of a new, amended, or continuation SIP for each school in the district which has a school grade of D or F; has a significant gap in achievement on statewide, standardized assessments administered pursuant to s. 1008.22 by one or more student subgroups, as defined in the federal Elementary and Secondary Education Act (ESEA), 20 U.S.C. s. 6311(b)(2)(C)(v)(II); has not significantly increased the percentage of students passing statewide, standardized assessments; has not significantly increased the percentage of students demonstrating Learning Gains, as defined in s. 1008.34, and as calculated under s. 1008.34(3)(b), who passed statewide, standardized assessments; has been identified as requiring instructional supports under the Reading Achievement Initiative for Scholastic Excellence (RAISE) program established in s. 1008.365; or has significantly lower graduation rates for a subgroup when compared to the state's graduation rate. Rule 6A-1.098813, Florida Administrative Code (F.A.C.), requires district school boards to approve a SIP for each Department of Juvenile Justice (DJJ) school in the district rated as Unsatisfactory.

Below are the criteria for identification of traditional public and public charter schools pursuant to the Every Student Succeeds Act (ESSA) State plan:

### Additional Target Support and Improvement (ATSI)

A school not identified for CSI or TSI, but has one or more subgroups with a Federal Index below 41%.

### Targeted Support and Improvement (TSI)

A school not identified as CSI that has at least one consistently underperforming subgroup with a Federal Index below 32% for three consecutive years.

### Comprehensive Support and Improvement (CSI)

A school can be identified as CSI in any of the following four ways:

1. Have an overall Federal Index below 41%;
2. Have a graduation rate at or below 67%;
3. Have a school grade of D or F; or
4. Have a Federal Index below 41% in the same subgroup(s) for 6 consecutive years.

ESEA sections 1111(d) requires that each school identified for ATSI, TSI or CSI develop a support and improvement plan created in partnership with stakeholders (including principals and other school leaders, teachers and parent), is informed by all indicators in the State's accountability system, includes evidence-based interventions, is based on a school-level needs assessment, and identifies resource inequities to be addressed through implementation of the plan. The support and improvement plans for schools identified as TSI, ATSI and non-Title I CSI must be approved and monitored by the school district. The support and improvement plans for schools identified as Title I, CSI must be approved by the school district and

Department. The Department must monitor and periodically review implementation of each CSI plan after approval.

The Department's SIP template in the Florida Continuous Improvement Management System (CIMS), <https://www.floridacims.org>, meets all state and rule requirements for traditional public schools and incorporates all ESSA components for a support and improvement plan required for traditional public and public charter schools identified as CSI, TSI and ATSI, and eligible schools applying for Unified School Improvement Grant (UniSIG) funds.

Districts may allow schools that do not fit the aforementioned conditions to develop a SIP using the template in CIMS.

The responses to the corresponding sections in the Department's SIP template may address the requirements for: 1) Title I schools operating a schoolwide program (SWD), pursuant to ESSA, as amended, Section 1114(b); and 2) charter schools that receive a school grade of D or F or three consecutive grades below C, pursuant to Rule 6A-1.099827, F.A.C. The chart below lists the applicable requirements.

SIP Sections	Title I Schoolwide Program	Charter Schools
I-A: School Mission/Vision		6A-1.099827(4)(a)(1)
I-B-C: School Leadership, Stakeholder Involvement & SIP Monitoring	ESSA 1114(b)(2-3)	
I-E: Early Warning System	ESSA 1114(b)(7)(A)(iii)(III)	6A-1.099827(4)(a)(2)
II-A-C: Data Review		6A-1.099827(4)(a)(2)
II-F: Progress Monitoring	ESSA 1114(b)(3)	
III-A: Data Analysis/Reflection	ESSA 1114(b)(6)	6A-1.099827(4)(a)(4)
III-B: Area(s) of Focus	ESSA 1114(b)(7)(A)(i-iii)	
III-C: Other SI Priorities		6A-1.099827(4)(a)(5-9)
VI: Title I Requirements	ESSA 1114(b)(2, 4-5), (7)(A)(iii)(I-V)-(B) ESSA 1116(b-g)	

Note: Charter schools that are also Title I must comply with the requirements in both columns.

## Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. The Department encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the "Date Modified" listed in the footer.

DRAFT

# I. School Information

## School Mission and Vision

**Provide the school's mission statement.**

The mission of St. Johns Classical Academy is to develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.

**Provide the school's vision statement.**

The vision of St. Johns Classical Academy is to offer a unique option that provides students with classical education. Scholars will receive a cohesive Classical education, which builds upon itself year after year, creating a successful foundation for learning. Scholars will be intentionally taught the benefits of a virtuous character and will be challenged through the lessons taught within the curriculum to develop and strengthen their character. Our teachers will provide the support and attention scholars require in order to meet the high expectations of a Classical education.

## School Leadership Team, Stakeholder Involvement and SIP Monitoring

**School Leadership Team**

For each member of the school leadership team, select the employee name and email address from the dropdown. Identify the position title and job duties/responsibilities as it relates to SIP implementation for each member of the school leadership team.:

Name	Position Title	Job Duties and Responsibilities
Bradley, Anthony	Principal	The Headmaster (Principal) will implement a traditional, classical, liberal arts and sciences curriculum. <ul style="list-style-type: none"> <li>• The Headmaster makes final decisions on curriculum, subject to the approval of the Governing Board and in accordance with the affiliation agreement with Hillsdale College’s Barney Charter School Initiative (BCSI).</li> <li>• The Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial oversight of SJCA.</li> </ul>
Scherer, Sierra	Dean	The Dean leads teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.  The Dean additionally upholds and encourages scholars to uphold SJCA’s Standards of Virtue as follows: Citizenship, Courage, Honesty, Humility, Integrity, Perseverance, Respect, Responsibility, and Wisdom.

**Stakeholder Involvement and SIP Development**

Describe the process for involving stakeholders (including the school leadership team, teachers and school staff, parents, students (mandatory for secondary schools) and families, and business or community leaders) and how their input was used in the SIP development process. (ESSA 1114(b)(2))

Note: If a School Advisory Council is used to fulfill these requirements, it must include all required stakeholders.

Parents and guardians’ (hereafter referred to as “parents”) support of SJCA’s academic and moral mission is essential. Parents are encouraged to learn more about SJCA’s philosophy and curriculum in order to help support and guide their scholars. Community information nights are routinely conducted to provide academic and cultural insights for the operation of SJCA.

**SIP Monitoring**

Describe how the SIP will be regularly monitored for effective implementation and impact on increasing the achievement of students in meeting the State’s academic standards, particularly for those students with the greatest achievement gap. Describe how the school will revise the plan, as necessary, to ensure continuous improvement. (ESSA 1114(b)(3))

Monitoring will be conducted by way of classroom walkthroughs to access academic instruction of areas being monitored. Additionally, review of lesson plans and grade books to determine student level of mastery. As needed the school will revise instructional minutes being applied to the monitored areas.

Demographic Data	
<b>2023-24 Status</b> (per MSID File)	Active
<b>School Type and Grades Served</b> (per MSID File)	Combination School KG-12
<b>Primary Service Type</b> (per MSID File)	K-12 General Education
<b>2022-23 Title I School Status</b>	No
<b>2022-23 Minority Rate</b>	<i>[Data Not Available]</i>
<b>2022-23 Economically Disadvantaged (FRL) Rate</b>	<i>[Data Not Available]</i>
<b>Charter School</b>	Yes
<b>RAISE School</b>	No
<b>2021-22 ESSA Identification</b>	
<b>Eligible for Unified School Improvement Grant (UniSIG)</b>	No
<b>2021-22 ESSA Subgroups Represented</b> (subgroups with 10 or more students) (subgroups below the federal threshold are identified with an asterisk)	
<b>School Grades History</b>	
<b>School Improvement Rating History</b>	
<b>DJJ Accountability Rating History</b>	

**Early Warning Systems**

**Using 2022-23 data, complete the table below with the number of students by current grade level that exhibit each early warning indicator listed:**

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Absent 10% or more days	14	6	5	7	0	0	0	0	0	32
One or more suspensions	0	0	0	0	0	0	0	0	0	
Course failure in English Language Arts (ELA)	0	1	1	4	0	0	0	0	0	6
Course failure in Math	0	0	0	0	0	0	0	0	0	
Level 1 on statewide ELA assessment	0	0	0	6	0	0	0	0	0	6
Level 1 on statewide Math assessment	0	0	0	0	0	0	0	0	0	
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.	0	1	1	6	0	0	0	0	0	8

Using the table above, complete the table below with the number of students by current grade level that have two or more early warning indicators:

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators	0	1	1	6	0	0	0	0	0	8

Using the table above, complete the table below with the number of students identified retained:

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Retained Students: Current Year	0	0	0	4	0	0	0	0	0	4
Students retained two or more times	0	0	0	0	0	0	0	0	0	

**Prior Year (2022-23) As Initially Reported (pre-populated)**

The number of students by grade level that exhibited each early warning indicator:

Indicator	Grade Level	Total
Absent 10% or more school days		
One or more suspensions		
Course failure in English Language Arts (ELA)		
Course failure in Math		
Level 1 on statewide FSA ELA assessment		
Level 1 on statewide FSA Math assessment		
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.		

The number of students by current grade level that had two or more early warning indicators:

Indicator	Grade Level	Total
Students with two or more indicators		

The number of students identified retained:



Indicator	Grade Level	Total
Retained Students: Current Year		
Students retained two or more times		

**Prior Year (2022-23) Updated (pre-populated)**

Section 3 includes data tables that are pre-populated based off information submitted in prior year's SIP.

**The number of students by grade level that exhibited each early warning indicator:**

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Absent 10% or more school days	0	0	0	0	0	0	0	0	0	0
One or more suspensions	0	0	0	0	0	0	0	0	0	0
Course failure in English Language Arts (ELA)	0	0	0	0	0	0	0	0	0	0
Course failure in Math	0	0	0	0	0	0	0	0	0	0
Level 1 on statewide FSA ELA assessment	0	0	0	0	0	0	0	0	0	0
Level 1 on statewide FSA Math assessment	0	0	0	0	0	0	0	0	0	0
Number of students with a substantial reading deficiency as defined by Rule 6A-6.0531, F.A.C.	0	0	0	0	0	0	0	0	0	0

**The number of students by current grade level that had two or more early warning indicators:**

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Students with two or more indicators	0	0	0	0	0	0	0	0	0	0

**The number of students identified retained:**

Indicator	Grade Level									Total
	K	1	2	3	4	5	6	7	8	
Retained Students: Current Year	0	0	0	0	0	0	0	0	0	0
Students retained two or more times	0	0	0	0	0	0	0	0	0	0

**II. Needs Assessment/Data Review**

**ESSA School, District and State Comparison (pre-populated)**

Please note that the district and state averages shown here represent the averages for similar school types (elementary, middle, high school or combination schools). Each "blank" cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school.

**On April 9, 2021, FDOE Emergency Order No. 2021-EO-02 made 2020-21 school grades optional. They have been removed from this publication.**

Accountability Component	2022			2019		
	School	District	State	School	District	State
ELA Achievement*		56	57		57	61
ELA Learning Gains		49	55		53	59
ELA Lowest 25th Percentile		37	46		53	54
Math Achievement*		57	55		52	62
Math Learning Gains		51	60		49	59
Math Lowest 25th Percentile		44	56		46	52
Science Achievement*		57	51		54	56
Social Studies Achievement*		71	72		77	78
Middle School Acceleration						
Graduation Rate						
College and Career Acceleration						
ELP Progress						

\* In cases where a school does not test 95% of students in a subject, the achievement component will be different in the Federal Percent of Points Index (FPPI) than in school grades calculation.

See [Florida School Grades, School Improvement Ratings and DJJ Accountability Ratings](#).

**ESSA School-Level Data Review (pre-populated)**

2021-22 ESSA Federal Index	
ESSA Category (CSI, TSI or ATSI)	
OVERALL Federal Index – All Students	
OVERALL Federal Index Below 41% - All Students	No
Total Number of Subgroups Missing the Target	
Total Points Earned for the Federal Index	
Total Components for the Federal Index	
Percent Tested	
Graduation Rate	

**ESSA Subgroup Data Review (pre-populated)**

2021-22 ESSA SUBGROUP DATA SUMMARY				
ESSA Subgroup	Federal Percent of Points Index	Subgroup Below 41%	Number of Consecutive years the Subgroup is Below 41%	Number of Consecutive Years the Subgroup is Below 32%
SWD				
ELL				
AMI				
ASN				
BLK				
HSP				
MUL				
PAC				
WHT				
FRL				

**Accountability Components by Subgroup**

Each "blank" cell indicates the school had less than 10 eligible students with data for a particular component and was not calculated for the school. (pre-populated)

2021-22 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2020-21	C & C Accel 2020-21	ELP Progress
All Students												
SWD												
ELL												
AMI												
ASN												
BLK												
HSP												
MUL												
PAC												
WHT												
FRL												

2020-21 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2019-20	C & C Accel 2019-20	ELP Progress
All Students												
SWD												
ELL												
AMI												
ASN												
BLK												
HSP												
MUL												
PAC												
WHT												
FRL												

2018-19 ACCOUNTABILITY COMPONENTS BY SUBGROUPS												
Subgroups	ELA Ach.	ELA LG	ELA LG L25%	Math Ach.	Math LG	Math LG L25%	Sci Ach.	SS Ach.	MS Accel.	Grad Rate 2017-18	C & C Accel 2017-18	ELP Progress
All Students												
SWD												
ELL												
AMI												
ASN												
BLK												
HSP												
MUL												
PAC												
WHT												
FRL												

**Grade Level Data Review– State Assessments (pre-populated)**

The data are raw data and include ALL students who tested at the school. This is not school grade data. The percentages shown here represent ALL students who received a score of 3 or higher on the statewide assessments.

An asterisk (\*) in any cell indicates the data has been suppressed due to fewer than 10 students tested, or all tested students scoring the same.

### III. Planning for Improvement

#### Area of Focus

(Identified key Area of Focus that addresses the school's highest priority based on any/all relevant data sources)

#### #1. Instructional Practice specifically relating to Math

##### Area of Focus Description and Rationale:

Include a rationale that explains how it was identified as a crucial need from the data reviewed. One Area of Focus must be positive culture and environment. If identified for ATSI or TSI, each identified low-performing subgroup must be addressed.

Math is an area of focus as we have lacked Math manipulatives to help scholars bridge the gap from the concrete, one to one correlations to the abstract numeracy.

##### Measurable Outcome:

State the specific measurable outcome the school plans to achieve. This should be a data based, objective outcome.

The outcome expected from the additional Math supports will result in 50% of all our students being level 3 or above in math by the end of the school year.

##### Monitoring:

Describe how this Area of Focus will be monitored for the desired outcome.

Monitoring will be conducted by classroom walkthroughs with observations of instruction, review of lesson plans and review of student gradebook materials.

##### Person responsible for monitoring outcome:

Anthony Bradley (anthony.bradley@stjca.org)

##### Evidence-based Intervention:

Describe the evidence-based intervention being implemented for this Area of Focus (Schools identified for ATSI, TSI or CSI must include one or more evidence-based interventions.)

##### Rationale for Evidence-based Intervention:

Explain the rationale for selecting this specific strategy.

##### Tier of Evidence-based Intervention

(Schools that use UniSIG funds for an evidence-based intervention must meet the top three levels of evidence as defined by ESSA section 8101(21)(A).)

Tier 1 - Strong Evidence

##### Will this evidence-based intervention be funded with UniSIG?

No

##### Action Steps to Implement

List the action steps that will be taken as part of this strategy to address the Area of Focus. Identify the person responsible for monitoring each step.

Students will be provided instruction via use of manipulatives to help navigate from the concrete, to pictorial to abstract math concepts.

**Person Responsible:** Anthony Bradley (anthony.bradley@stjca.org)

**By When:** Measured outcomes expected by 30 April 2024

**#2. Instructional Practice specifically relating to ELA****Area of Focus Description and Rationale:**

Include a rationale that explains how it was identified as a crucial need from the data reviewed. One Area of Focus must be positive culture and environment. If identified for ATSI or TSI, each identified low-performing subgroup must be addressed.

St. Johns Classical Academy Orange Park opened during the 23-24 school year. Located in the heart of Orange Park on Kingsley Avenue, we are at the center of many Title 1 schools, including Grove Park Elementary, Montclair Elementary and both Orange Park Junior High and High School. While our K-2 data is at or above the district and state benchmark after the PM2 testing results, there was a decrease from PM1 to PM2 scores in ELA. The state and district assessments both showed a natural increase from PM1 to PM2 where as we did not. Our 4th grade students scored well below the state and district benchmark in ELA. We want to see an increase among each assessment at or above the state and district benchmark in ELA.

**Measurable Outcome:**

State the specific measurable outcome the school plans to achieve. This should be a data based, objective outcome.

Expectation is that 50% of SJCA 4th graders will perform level 3 or higher on the PM3 closing out the school year.

**Monitoring:**

Describe how this Area of Focus will be monitored for the desired outcome.

Scholar reading improvement will be monitored by teacher assessed direct reading during Studium and using McCall Crabbs assessment for comprehension measurement.

**Person responsible for monitoring outcome:**

Anthony Bradley (anthony.bradley@myoneclay.net)

**Evidence-based Intervention:**

Describe the evidence-based intervention being implemented for this Area of Focus (Schools identified for ATSI, TSI or CSI must include one or more evidence-based interventions.)

**Rationale for Evidence-based Intervention:**

Explain the rationale for selecting this specific strategy.

**Tier of Evidence-based Intervention**

(Schools that use UniSIG funds for an evidence-based intervention must meet the top three levels of evidence as defined by ESSA section 8101(21)(A).)

Tier 1 - Strong Evidence

**Will this evidence-based intervention be funded with UniSIG?**

No

**Action Steps to Implement**

List the action steps that will be taken as part of this strategy to address the Area of Focus. Identify the person responsible for monitoring each step.

Using supplemental reading materials purchased with SIP grant intensive reading instruction will be provided to identified students. Instruction will occur during Studium, before and after school.

**Person Responsible:** Sierra Scherer (sierra.scherer@stjca.org)

**By When:** Improvement will be determined by 4/20/24

## School Board of Clay County

### March 7, 2024 - Regular School Board Meeting

#### Title

C11 - Memorandum of Understanding between School Board of Clay County and Clay County Sheriff's Office

#### Description

This agreement outlines a partnership between the Clay County Sheriff's Office and the Clay County School board to enhance educational services offered to Clay County Sheriff's inmates through Clay County Adult & Community Education. Funding for the expanded program has been awarded from the Adult Education and Family Literacy, Corrections Education (AEFLA) grant to provide Adult Basic Education (ABE)/General Educational Development (GED) courses, English Speakers of Other Languages (ESOL) courses, Integrated Education and Training (IET), as well as a full-time instructor who will also assist in developing community partnerships that offer transitional and workforce training at the facility. It is anticipated that public safety will be promoted by a decrease to recidivism rates due to the facilitation of successful reintegration into the workforce post-release.

#### Gap Analysis

This action will expand the partnership between Clay County Adult & Community Education and the Clay County Jail to provide ABE/GED/IET courses, workforce and transition-related initiatives.

#### Previous Outcomes

Adult & Community Education presently offers one ABE/GED preparation course at the Clay County Jail.

#### Expected Outcomes

Approval will expand educational opportunities for inmates at the facility, add workforce-related services, and increase community partnerships.

#### Strategic Plan Goal

Goal 3: Family and Community Engagement

3:2 Collaborate with parents and community partners to increase stakeholder participation within our district.

#### Recommendation

School Board Approval of Memorandum of Understanding between The School Board of Clay County and Clay County Sheriff's Office.

#### Contact

Roger Dailey, chief Academic Officer, roger.dailey@myoneclay.net

Kristin Rousseau, Supervisor of Adult & Community Education, kristin.rousseau@myoneclay.net

#### Financial Impact

2023-2024 Corrections Education Grant: Award \$88,547

#### Review Comments

#### Attachments

📎 [MOU School Board of Clay Cty and Clay County Sheriff's Office.pdf](#)

## MEMORANDUM OF UNDERSTANDING

### 1. PARTIES

This Memorandum of Understanding ("MOU") is entered into between the SCHOOL BOARD OF CLAY COUNTY, Clay County Adult and Community Education, collectively referred to as the "Partner" hereafter, and Clay County Sheriff's Office,

Clay County Sheriff's Office

901 North Orange Ave  
Green Cove Springs, FL 32043

Clay County District Schools

900 Walnut Street  
Green Cove Springs, FL 32043

This Agreement represents collaboration between the SCHOOL BOARD of CLAY COUNTY and the Clay County Sheriff's Office serving both agencies' objectives to improve their communities and promote public safety. All funds expended pursuant to this agreement will be in compliance with state and federal laws governing these funds. The specific terms and conditions of this Agreement are as follows:

### 2. EFFECTIVE DATE

This Memorandum of Understanding (MOU) is effective March 11, 2024, through June 30, 2024, with automatic annual renewal for three successive one-year terms, commencing on July 1, 2024. Either party retains the right to terminate this MOU with written notice, providing a minimum of thirty (30) days' notice, or due to funding limitations. The agreement can be extended for one (1) additional year, up to a maximum of three extensions, unless a termination notice is issued. Written notification of termination must be received at least 30 days prior to the effective date.

### 3. PROVISION OF SERVICES

Clay County Sheriff's office agrees to:

- Determine WIOA eligibility for incarcerated individuals requiring ABE/ESOL/GED services or high school graduates seeking post-secondary education or career certification.
- Collaborate with Clay County Adult and Community Education to develop a schedule for classes.
- Regularly evaluate the partnership for process improvement and success.
- Provide appropriate classroom and office space for educational staff members at no cost to the school board.
- Ensure timely data sharing with partner regarding enrollment of inmates.

Clay County Adult and Community Education agrees to:



- Provide appropriate instructional staff, curriculum materials, and equipment to meet the needs of ABE/GED/ESOL/CTE program.
- Conduct CASAS/GED/Industry Certification testing to determine program eligibility and monitor student progress
- Share information for required reports to Clay County Adult & Community Education, and governmental entities at the local, state, and federal levels.
- Provide one (1) data entry clerk to fulfill the requirements of the Synergy state reporting system.
- Maintain student records for a duration of three (3) years with accessibility granted to the Clay County Sheriff's Office.

#### 4. Financial Provisions

- Fiscal Agency:** The Partner shall be the fiscal agent for all revenues generated through the Adult Education and Family Literacy Corrections Education Grant which are received for the purpose of Clay County Sheriff's educational component.
- Accounting:** The Partner shall account for all revenue and expenditures in the manner required by the Florida Department of Education and/or United States Department of Education. In addition, the Partner shall comply with any required FLDOE reporting requirements.
- Agreement Payables:** The Partner expenditures, in support of Clay County Sheriff's inmates enrolled in the academic and vocational tracks outlined in section 3 of this Agreement, shall not be required to exceed the awarded yearly grant amount of \$88,541 during the life of the agreement.

#### 5. SCHOOL DISTRICT'S LIABILITY INSURANCE:

The School Board shall purchase and maintain such insurance or provide evidence of self insurance as will protect it from claims set forth below which may arise out of a result from the School District's operations under this Agreement, whether such operations by itself or by any contractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable: The School Board shall procure and maintain such insurance, or demonstrate self-insurance, to safeguard against the claims set forth below, which may arise from the School District's activities pursuant to this Agreement. Whether these operations are undertaken directly by the School District, through a contractor, or by individuals employed directly or indirectly by any of these parties, or by individuals for whose actions in which any of them may be held liable.

- Claims under workers' disability compensation, disability benefit and other employee benefit act.
- Claims for damages because of bodily injury, occupational sickness or disease of its employees.
- Claims for damages because of injury, occupational sickness or disease, or death of any person other than its employees, subject to the limits of liability required by law for each occurrence and, when applicable, by law for the annual aggregate for non-automobile hazards and as required by law for automobile hazards.
- Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit liability required by law for each occurrence for non-automobile hazards and as required by law for automobile hazards.
- The insurance shall be written for the same limits of liability currently purchased by or in force for THE

SCHOOL BOARD or as required by law.

**6. RELATIONSHIP OF PARTIES:**

The relationship between the Clay County Sheriff's and the School Board is that of an independent contractor. No agent or employee of the School Board, the School District or any of its subcontractors shall be or shall be deemed to be an agent or employee of the Clay County Sheriff's Office for any reason and vice versa. The School Board will be solely and entirely responsible for its acts and the acts of its agents, employees, or servants and subcontractors during the performance of this Agreement and likewise for the Clay County Sheriff's Office.

All parties hereto shall have the right at all times to enforce the provisions of this Agreement in strict accordance with the terms hereof, notwithstanding any conduct or custom on the part of such party in refraining from doing so at any time. The failure of any party at any time to enforce its rights under such provisions strictly in accordance of the same shall not be construed as creating a custom in any way or manner contrary to specific provisions of this Agreement or as having in any way or manner modified or waived the same. All rights and remedies of the respective parties hereto are cumulative and concurrent and the exercise of one right or remedy shall not be deemed a waiver or release of any other right or remedy.

**7. Indemnification**

Both 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 768.28 Fla. Stat., or to otherwise waive each 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 of a party or its agents and 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.

**8. AMENDMENTS**

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

**9. SIGNATURES**

By their duly authorized signatures below, the parties hereby enter into this Memorandum of Understanding:

		<i>Michelle Cook</i>	2/9/2024
Ashley Gilhousen	Date	Michelle Cook	Date
School Board of Clay County		Clay County Sheriff	
Chairperson			

*JD*  
2/8/2024

March 7, 2024 - Regular School Board Meeting

**Title**

C12 - Proclamation #24-13 to Establish School Social Work Week

**Description**

Proclamation of School Social Work Week March 3-9, 2024

**Gap Analysis**

Recognizes the contributions of school social workers in supporting the academic success of our students.

**Previous Outcomes**

The citizens of Clay County recognized and appreciated the contributions of school social workers.

**Expected Outcomes**

The citizens of Clay County will recognize and further support the work of school social workers and their provision of services that assist students and families in overcoming barriers to academic success.

**Strategic Plan Goal**

**Recommendation**

**Contact**

Heather McDonald 904-336-6900 heather.mcdonald@myoneclay.net; Laura Fogarty 904-336-6513

**Financial Impact**

**Review Comments**

**Attachments**

[2024 School Social Work Week Proclamation.pdf](#)

# SCHOOL BOARD OF CLAY COUNTY, FLORIDA

## PROCLAMATION # 24-13



**WHEREAS**, the importance of school social work through the inclusion of school social work programs and services has been recognized in the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.) and the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.); and

**WHEREAS**, school social workers in Clay County are especially skilled in identifying and providing services to students who face serious challenges to school success, including poverty, disability, discrimination, abuse, addiction, bullying, loss of a loved one, and other barriers to learning; and

**WHEREAS**, school social workers are needed more now than at any time in recent memory, as more students are struggling with mental and behavioral health disorders, with nearly 1 in 6 children from 2 to 8 years old (17.4 percent) having a diagnosed mental, behavioral, or developmental disorder; and

**WHEREAS**, individuals who wish to access community mental health services often find such services unavailable, inaccessible, or inadequate; and

**WHEREAS**, school social workers maintain knowledge of school culture and school climate which are necessary for responsible school safety planning; and

**WHEREAS**, school social workers serve as vital members of a school's education team, playing a central role in creating partnerships between the home, school, and community to ensure student academic success; and

**NOW, THEREFORE, BE IT RESOLVED**, that the School Board of Clay County, Florida, does hereby recognize the vital role school social workers play in the lives of students, and extend greetings and best wishes to all observing March 3-9, 2024 as School Social Work Week.

**Duly adopted and approved by the School Board of Clay County, Florida, this 7th day of March, 2024.**

### **ATTEST:**

---

David S. Broskie  
Superintendent of Schools  
Clay County, Florida

---

Ashley Gilhousen, School Board Chair

March 7, 2024 - Regular School Board Meeting

**Title**

C13 - Proposed Allocation Changes for 2023-2024

**Description**

Staff allocation documents clarify how each school, district department and division is staffed for the 2023-2024 school year. The School Board is required to take action on all staff allocation changes.

**Gap Analysis**

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

**Previous Outcomes**

The district and schools are adequately staffed.

**Expected Outcomes**

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

**Strategic Plan Goal**

The district ensures fiscal responsibility and equitable distribution of resources.

**Recommendation**

Approve staff allocation plan as submitted.

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, (904)336-6722, susan.legutko@myoneclay.net

**Financial Impact**

Reflected in attachment.

**Review Comments**

**Attachments**

[03.07.24 - 23-24 Allocation Summary.pdf](#)



March 7, 2024 - Regular School Board Meeting

**Title**

C14 - Monthly Financial Reports for January, 2024

**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 January 31, 2024.

**Gap Analysis**

The Monthly Financial Reports show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

**Previous Outcomes**

It has been a past (normal) practice to provide Monthly Financial Reports, in accordance with SBE Rule 6A-1.008.

**Expected Outcomes**

The Monthly Financial Reports are provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's finances.

**Strategic Plan Goal**

Goal 5: Strategy 2: Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning. Promote fiscal transparency and communication.

**Recommendation**

That the Clay County School Board accept for use and consideration the Superintendent's Monthly Financial Reports for January 2024.

**Contact**

Dr. Susan M. Legutko, Assistant Superintendent of Business Affairs, (904) 336-6721, susan.legutko@myoneclay.net

**Financial Impact**

The Monthly Financial Reports reflect the year-to-date results of operations.

**Review Comments**

**Attachments**

- 🔗 [January 2024 Monthly Board Financial Report.pdf](#)
- 🔗 [January 2024 Monthly Board Property Report.pdf](#)
- 🔗 [Contracts Signed by Superintendent \\$50,000 to \\$100,000.pdf](#)

**CLAY COUNTY SCHOOL BOARD**  
**SUMMARY OF CASH INVESTMENTS**  
**07/01/2023 thru 01/31/2024**

	CASH BALANCE	INVESTMENT AMOUNT	TYPE	GRAND TOTAL
General Fund(3)	19,609,649.29	72,661,570.74	(1) & (4) SBA/OTH	92,271,220.03
Debt Services(5)	0.00	598,575.18	SBA/OTH	598,575.18
Capital Projects	0.00	50,978,663.62	SBA/OTH	50,978,663.62
Special Rev. - Other	0.00	314,595.77	SBA	314,595.77
Spec. Rev - Food Service	5,525,551.68	7,858,867.50	SBA	13,384,419.18
Self Insurance	0.00	3,765,875.61	SBA	3,765,875.61
<b>GRAND TOTAL</b>	<b>25,135,200.97</b>	<b>136,178,148.42</b>		<b>161,313,349.39</b>

NOTES:

1. The rate of interest earned on investments with the State Board of Administration (PRIME) during the month of January, 2024 was 5.57%.
2. For comparison purposes with the General Fund Statement of Revenue, we have completed 58.34% of the fiscal year. All other percentages are only a comparison of cash collections or expenditures to budgeted revenue or appropriations.
3. On the Summary of Cash & Investments, the figure reported for General Fund Investments includes \$1,740,712.94 Invested for School Internal Accounts.
4. The rate of interest earned on investments with the Florida Education Investment Trust Fund (FEITF) during the month of January, 2024 was 5.51%.
5. Trustee Accounts - Amounts placed with SBA by the Florida Department of Education for investment of debt service moneys.

DRAFT



**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS**  
**STATEMENT OF REVENUE**  
**07/01/2023 thru 01/31/2024**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Federal Impact Aid	3121	500,000.00	500,000.00	410,901.00	82.18%
	R O T C	3191	375,000.00	375,000.00	132,991.21	35.46%
<b>Federal Direct - Total</b>			<b>875,000.00</b>	<b>875,000.00</b>	<b>543,892.21</b>	
Federal thru Local and State	Medicaid	3202	2,000,000.00	2,000,000.00	949,869.49	47.49%
	Federal Through Local Revenue	3280	350,000.00	332,832.45	172,401.31	51.80%
<b>Federal thru Local &amp; State - Total</b>			<b>2,350,000.00</b>	<b>2,332,832.45</b>	<b>1,122,270.80</b>	
State Sources	Florida Educ Finance Program	3310	230,527,297.00	230,527,297.00	127,208,648.00	55.18%
	Workforce Development	3315	904,441.00	904,441.00	527,590.00	58.33%
	Workforce Performance Incentives	3317	0.00	0.00	3,685.00	NA
	CO&DS Withheld/Admin Expense	3323	22,000.00	22,000.00	0.00	0.00%
	State License Tax	3343	40,000.00	40,000.00	29,282.26	73.21%
	Class Size Reduction	3355	37,159,379.00	37,159,379.00	21,676,305.00	58.33%
	Voluntary Pre-K High Schools	3370	100,000.00	100,000.00	85,580.61	85.58%
	Voluntary Pre-K	3371	500,000.00	500,000.00	371,126.03	74.23%
	State Revenue Thru Local	3380	139,347.94	143,267.94	274,179.94	191.38%
	Miscellaneous State Revenue	3390	859,692.00	2,502,176.00	433,628.14	17.33%
Other Misc State Revenue	3399	0.00	180,623.00	90,312.00	50.00%	
<b>State Sources - Total</b>			<b>270,252,156.94</b>	<b>272,079,183.94</b>	<b>150,700,336.98</b>	
Local Sources	District School Taxes	3411	71,869,574.68	71,869,574.68	64,370,852.81	89.57%
	Prior Year Coll School Taxes	3419	30,000.00	30,000.00	19,676.04	65.59%
	Tax Redemptions	3421	1,000,000.00	1,000,000.00	0.00	0.00%
	Rent	3425	600,000.00	600,000.00	326,576.96	54.43%
	Interest Incl Profit On Investment	3430	1,000,000.00	1,000,000.00	1,668,982.15	166.90%
	Gifts Grants & Bequests	3440	241,601.80	286,848.35	75,235.20	26.23%
	Adult Gen Educ Course Fee-GED	3461	51,219.99	65,919.99	26,429.99	40.09%
	Postsecondary Voc Course Fees	3462	3,000.00	3,000.00	0.00	0.00%
	Lifelong Learning Fees	3466	500.00	500.00	0.00	0.00%
	Other Student Fees	3469	13,900.00	18,735.00	9,235.00	49.29%
	Preschool Program Fees	3471	449,398.24	449,398.24	207,072.84	46.08%
	Other Schl Class Fees	3479	91,774.00	91,774.00	43,497.26	47.40%
	Miscellaneous Local Sources	3490	1,651,034.72	1,884,109.77	3,230,421.54	171.46%
	Receipt Of Fed Indirect Cost	3494	1,000,000.00	1,000,000.00	317,483.50	31.75%
	Other Misc Local Sources	3495	300,000.00	300,000.00	216,186.61	72.06%
	Refund Of Prior Year's Expense	3497	100,000.00	100,000.00	15,485.61	15.49%
	Lost Damaged & Sale Of Textbook	3498	5,045.98	5,045.98	0.00	0.00%
Receipt Of Food Serv Ind Cost	3499	400,000.00	400,000.00	181,836.93	45.46%	
<b>Local Sources - Total</b>			<b>78,807,049.41</b>	<b>79,104,906.01</b>	<b>70,708,972.44</b>	
Transfers	Transfer From Capital Projects	3630	5,070,000.00	5,070,000.00	2,130,328.00	42.02%
	Transfer From Internal Service	3670	1,000,000.00	1,000,000.00	0.00	0.00%
<b>Transfers - Total</b>			<b>6,070,000.00</b>	<b>6,070,000.00</b>	<b>2,130,328.00</b>	
Other Financing Sources	Sale Of Equipment	3733	100,000.00	100,000.00	27,943.87	27.94%
	Insurance Loss Recoveries	3740	22,573.84	22,573.84	86,600.58	383.83%
<b>OFS - Total</b>			<b>122,573.84</b>	<b>122,573.84</b>	<b>114,544.45</b>	
<b>Revenues - Total</b>			<b>358,476,780.19</b>	<b>360,584,496.24</b>	<b>225,320,344.88</b>	<b>62.49%</b>
Fund Balance	Restricted Fund Balance	2720	0.00	0.00	0.00	
	Fund Balance 7-1-2023	2750	27,644,443.17	27,644,443.17	27,644,443.17	
<b>Grand Total</b>			<b>386,121,223.36</b>	<b>388,228,939.41</b>	<b>252,964,788.05</b>	<b>65.16%</b>

**CLAY COUNTY SCHOOL BOARD  
GENERAL FUNDS  
STATEMENT OF EXPENDITURES AND TRANSFERS  
07/01/2023 thru 01/31/2024**

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp. Benefits	Purch. Services	Eng Services	Mat. Supplies	Cap. Outlay	Other Misc	Totals	% Of Budget
Basic FEPP K-12	5100	170,444,900.17	170,520,775.28	45,172,487.66	16,178,030.49	13,772,168.72	416.03	5,394,459.97	444,230.13	535,966.86	81,497,909.86	47.79%
Exceptional Education	5200	53,506,848.64	53,488,384.16	18,781,757.55	6,773,653.12	1,579,736.52	1,805.39	209,852.43	40,151.20	7,054.36	27,394,810.57	51.22%
Career/Technical Education	5300	10,551,660.11	10,351,615.13	2,828,442.00	999,412.54	322,874.43	2,460.59	156,667.62	189,609.99	11,342.90	4,510,810.07	43.58%
Adult General	5400	586,174.30	746,308.11	97,934.42	28,678.91	39,259.78	0.00	14,732.90	18,112.50	11,615.40	210,333.91	26.18%
Voluntary Pre-K	5500	1,129,409.24	1,153,899.15	350,299.30	127,052.85	21,421.21	0.00	137,352.99	7,484.56	0.00	643,620.91	56.78%
Other Instruction	5900	47,355.35	46,320.47	447,270.44	76,411.64	0.00	0.00	1,373.87	2,390.60	0.00	327,448.55	1,138.69%
Student Support Services	6100	19,178,274.27	19,440,876.52	7,191,968.59	2,375,444.82	380,861.56	2,697.99	104,268.04	99,671.76	24,145.78	10,179,058.54	52.36%
Instructional Media Services	6200	5,033,098.57	5,034,998.54	1,561,264.81	572,793.43	188,509.62	0.00	33,573.99	48,346.37	600.00	2,405,088.22	47.77%
Inst. & Curric. Dev Services	6300	4,892,736.36	4,899,671.00	1,835,287.36	563,327.83	21,182.63	212.90	5,235.76	40,770.42	504.15	2,486,521.05	50.85%
Inst. Staff Training Services	6400	4,700,235.34	5,118,534.62	1,267,201.32	404,763.07	339,971.69	0.00	87,651.22	6,561.52	9,603.75	2,115,752.57	41.34%
Instruction Related Technology	6500	6,378,774.33	6,383,807.53	1,438,980.91	476,729.53	1,883,279.52	0.00	30,840.89	135,037.67	0.00	3,964,868.52	62.11%
Board	7100	1,348,152.49	1,348,152.49	250,030.93	109,154.21	182,675.18	0.00	111.85	0.00	22,082.42	574,054.59	42.58%
General Administration	7200	624,575.77	624,575.77	188,864.84	97,877.91	14,589.34	713.79	1,230.70	1,184.42	20,613.61	325,014.61	52.04%
School Administration	7300	17,363,431.65	17,558,810.26	7,697,891.87	2,478,621.14	50,409.78	0.00	21,342.40	82,290.70	21,903.21	10,352,459.1	59.96%
Facilities Acquisition and Construction	7400	4,732,141.62	5,949,876.62	574,179.32	194,120.05	307,357.56	2,774.26	9,813.57	213,836.85	474,230.26	1,776,311.87	29.85%
Fiscal Services	7500	1,865,497.68	1,849,866.28	692,646.33	213,855.10	22,751.62	0.00	5,223.74	1,101.61	12,819.95	948,378.55	51.27%
Food Services	7600	212,821.04	212,821.04	91,142.88	29,807.87	0.00	0.00	0.00	0.00	0.00	120,950.85	56.83%
Central Services	7700	4,702,510.91	4,744,903.12	1,463,609.24	457,202.79	152,357.36	4,139.29	38,042.82	100,818.24	6,612.55	2,222,782.29	46.85%
Pupil Transportation Services	7800	15,522,627.67	15,808,168.52	4,788,840.39	1,525,688.72	220,274.57	813,002.83	567,403.46	417,955.44	1,114.00	8,334,279.41	52.72%
Operation of Plant	7900	27,226,090.76	27,629,943.93	4,228,806.90	1,969,058.24	3,305,653.40	3,794,729.99	528,639.14	91,246.28	908.48	13,476,040.43	48.77%
Maintenance Of Plant	8100	8,574,000.15	8,580,557.56	2,275,337.20	798,169.57	1,026,110.96	96,352.80	635,302.32	77,984.96	8,238.18	4,917,495.99	57.31%
Administrative Technology Svcs	8200	1,746,835.48	1,746,835.48	680,416.48	224,306.87	4,291.18	8,343.68	5,367.38	11,264.25	192.69	934,182.53	53.48%
Community Services	9100	595,134.90	595,234.90	180,265.50	76,270.82	354.90	0.00	18,772.52	479.98	4,030.65	280,174.07	46.99%
Debt Service	9200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
<b>Total Expense</b>		<b>360,964,286.80</b>	<b>363,825,946.48</b>	<b>104,081,926.24</b>	<b>36,370,431.32</b>	<b>23,846,041.53</b>	<b>4,667,649.54</b>	<b>8,007,261.58</b>	<b>2,030,559.45</b>	<b>1,174,377.20</b>	<b>180,198,246.86</b>	<b>48.53%</b>
Nonspendable Fund Balance	6/30/2024	500,000.00	500,000.00								500,000.00	
Restricted Fund Balance	6/30/2024	5,528,761.83	5,528,761.83								5,528,761.83	
Assigned Fund Balance	6/30/2024	1,886,654.73	1,886,654.73								1,886,654.73	
Unassigned Fund Balance	6/30/2024	17,241,520.00	16,487,576.37								64,851,124.63	
Total Fund Balance	6/30/2024	<b>25,156,936.56</b>	<b>24,402,992.93</b>								<b>72,766,541.19</b>	
<b>Grand Totals</b>		<b>386,121,223.36</b>	<b>388,228,939.41</b>								<b>252,964,788.05</b>	<b>65.16%</b>

**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS - Additional Millage Fund**  
**STATEMENT OF REVENUE**  
**07/01/2023 thru 01/31/2024**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Local Sources	District School Taxes	3411	18,409,214.83	18,409,214.83	16,161,963.18	87.79%
<b>Local Sources - Total</b>			<b>18,409,214.83</b>	<b>18,409,214.83</b>	<b>16,161,963.18</b>	
<b>Revenue</b>			<b>18,409,214.83</b>	<b>18,409,214.83</b>	<b>16,161,963.18</b>	
Fund Balance	Fund Balance	2750	9,606,247.17	9,606,247.17	9,606,247.17	100.00%
<b>Fund Balance - Total</b>			<b>9,606,247.17</b>	<b>9,606,247.17</b>	<b>9,606,247.17</b>	
<b>Fund Balance July 1, 2023</b>			<b>9,606,247.17</b>	<b>9,606,247.17</b>	<b>9,606,247.17</b>	
<b>Grand Total</b>			<b>28,015,462.00</b>	<b>28,015,462.00</b>	<b>25,768,210.35</b>	<b>91.98%</b>

DRAFT

**CLAY COUNTY SCHOOL BOARD**  
**GENERAL FUNDS - Additional Millage Fund**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2023 thru 01/31/2024**

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEPP K-12	5100	3,198,434.45	3,188,434.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Facilities Acquisition & Const	7400	12,205,023.58	12,110,023.58	0.00	0.00	134,069.52	0.00	0.00	3,489,057.67	0.00	3,623,127.19	29.82%
Facilities (S D )	7700	8,800.00	8,800.00	0.00	0.00	467.24	0.00	0.00	0.00	0.00	467.24	5.31%
Pupil Transportation Services	7800	109,736.60	109,736.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Operation Of Plant	7900	5,295,462.24	5,390,462.24	1,804,140.61	788,248.43	684,597.10	38,903.22	38,363.12	57,172.59	0.00	3,411,425.07	63.29%
Maintenance Of Plant	8100	202,600.77	202,600.77	86,542.95	32,352.02	0.00	0.00	0.00	0.00	0.00	118,894.97	58.68%
<b>Total Expense</b>		<b>21,020,057.64</b>	<b>21,020,057.64</b>	<b>1,890,683.56</b>	<b>820,600.45</b>	<b>819,133.86</b>	<b>38,903.22</b>	<b>38,363.12</b>	<b>3,546,230.26</b>	<b>0.00</b>	<b>7,153,914.47</b>	<b>34.03%</b>
Restricted Fund Balance	6/30/2024	6,995,404.36	6,995,404.36								18,614,295.88	
Unassigned Fund Balance	6/30/2024	0.00	0.00								0.00	
<b>Total Fund Balance</b>		<b>6,995,404.36</b>	<b>6,995,404.36</b>								<b>18,614,295.88</b>	
<b>Grand Totals</b>		<b>28,015,462.00</b>	<b>28,015,462.00</b>								<b>25,768,210.35</b>	<b>91.98%</b>

**CLAY COUNTY SCHOOL BOARD**  
**DEBT SERVICE FUND**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2023 Thru 01/31/2024**

**REVENUE AND TRANSFERS**

**Local Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	1,000.00	27,000.00	26,001.15	96.30%
<b>Total Local Sources</b>		1,000.00	27,000.00	26,001.15	

**State Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Racing Commission Funds	3341	219,668.76	219,668.76	55,812.50	25.41%
<b>Total State Sources</b>		219,668.76	219,668.76	55,812.50	

**Transfers**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Transfer From Capital Projects	3630	6,807,241.00	6,806,143.12	1,975,750.67	29.03%
<b>Total Transfers</b>		6,807,241.00	6,806,143.12	1,975,750.67	
<b>Total REVENUE AND TRANSFERS</b>		7,027,909.76	7,052,811.88	2,057,564.32	29.17%
Fund Balance July 1, 2023		513,770.23	513,770.23	513,770.23	
<b>GRAND TOTAL</b>		7,541,679.99	7,566,582.11	2,571,334.55	33.98%

**EXPENDITURES**

**Debt Service**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Prnc	710	6,135,242.17	6,135,242.17	1,535,242.17	25.02%
Interest	720	875,569.71	875,569.71	477,942.88	54.59%
Dues And Fees	730	16,000.00	16,000.00	9,018.88	56.37%
<b>Total Debt Service</b>		7,026,811.88	7,026,811.88	2,022,203.93	
<b>Total EXPENDITURES</b>		7,026,811.88	7,026,811.88	2,022,203.93	

**FUND BALANCE**

**Fund Balance**

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	514,868.11	539,770.23	549,130.62	
<b>GRAND TOTAL</b>		7,541,679.99	7,566,582.11	2,571,334.55	33.98%

**CLAY COUNTY SCHOOL BOARD**  
**CAPITAL IMPROVEMENTS FUNDS**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2023 Thru 01/31/2024**

**REVENUE AND TRANSFERS**

<b>Local Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
District Local Cap Improv Taxes	3413	27,613,822.24	27,613,822.24	24,739,369.55	89.59%
Local Sales Taxes	3418	16,000,000.00	16,000,000.00	7,560,962.29	47.26%
Tax Redemptions	3421	1,000.00	1,000.00	0.00	0.00%
Interest Incl Profit On Investments	3430	1,375.00	1,375.00	707,105.19	51,425.83%
Impact Fees	3496	8,804,457.00	8,804,457.00	6,704,537.18	76.15%
<b>Total Local Sources</b>		<b>52,420,654.24</b>	<b>52,420,654.24</b>	<b>39,711,974.21</b>	
<b>State Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
CO & DS Distributd To District	3321	1,275,000.00	1,275,000.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	25,000.00	25,000.00	0.00	0.00%
Miscellaneous State Revenue	3390	809,718.00	701,906.40	171,161.07	24.39%
Charter Sch Capital Outlay Revenue	3397	796,000.00	796,000.00	547,500.00	68.78%
Sale of Equipment and Land	3733	0.00	0.00	20,020.00	NA
<b>Total State Sources</b>		<b>2,905,718.00</b>	<b>2,797,906.40</b>	<b>738,681.07</b>	
<b>Total REVENUE AND TRANSFERS</b>		<b>55,326,372.24</b>	<b>55,218,560.64</b>	<b>40,450,655.28</b>	<b>73.26%</b>
Fund Balance July 1, 2023		41,300,962.71	41,300,962.71	41,300,962.71	
<b>GRAND TOTAL</b>		<b>96,627,334.95</b>	<b>96,519,523.35</b>	<b>81,751,617.99</b>	<b>84.70%</b>

**EXPENDITURES**

<b>Debt Service</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Redempt Of Pmc	710	110,035.43	110,035.43	110,035.43	100.00%
Interest	720	2,284.57	2,284.57	2,284.57	100.00%
Dues And Fees	730	0.00	0.00	0.00	0.00%
<b>Total Debt Service</b>		<b>112,320.00</b>	<b>112,320.00</b>	<b>112,320.00</b>	
<b>Gen Sup Srvc</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Books New Library	611	135,000.00	135,000.00	134,957.13	99.97%
Books Existing Library	612	0.00	60,000.00	0.00	0.00%
AV Mat \$1000/Ovr	621	0.00	5,500.00	0.00	0.00%
AV Mat L/T \$1000	622	0.00	22,500.00	0.00	0.00%
Buildings & Fixed Equipment	630	20,797,439.59	20,992,384.22	6,057,440.49	28.86%
Dir Purch Bldgs	631	3,948,153.17	2,883,291.99	1,623,667.57	56.31%
Equip \$1000 Over	641	267,541.16	384,424.77	169,238.84	44.02%
Equip L/T \$1000	642	646,946.02	688,750.40	298,920.36	43.40%
Comp Hdw > \$1000	643	600,814.00	529,814.00	4,814.00	0.91%
Cptr Hdw <\$1000	644	1,375,169.58	2,256,469.58	848,110.40	37.59%
TechRel FE >\$1000	648	241,841.00	241,841.00	41,841.00	17.30%
TechRel FFE <\$1000	649	800,000.00	0.00	0.00	0.00%
School Buses	651	3,118,807.00	3,118,807.00	0.00	0.00%
Land	660	6,750,000.00	6,495,095.21	6,495,095.14	100.00%
Capital Imprv Other Than Bldgs.	671	7,345,351.57	7,255,351.57	1,580,024.37	21.78%
Non-Capital Imprv Other Than Bldgs.	672	6,206,223.02	6,769,282.81	2,535,419.63	37.45%
Capital Remodeling	681	16,002,411.95	15,872,712.76	3,585,618.08	22.59%
Non-Cap Remodeling/Renovations	682	9,180,042.44	9,344,035.09	2,839,822.08	30.39%
Direct Purchase Capital Remodeling	683	904,360.00	676,900.00	169,501.02	25.04%
Dir Purch-Non-Cap Remodeling/Ren.	684	63,781.00	163,691.37	57,017.92	34.83%
Software >\$1000	691	612,143.20	612,143.20	454,536.00	74.25%
Software <\$1000	692	975.00	571.67	571.67	100.00%
CHARTER LCIF	793	0.00	0.00	102,540.40	NA
CHARTER Cap TAX	795	10,690.43	35,641.06	486,537.61	1,365.10%
<b>Total Gen Sup Srvc</b>		<b>79,007,690.13</b>	<b>78,544,207.70</b>	<b>27,485,673.71</b>	

<b>Xfer Of Funds</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	5,070,000.00	5,070,000.00	2,130,328.00	42.02%
Xfer To Dbl Svc	920	6,806,143.12	6,806,143.12	1,975,750.67	29.03%
<b>Total Xfer Of Funds</b>		<b>11,876,143.12</b>	<b>11,876,143.12</b>	<b>4,106,078.67</b>	
<b>Total EXPENDITURES</b>		<b>90,996,153.25</b>	<b>90,532,670.82</b>	<b>31,704,072.38</b>	<b>35.02%</b>
<b>Fund Balance</b>					
Fund Balance June 30, 2024	2750	5,631,181.70	5,986,852.53	50,047,545.61	
<b>GRAND TOTAL</b>		<b>96,627,334.95</b>	<b>96,519,523.35</b>	<b>81,751,617.99</b>	<b>84.70%</b>

**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - FOOD SERVICES**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2023 Thru 01/31/2024**

**REVENUE AND TRANSFERS**

<b>Local Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investments	3430	100,000.00	100,000.00	123,573.12	123.57%
Student Lunches	3451	3,505,185.90	3,505,185.90	1,423,488.00	40.61%
Student Breakfasts	3452	486,817.50	486,817.50	162,212.25	33.32%
Adult Breakfasts/Lunches	3453	1,800.00	1,800.00	14,236.55	790.92%
Student A La Carte	3454	1,680,000.00	1,680,000.00	1,034,382.26	62.31%
Miscellaneous Local Sources	3490	5,000.00	5,000.00	11,997.86	239.96%
<b>Total Local Sources</b>		<b>5,758,803.40</b>	<b>5,758,803.40</b>	<b>2,769,890.04</b>	

<b>Federal Thru State and Local</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Lunch Reimbursement	3261	11,368,719.83	11,368,719.83	5,835,957.66	51.33%
School Breakfast Reimbursement	3262	2,718,319.28	2,718,319.28	1,121,869.57	41.27%
After School Snack Reimb	3263	6,500.00	6,500.00	2,152.80	33.12%
U S D A Donated Commodities	3265	1,600,000.00	1,600,000.00	0.00	0.00%
Cash In Lieu of Donated Foods	3266	5,000.00	5,000.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	32,071.98	32.07%
Food Service Miscellaneous	3269	0.00	0.00	943,139.35	NA
<b>Total Federal Thru State &amp; Local</b>		<b>15,798,539.11</b>	<b>15,798,539.11</b>	<b>7,935,191.36</b>	

<b>State Sources</b>					
	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
School Breakfast Supplement	3337	60,000.00	60,000.00	35,159.00	58.60%
School Lunch Supplement	3338	85,000.00	85,000.00	50,678.00	59.62%
<b>Total State Sources</b>		<b>145,000.00</b>	<b>145,000.00</b>	<b>85,837.00</b>	
<b>Total REVENUE AND TRANSFERS</b>		<b>21,702,342.51</b>	<b>21,702,342.51</b>	<b>10,790,918.40</b>	
Fund Balance July 1, 2023		9,553,747.67	9,553,747.67	9,553,747.67	
<b>GRAND TOTAL</b>		<b>31,256,090.18</b>	<b>31,256,090.18</b>	<b>20,344,666.07</b>	<b>65.09%</b>

**EXPENDITURES**

<b>Gen Sup Srv</b>					
	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	2,096,059.90	2,096,059.90	1,187,936.26	56.67%
Other Support	160	4,937,777.95	4,937,777.95	3,045,247.13	61.67%
Retirement	210	994,355.28	994,355.28	684,618.81	68.79%
Social Security	220	534,846.38	534,846.38	310,196.96	58.00%
Group Insurance	230	1,644,126.96	1,644,126.96	699,142.38	42.52%
Workmans Comp	240	63,833.88	63,833.88	58,384.82	91.46%
Prof Svcs - Substitutes	313	106,500.00	106,500.00	34,363.38	32.27%
Travel-In only	331	6,200.00	9,200.00	3,992.85	43.40%
Travel-Out Only	332	2,500.00	2,500.00	0.00	0.00%
Trvl-Out State	333	2,500.00	2,500.00	0.00	0.00%
Travel-Reg Fees	334	500.00	500.00	0.00	0.00%
Repairs And Maintenance	350	26,284.04	26,284.04	15,888.64	60.45%
Rentals	360	5,914.93	5,914.93	0.00	0.00%
Leases	367	0.00	2,600.00	1,458.12	56.08%
Tech Rentals	369	48,488.65	48,488.65	39,870.96	82.23%
Stamps	371	15,000.00	15,000.00	9,278.75	61.86%
Wireless Plan	372	100.00	100.00	0.00	0.00%
Cell Phones	378	1,000.00	1,000.00	730.93	73.09%
Other Purch Srv	390	107,388.04	107,388.04	18,902.54	17.60%
Printing	391	15,000.00	15,000.00	5,187.72	34.58%
Bottled Gas	420	3,805.47	3,805.47	23.01	0.60%
Electricity	430	158,500.00	158,500.00	73,449.76	46.93%
Gasoline	450	6,000.00	6,000.00	4,396.16	73.27%
Diesel Fuel	460	4,000.00	4,000.00	2,000.58	50.01%
Supplies	510	1,081,267.49	1,077,267.49	435,599.47	40.44%
Toner/Type Fee	515	13,505.30	13,505.30	2,912.69	21.57%
Tech Supplies	519	867.99	867.99	543.75	62.64%
Oil & Grease	540	1,000.00	1,000.00	78.00	7.80%
Repair Parts	550	3,500.00	3,500.00	1,025.92	29.31%
Tires & Tubes	560	500.00	500.00	1,501.20	300.24%
Food	570	9,343,453.40	9,343,453.40	5,614,369.83	60.09%
Commodities	580	1,600,000.00	1,600,000.00	0.00	0.00%
AV Mat L/T \$1000	622	50.00	1,050.00	176.38	16.80%
Equip \$1000 Over	641	153,220.36	153,220.36	33,743.28	22.02%
Equip L/T \$1000	642	215,768.06	215,768.06	111,962.43	51.89%
Comp Hdw > \$1000	643	22,500.00	22,500.00	0.00	0.00%
Cptr Hdw <\$1000	644	50,000.00	50,000.00	1,750.30	3.50%
TechRel FFE<\$1000	649	2,500.00	2,500.00	2,019.90	80.80%
Capitalized Remodeling	681	295,555.00	295,555.00	145,555.00	49.25%
Non-Cap Remodeling	682	25,000.00	25,000.00	0.00	0.00%
Dues And Fees	730	30,400.00	40,400.00	30,536.12	75.58%
Misc Ex/Ind Cst	792	250,000.00	240,000.00	181,836.93	75.77%
<b>Total Gen Sup Srv</b>		<b>23,867,788.88</b>	<b>23,870,368.88</b>	<b>12,658,680.96</b>	
<b>Total EXPENDITURES</b>		<b>23,867,788.88</b>	<b>23,870,368.88</b>	<b>12,658,680.96</b>	<b>53.03%</b>
Fund Balance June 30, 2024	2750	7,388,321.30	7,385,721.30	7,685,985.11	
<b>Total Fund Balance</b>		<b>7,388,321.30</b>	<b>7,385,721.30</b>	<b>7,685,985.11</b>	
<b>GRAND TOTAL</b>		<b>31,256,090.18</b>	<b>31,256,090.18</b>	<b>20,344,666.07</b>	<b>65.09%</b>

**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - OTHER**  
**STATEMENT OF REVENUE**  
**07/01/2023 thru 01/31/2024**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Federal Direct	Miscellaneous Federal Direct	3199	0.00	417,917.09	21,474.53	5.14%
<b>Federal Direct - Total</b>			<b>0.00</b>	<b>417,917.09</b>	<b>21,474.53</b>	
Fed thru Local and State	Career And Technical Education	3201	320,219.64	320,219.64	153,362.77	47.89%
	Adult General Education	3221	482,064.06	570,605.06	118,219.99	20.72%
	English Literacy And Civics Ed	3222	48,821.30	48,821.30	22,557.14	46.20%
	Title II	3226	1,516,130.85	1,579,766.45	694,497.79	43.96%
	I D E A	3230	9,352,170.31	12,459,170.31	5,154,604.80	41.37%
	Title I - Elem & Secondary Edu	3240	8,601,449.37	8,850,282.76	3,409,575.77	38.53%
	Title III	3241	267,687.89	289,949.26	134,961.06	46.55%
	Twenty-First Century Schools	3242	531,748.77	747,651.03	127,790.50	17.09%
	Other Federal Thru State	3290	173,754.13	223,822.53	53,571.20	23.93%
<b>Fed thru Local &amp; State - Total</b>			<b>21,294,046.32</b>	<b>25,926,122.52</b>	<b>9,869,141.02</b>	
<b>Total</b>			<b>21,294,046.32</b>	<b>25,508,205.43</b>	<b>9,890,615.55</b>	<b>38.77%</b>

DRAFT



**CLAY COUNTY SCHOOL BOARD**  
**SPECIAL REVENUE FUNDS - OTHER**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2023 thru 01/31/2024**

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Eng Services	Mat/Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEFP K-12	5100	6,382,637.07	8,717,956.57	1,294,875.11	448,340.97	147,971.25	0.00	180,163.56	1,112,449.51	6,285.34	3,190,085.74	36.59%
Exceptional	5200	7,029,548.95	8,029,548.95	2,080,685.71	784,030.14	82,288.13	0.00	140,323.39	29,485.31	0.00	3,116,812.68	38.82%
Career Technical Education	5300	256,833.84	259,830.84	83.33	18.87	850.00	0.00	25,419.27	103,343.78	12,745.39	142,460.64	54.83%
Adult General	5400	287,015.47	389,395.47	32,348.98	13,015.26	0.00	0.00	509.61	18,765.55	0.00	64,629.40	17.50%
Other Instruction	5900	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Student Support Services	6100	1,857,443.97	2,058,399.79	593,262.10	211,140.74	51,816.08	0.00	29,171.61	265.99	1,608.96	887,265.48	43.10%
Instructional Media	6200	7,000.00	4,500.00	83.33	18.87	0.00	0.00	0.00	0.00	0.00	102.20	2.27%
Inst & Curric Dev Services	6300	2,163,524.37	2,215,438.61	903,221.52	301,179.18	1,766.28	0.00	220.70	0.00	0.00	1,206,387.68	54.45%
Inst Staff Training Services	6400	2,562,222.89	2,866,480.19	491,558.30	151,839.24	238,241.82	0.00	19,926.51	116,586.54	4,813.40	1,022,963.61	35.69%
Instruction Related Technology	6500	0.00	0.00	183.68	22.31	0.00	0.00	0.00	0.00	0.00	205.99	NA
General Administration	7200	674,344.99	792,966.55	0.00	0.00	0.00	0.00	0.00	0.00	241,509.51	241,509.51	30.46%
School Administration	7300	270.48	11,774.10	4,596.29	2,230.37	0.00	0.00	0.00	0.00	0.00	6,826.66	57.98%
Facilities Acquisition and Construction	7400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	442.16	100.24	0.00	0.00	0.00	0.00	0.00	542.40	NA
Central Services	7700	2,437.00	24,069.50	4,730.00	428.33	287.25	0.00	0.00	0.00	0.00	5,445.58	22.62%
Pupil Transportation Services	7800	70,767.29	155,941.54	0.00	0.00	4,472.86	0.00	0.00	0.00	0.00	4,472.66	2.87%
Operation Of Plant	7900	0.00	1,903.32	740.41	162.91	0.00	0.00	0.00	0.00	0.00	903.32	47.46%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Administrative Technology Svcs	8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
<b>Total Expense</b>		<b>21,294,046.32</b>	<b>25,508,205.43</b>	<b>5,406,810.32</b>	<b>1,912,527.43</b>	<b>527,893.27</b>	<b>0.00</b>	<b>395,734.65</b>	<b>1,380,886.68</b>	<b>266,962.60</b>	<b>9,890,615.55</b>	<b>38.77%</b>

**CLAY COUNTY SCHOOL BOARD**  
**CARES ACT AND ARP FUNDS - 44X**  
**STATEMENT OF REVENUE**  
**07/01/2023 thru 01/31/2024**

		Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Fed thru Local & State	CARES ACT ESSER	3271	17,056,158.93	17,200,158.93	8,176,716.82	47.54%
<b>Fed thru Local &amp; State - Total</b>			<b>17,056,158.93</b>	<b>17,200,158.93</b>	<b>8,176,716.82</b>	
<b>Total</b>			<b>17,056,158.93</b>	<b>17,200,158.93</b>	<b>8,176,716.82</b>	<b>47.54%</b>

DRAFT

**CLAY COUNTY SCHOOL BOARD**  
**CARES ACT AND ARP FUNDS - 44X**  
**STATEMENT OF EXPENDITURES AND TRANSFERS**  
**07/01/2023 thru 01/31/2024**

Expense	Acct#	Original Budget	Amended Budget	Salaries	Emp Benefits	Purch Services	Ent Services	Mat/Supplies	Cap Outlay	Other Misc.	Totals	% OF Budget
Basic FEPP K-12	5100	9,070,426.85	9,434,037.10	689,907.52	66,037.11	524,682.23	0.00	538,946.19	108,681.88	5,467.00	1,933,721.93	20.50%
Exceptional Education	5200	825,076.71	827,855.15	51,294.63	14,656.82	19,580.40	0.00	549,886.31	81,536.31	0.00	717,014.47	86.61%
Career Technical Education	5300	66,139.32	66,139.32	0.00	0.00	0.00	0.00	993.20	68,198.04	0.00	69,191.24	104.61%
Adult General	5400	167.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Voluntary Pre K	5500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Instruction	5900	4,468.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Student Support Services	6100	330,628.60	226,435.01	269,498.95	75,667.68	1,714.40	25.00	9,801.95	0.00	0.00	356,707.98	157.53%
Instructional Media Services	6200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Inst & Curric Dev Services	6300	151,820.04	158,120.04	9,874.46	3,642.07	109.11	0.00	651.31	0.00	7,125.00	21,401.95	13.54%
Inst. Staff Training Services	6400	1,118,198.95	1,211,660.75	983,011.40	75,917.18	54,153.41	0.00	23,773.06	0.00	0.00	1,136,855.05	93.83%
Instruction Related Technology	6500	0.00	4,353.82	0.00	0.00	0.00	0.00	0.00	4,353.82	0.00	4,353.82	100.00%
Board	7100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
General Administration	7200	531,959.69	504,530.64	0.00	0.00	0.00	0.00	0.00	0.00	75,973.99	75,973.99	15.06%
School Administration	7300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Facilities Acquisition and Construction	7400	4,481,827.36	4,457,473.54	0.00	0.00	0.00	0.00	0.00	3,753,969.22	0.00	3,753,969.22	84.22%
Fiscal Services	7500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Food Services	7600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Central Services	7700	6,699.55	6,699.55	1,386.00	123.86	0.00	0.00	0.00	0.00	0.00	1,509.86	22.54%
Pupil Transportation Services	7800	486,697.35	300,805.29	85,382.63	18,585.96	0.00	0.00	0.00	0.00	0.00	103,968.59	34.56%
Operation Of Plant	7900	2,048.72	2,048.72	0.00	0.00	0.00	0.00	2,048.72	0.00	0.00	2,048.72	100.00%
Maintenance Of Plant	8100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Administrative Technology Svcs	8200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
Community Services	9100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00%
<b>Total Expense</b>		<b>17,056,158.93</b>	<b>17,200,158.93</b>	<b>2,090,355.59</b>	<b>254,630.68</b>	<b>600,239.55</b>	<b>25.00</b>	<b>1,126,100.74</b>	<b>4,016,799.27</b>	<b>88,565.99</b>	<b>8,176,716.82</b>	<b>47.54%</b>

**CLAY COUNTY SCHOOL BOARD**  
**PROPERTY AND CASUALTY SELF INSURANCE FUND 711**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2023 Thru 01/31/2024**

**REVENUE AND TRANSFERS**

**Local Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	360,000.00	360,000.00	140,486.25	35.49%
Charges For Services	3481	4,194,899.60	4,194,899.60	1,631,163.93	32.41%
Total Local Sources		4,554,899.60	4,554,899.60	1,771,650.18	
Total REVENUE AND TRANSFERS		4,554,899.60	4,554,899.60	1,771,650.18	38.90%
Fund Balance July 1, 2023		2,478,886.22	2,478,886.22	2,478,886.22	
<b>GRAND TOTAL</b>		7,033,785.82	7,033,785.82	4,250,536.40	60.43%

**EXPENDITURES**

**Gen Sup Srvc**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Workmans Comp	240	1,284,645.36	1,284,645.36	856,701.20	58.96%
Pro & Tech Services	310	175,664.67	175,664.67	51,003.00	29.03%
Ins & Bond Prem	320	2,676,464.08	3,076,464.08	2,267,982.38	106.70%
Total Gen Sup Srvc		4,136,774.11	4,536,774.11	3,175,686.58	

**Xfer Of Funds**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Xfer To Gen Fnd	910	(2,000,000.00)	1,000,000.00	0.00	0.00%
Total Xfer Of Funds		-2,000,000.00	1,000,000.00	0.00	
Total EXPENDITURES		2,136,774.11	5,536,774.11	3,175,686.58	

**FUND BALANCE**

**Fund Balance**

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	4,897,011.71	1,497,011.71	1,074,849.82	
<b>GRAND TOTAL</b>		7,033,785.82	7,033,785.82	4,250,536.40	60.43%

**CLAY COUNTY SCHOOL BOARD**  
**HEALTH SELF INSURANCE FUND 712**  
**STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS**  
**07/01/2023 Thru 1/31/2024**

**REVENUE AND TRANSFERS**

**Local Sources**

	Acct #	Original Budget	Amended Budget	Cash Received	% OF COLL
Interest Incl Profit On Investment	3430	78,000.00	78,000.00	29,185.69	37.42%
Charges For Services	3481	34,332,000.00	34,332,000.00	14,817,535.55	43.16%
Miscellaneous Local Sources	3490	150,000.00	150,000.00	104,397.95	69.60%
Total Local Sources		34,560,000.00	34,560,000.00	14,951,119.19	
Total REVENUE AND TRANSFERS		34,560,000.00	34,560,000.00	14,951,119.19	43.26%
Fund Balance July 1, 2023		6,942,225.67	6,942,225.67	6,942,225.67	
<b>GRAND TOTAL</b>		<b>41,502,225.67</b>	<b>41,502,225.67</b>	<b>21,893,344.86</b>	<b>52.75%</b>

**EXPENDITURES**

**Gen Sup Srvc**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Pro & Tech Services (ASO Fee)	310	3,000,000.00	3,000,000.00	1,273,962.46	42.47%
Excess Insurance Premiums	320	1,550,000.00	1,550,000.00	1,000,747.80	64.56%
Insurance Claims (Medical)	322	18,017,210.00	18,017,210.00	8,654,911.67	48.04%
Insurance Claims (Prescriptions)	323	9,000,000.00	9,000,000.00	8,172,209.32	90.80%
Board Stamps	371	3,000.00	3,000.00	0.00	0.00%
Total Gen Sup Srvc		31,570,210.00	31,570,210.00	19,101,831.25	

**WELLNESS DEPARTMENT**

	Acct #	Original Budget	Amended Budget	Expenditures	% OF EXP
Administrator	110	71,950.00	71,950.00	41,881.14	58.21%
Retirement	210	8,650.00	8,650.00	5,683.30	65.70%
Social Security	220	5,050.00	5,050.00	3,097.86	61.34%
Group Insurance	230	8,650.00	8,650.00	4,034.30	46.64%
Workmans Comp	240	1,300.00	1,300.00	598.78	46.06%
Pro & Tech Serv	310	152,000.00	152,000.00	65,674.00	43.21%
Travel	330	5,000.00	5,000.00	0.00	0.00%
Repairs And Maintenance	350	50.00	83.50	83.50	100.00%
Cell Phone Fee	378	1,000.00	1,000.00	151.53	15.15%
Othr Purch Srvc	390	578,000.00	561,485.12	12,960.83	2.31%
Printing	391	0.00	16.26	16.26	100.00%
Gasoline	450	1,200.00	1,200.00	243.96	20.33%
Supplies	510	5,200.00	6,350.00	3,738.37	58.87%
Oil and Grease	540	0.00	100.00	21.00	21.00%
Repair Parts	550	20.00	25.44	25.44	100.00%
Equip \$1000 Over	641	2,000.00	9,655.00	0.00	0.00%
Equip L/T \$1000	642	1,980.00	1,980.00	498.97	25.20%
Computer Hardware L/T \$1000	644	500.00	500.00	0.00	0.00%
Tech Related FFE L/T \$1000	649	500.00	500.00	0.00	0.00%
Dues And Fees	730	800.00	800.00	883.30	110.41%
Sub-Total		843,850.00	836,295.32	139,592.54	
Total EXPENDITURES		32,414,060.00	32,406,505.32	19,241,423.79	59.38%

**FUND BALANCE**

**Fund Balance**

	Acct #	Original Budget	Amended Budget		
Fund Balance June 30, 2024	2750	9,088,165.67	9,095,720.35	2,651,921.07	
<b>GRAND TOTAL</b>		<b>41,502,225.67</b>	<b>41,502,225.67</b>	<b>21,893,344.86</b>	<b>52.75%</b>

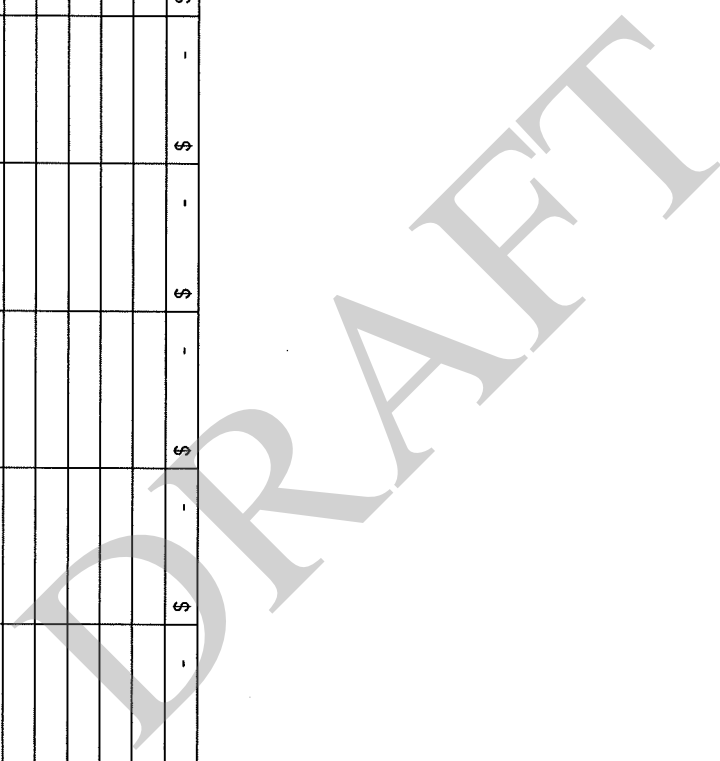
AUDIO/VISUAL JANUARY, 2024

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0111 BANNERMAN LEARNING CENTER	\$ 2,402.11							\$ 2,402.11
0252 ORANGE PARK HIGH	\$ 9,958.90							\$ 9,958.90
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 1,792.00							\$ 1,792.00
0341 CLAY HIGH SCHOOL	\$ 20,698.42			\$ 5,886.00				\$ 26,584.42
0351 LAKESIDE JUNIOR HIGH	\$ 2,500.82							\$ 2,500.82
0361 ORANGE PARK JUNIOR HIGH	\$ 1,149.00							\$ 1,149.00
0391 MIDDLEBURG HIGH SCHOOL	\$ 18,208.40							\$ 18,208.40
0431 RIDGEVIEW HIGH SCHOOL	\$ 1,293.43							\$ 1,293.43
0481 LAKE ASBURY JUNIOR HIGH	\$ 11,237.85							\$ 11,237.85
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,231.99							\$ 1,231.99
0661 OAKLEAF HIGH SCHOOL	\$ 4,855.26							\$ 4,855.26
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 1,900.00							\$ 1,900.00
TOTAL	\$ 77,228.18	\$ -	\$ -	\$ 5,886.00	\$ -	\$ -	\$ -	\$ 83,114.18

CHS - F05128 - \$5,886.00 - DONATION

SOFTWARE JANUARY, 2024

LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE
0341 CLAY HIGH SCHOOL	\$ 5,599.00								\$ 5,599.00
0431 RIDGEVIEW HIGH	\$ 3,450.00								\$ 3,450.00
0541 RIDEOUT ELEMENTARY	\$ 7,605.95								\$ 7,605.95
0611 OAKLEAF JUNIOR HIGH	\$ 37,921.00								\$ 37,921.00
9008 ADULT COMMUNITY EDUCATION	\$ 1,295.00								\$ 1,295.00
9010 TRANSPORTATION	\$ 39,580.84								\$ 39,580.84
9021 MAINTENANCE	\$ 13,800.00								\$ 13,800.00
9040 INFORMATION & TECH SERVICES	\$ 5,024,189.74								\$ 5,024,189.74
9110 FOOD & NUTRITION SERVICES	\$ 39,100.00								\$ 39,100.00
TOTAL	\$ 5,172,541.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,172,541.53



VEHICLES JANUARY, 2024										
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE	
9010-TRANSPORTATION	\$ 32,268,810.67							\$ 28,866.00	\$ 32,239,944.67	
TOTAL	\$ 32,268,810.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,866.00	\$ 32,239,944.67	

DRAFT



FURNITURE/EQUIPMENT JANUARY, 2024										
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE	
0020 FL YOUTH CHALLENGE ACADEMY	\$ 9,703.11								\$ 9,703.11	
0021 GREEN COVE SPRINGS JUNIOR HIGH	\$ 337,471.21					\$ 2,689.00			\$ 340,160.21	
0071 CHARLES E BENNETT ELEMENTARY	\$ 173,712.85								\$ 173,712.85	
0111 BANNERMAN LEARNING CENTER	\$ 171,039.53								\$ 171,039.53	
0112 PACE CENTER FOR GIRLS	\$ 1,613.20								\$ 1,613.20	
0113 AMI KIDS	\$ 7,461.21								\$ 7,461.21	
0201 ORANGE PARK ELEMENTARY	\$ 140,392.21								\$ 140,392.21	
0232 GROVE PARK ELEMENTARY	\$ 260,039.07								\$ 260,039.07	
0241 W E CHERRY ELEMENTARY	\$ 207,031.47					\$ 7,105.90	\$ 8,508.00		\$ 205,629.37	
0252 ORANGE PARK HIGH	\$ 1,449,238.90	\$ 1,579.93							\$ 1,450,818.83	
0261 DOCTORS INLET ELEMENTARY	\$ 180,151.31								\$ 180,151.31	
0271 MIDDLEBURG ELEMENTARY	\$ 257,472.34	\$ 2,988.22							\$ 260,460.56	
0301 KEYSTONE HEIGHTS ELEMENTARY	\$ 307,233.51					\$ 1,848.75			\$ 309,082.26	
0311 KEYSTONE HEIGHTS JR/SR HIGH	\$ 847,770.79	\$ 2,554.32							\$ 850,325.11	
0331 S BRYAN JENNINGS ELEMENTARY	\$ 174,443.74								\$ 174,443.74	
0341 CLAY HIGH SCHOOL	\$ 1,047,944.94	\$ 4,209.37					\$ 2,689.00	\$ 1,677.00	\$ 1,047,788.31	
0351 LAKESIDE JUNIOR HIGH	\$ 421,902.02						\$ 10,479.64		\$ 411,422.38	
0352 LAKESIDE ELEMENTARY	\$ 268,206.16							\$ 5,258.00	\$ 262,948.16	
0361 ORANGE PARK JUNIOR HIGH	\$ 518,969.93								\$ 518,969.93	
0371 WILKINSON JUNIOR HIGH	\$ 588,946.74					\$ 3,436.81			\$ 592,383.55	
0381 MONTCLAIR ELEMENTARY	\$ 190,622.67								\$ 190,622.67	
0391 MIDDLEBURG HIGH SCHOOL	\$ 1,354,510.34					\$ 15,050.36	\$ 31,580.68		\$ 1,337,980.02	
0401 RIDGEVIEW ELEMENTARY	\$ 312,238.68								\$ 312,238.68	
0411 CLAY HILL ELEMENTARY	\$ 282,449.84								\$ 282,449.84	
0431 RIDGEVIEW HIGH SCHOOL	\$ 1,110,802.30	\$ 4,241.18				\$ 3,761.73	\$ 3,867.00	\$ 1,268.00	\$ 1,113,670.21	
0451 LAKE ASBURY ELEMENTARY	\$ 174,541.74								\$ 174,541.74	
0471 ROBERT M PATERSON ELEMENTARY	\$ 194,176.31			\$ 1,399.00					\$ 195,575.31	
0481 LAKE ASBURY JUNIOR HIGH	\$ 626,375.47								\$ 626,375.47	
0491 WILKINSON ELEMENTARY	\$ 385,615.56						\$ 12,057.14		\$ 373,558.42	
0501 TYNES ELEMENTARY	\$ 294,781.06								\$ 294,781.06	
0511 MCRAE ELEMENTARY	\$ 286,563.00								\$ 286,563.00	
0521 FLEMING ISLAND ELEMENTARY	\$ 164,850.39					\$ 2,891.51			\$ 167,741.90	
0531 THUNDERBOLT ELEMENTARY	\$ 237,344.64								\$ 235,495.89	
0541 RIDEOUT ELEMENTARY	\$ 206,156.80					\$ 1,778.00	\$ 1,848.75		\$ 207,934.80	
0551 FLEMING ISLAND HIGH SCHOOL	\$ 1,191,245.86	\$ 8,147.55						\$ 5,895.00	\$ 1,193,498.41	
0571 SWIMMING PEN CREEK ELEMENTARY	\$ 149,363.12								\$ 149,363.12	
0591 ARGYLE ELEMENTARY SCHOOL	\$ 165,902.03						\$ 2,891.51		\$ 163,010.52	
0601 COPPERGATE ELEMENTARY	\$ 259,821.29	\$ 7,422.96				\$ 3,152.28	\$ 1,778.00		\$ 268,618.53	
0611 OAKLEAF JUNIOR HIGH	\$ 537,286.07							\$ 2,175.00	\$ 535,111.07	
0621 OAKLEAF VILLAGE ELEMENTARY	\$ 261,994.36								\$ 261,994.36	
0631 SHADOWLAWN ELEMENTARY	\$ 197,873.74							\$ 1,065.79	\$ 196,807.95	
0641 DISCOVERY OAKS ELEMENTARY	\$ 644,892.98					\$ 10,479.64	\$ 3,665.00		\$ 651,707.62	

FURNITURE/EQUIPMENT JANUARY, 2024										
LOCATION	BEG BALANCE	NEW PURCHASE	VALUE ADD	OTHER	REINSTATED	TRANSFER IN	TRANSFER OUT	DELETIONS	ENDING BALANCE	
0651 PLANTATION OAKS ELEMENTARY	\$ 603,859.70							\$ 1,199.00	\$ 602,660.70	
0661 OAKLEAF HIGH SCHOOL	\$ 1,383,843.30	\$ 70,413.23					\$ 6,715.00	\$ 1,209.32	\$ 1,446,332.21	
0671 SPRING PARK ELEMENTARY	\$ 723,391.00					\$ 1,750.80	\$ 1,971.76		\$ 723,170.04	
0677 ST JOHNS CLASSICAL ACADEMY OP	\$ 1,613.20								\$ 1,613.20	
0769 ST JOHNS COUNTRY DAY	\$ 11,345.00								\$ 11,345.00	
0824 GRACE EPISCOPAL	\$ 1,098.69								\$ 1,098.69	
1409 ANNUNCIATION CATHOLIC SCHOOL	\$ 1,059.00								\$ 1,059.00	
3460 BROACH OF ORANGE PARK	\$ 1,081.99								\$ 1,081.99	
7005 CLAY VIRTUAL ACADEMY	\$ 13,717.48								\$ 13,717.48	
9000 SCHOOL BOARD	\$ 16,515.41								\$ 16,515.41	
9002 CAREER & TECHNICAL EDUCATION	\$ 20,836.02								\$ 20,836.02	
9003 INSTRUCTIONAL RESOURCES	\$ 44,565.78								\$ 44,565.78	
9004 CLIMATE & CULTURE	\$ 77,561.29								\$ 77,561.29	
9005 EXCEPTIONAL STUDENT EDUCATION	\$ 177,257.52								\$ 177,257.52	
9006 DEPT OF ELEMENTARY EDUCATION	\$ 43,990.41					\$ 6,255.00	\$ 6,255.00		\$ 37,735.41	
9007 K12 ACADEMIC SERVICES	\$ 5,946.87								\$ 5,946.87	
9008 ADULT COMMUNITY EDUCATION	\$ 109,701.12								\$ 109,701.12	
9009 PROFESSIONAL DEVELOPMENT	\$ 106,369.51					\$ 6,255.00			\$ 112,624.51	
9010 TRANSPORTATION	\$ 592,627.94					\$ 10,279.14	\$ 2,875.00	\$ 4,207.00	\$ 595,825.08	
9015 READING & EARLY LITERACY	\$ 25,760.73								\$ 25,760.73	
9016 SUPERINTENDENT	\$ 37,516.85					\$ 2,560.18			\$ 40,077.03	
9020 OPERATIONS	\$ 50,499.59					\$ 3,428.18			\$ 53,927.77	
9021 MAINTENANCE DEPARTMENT	\$ 702,561.02					\$ 9,590.00	\$ 19,550.50		\$ 692,600.52	
9022 SAFETY & SECURITY	\$ 160,908.49						\$ 1,750.80		\$ 159,157.69	
9023 FACILITY PLANNING & CONSTRUCT	\$ 66,078.39	\$ 2,102.28					\$ 3,428.18		\$ 64,752.49	
9024 CODE ENFORCEMENT	\$ 5,913.23								\$ 5,913.23	
9025 SCHOOL POLICE DEPARTMENT	\$ 355,217.31								\$ 355,217.31	
9030 PRINT CENTER	\$ 54,046.85								\$ 54,046.85	
9040 INFORMATION & TECH SERVICES	\$ 1,472,072.50					\$ 1,971.76	\$ 5,001.10		\$ 1,469,043.16	
9050 BUSINESS AFFAIRS DIVISION	\$ 146,910.48					\$ 1,239.37	\$ 2,560.18		\$ 145,589.67	
9060 HUMAN RESOURCES	\$ 66,665.37								\$ 66,665.37	
9106 TITLE 1	\$ 22,930.08								\$ 22,930.08	
9110 FOOD & NUTRITION SERVICES	\$ 182,757.42					\$ 58,089.37	\$ 17,885.54		\$ 222,961.25	
9111 CURRICULUM & INSTRUCTION	\$ 22,539.83								\$ 22,539.83	
9113 TEACHER TRAINING CENTER FIH	\$ 16,551.33								\$ 16,551.33	
9114 TEACHER LEARNING CENTER OPHS	\$ 2,662.45								\$ 2,662.45	
9252 SEDNET	\$ 27,526.12								\$ 27,526.12	
TOTAL	\$ 23,955,651.76	\$ 103,659.04	\$ -	\$ 1,399.00	\$ -	\$ 147,357.78	\$ 147,357.78	\$ 23,954.11	\$ 24,036,755.69	

**\$50,000 - \$100,000 Contracts "Signed" by Superintendent for BAD monthly BOARD Financial Report**

**All applicable Contracts prior to Contract #240119 have been added to the list.**

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR
<u>240109</u>	S Legutko	9050	\$58,500.00	Pending PO	Greenberg Traurig, P. A. - Bond Counsel
<u>240084</u>	J Mescall S Legutko L Addison	9050 9023	\$53,729.51 \$54,244.69	P2405873	PowerSchool "New" ERP Application Managed Services (9050) PowerSchool "New" Predictive Enrollment Analytics (9023)
<u>240079</u>	D Broskie	9000	\$60,000+ (\$5,000 per month + travel/etc. over \$500 a month needs prior approval)	P2405622	The Southern Group (Lobbying)
<u>240004</u>	R Widdowson	9106	\$74,508.36	P2403207	Houghton Mifflin Math 180
<u>240044</u>	M Sanders	9005	\$78,000.00	P2404855	McCoy Institute - Audiological Services
<u>240058</u>	R Widdowson	9106	\$67,500.00	P2404402	Imagine Language & Literacy License
<u>230179</u>	H McDonald	9004	\$52,800.00	P2400863	Clay Behavioral (RVE, MBE, KHE, MRE, WES, CHE, CEB)
<u>230154</u>	H Teto	9006	\$59,360.00	P2310132	QuaverEd, inc.
<u>230121</u>	T Pickett	9007	Based on Student Enrollment Estimate under \$50,000	Pending Student Enrollment (P2404508)	University of Florida (Dual Enrollment)

March 7, 2024 - Regular School Board Meeting

**Title**

C15 - Budget Amendment Report for January 31, 2024

**Description**

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

**Gap Analysis**

The monthly budget amendment show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

**Previous Outcomes**

Reported as per Florida State Board of Education Administrative Rule 6A-1.006.

**Expected Outcomes**

The monthly budget amendment is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's budget.

**Strategic Plan Goal**

Goal: 2: Strategy 2.4; Ensure effective and efficient use of resources for fiscal stability.

**Recommendation**

Approval of the Budget Amendments for January 2024 as presented.

**Contact**

Dr. Susan M. Legutko, Assistant Superintendent for Business Affairs

**Financial Impact**

See attached statements for a complete analysis of the financial impact.

**Review Comments**

**Attachments**

[23-24 Budget Amendment January 2024.pdf](#)



# CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043

P (904) 336-6500 F (904) 336-6536 W oneclay.net

**SUPERINTENDENT OF SCHOOLS**

David S. Broskie

**BOARD MEMBERS:**

- Erin Skipper, District 1
- Mary Bolla, District 2
- Beth Clark, District 3
- Michele Hanson, District 4
- Ashley Gilhousen, District 5

## CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET FISCAL YEAR 2023-2024 FOR MONTH ENDING January 31, 2024

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes outlined in the attached statements.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. THIS FUND IS USED TO REPORT THE DISTRICT'S DAILY, MONTHLY AND ANNUAL FINANCIAL OPERATIONS OF THE SCHOOLS AND DISTRICT OFFICE.
GENERAL FUND VOTED MILLAGE (105)	THE VOTED MILLAGE FUND ARE FUNDS APPROVED BY THE CLAY COUNTY VOTERS TO SUPPORT SAFETY AND SECURITY AND OTHER OPERATIONAL EXPENDITURES.
DEBT SERVICE (2XX)	DEBT SERVICE FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR THE DISTRICT'S PRINCIPAL AND INTEREST PAYMENTS FOR ITS OUTSTANDING DEBT.
CAPITAL PROJECTS FUND(3XX)	CAPITAL PROJECT FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR MAJOR CAPITAL OUTLAYS, INCLUDING THE ACQUISITION OR CONSTRUCTION OF CAPITAL FACILITIES AND THEIR CAPITAL ASSETS.
SPECIAL REVENUE FOOD SERVICE (410)	SPECIAL REVENUE FUNDS, FOOD SERVICES ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC REVENUE SOURCES THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE FOOD SERVICES OPERATIONS.
SPECIAL REVENUE OTHER (420,44X)	SPECIAL REVENUE FUNDS, OTHER ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC FEDERAL REVENUE SUCH AS TITLE I, TITLE II, TITLE III, CARES ACT FUNDING THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**

**GENERAL FUND**

**FUND 100**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 GENERAL FUND REVENUE  
 FUND 100  
 Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	\$500,000	\$500,000	\$0	\$500,000
3190	Other Federal Direct	\$375,000	\$375,000	\$0	\$375,000
3202	Medicaid	\$2,000,000	\$2,000,000	\$0	\$2,000,000
3280	Federal Through Local Revenue	\$350,000	\$332,832	\$0	\$332,832
3310	Florida Educ Finance Program	\$230,527,297	\$230,527,297	\$0	\$230,527,297
3315	Workforce Development	\$904,441	\$904,441	\$0	\$904,441
3317	Workforce Performance Incentiv	\$0	\$0	\$0	\$0
3320	State Auto License CO and DS	\$22,000	\$22,000	\$0	\$22,000
3340	Other State Revenues	\$40,000	\$40,000	\$0	\$40,000
3350	Other Categorical	\$37,159,379	\$37,159,379	\$0	\$37,159,379
3370	VPK	\$600,000	\$600,000	\$0	\$600,000
3380	State Revenues Thru Local	\$139,348	\$143,268	\$0	\$143,268
3390	Miscellaneous State Revenues	\$859,692	\$1,450,999	\$1,231,800	\$2,682,799
3410	Taxes	\$71,899,575	\$71,899,575	\$0	\$71,899,575
3421	Tax Redemptions	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3425	Rent	\$600,000	\$600,000	\$0	\$600,000
3430	Interest Incl Profit On Inves	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3440	Gifts Grants & Bequests	\$241,602	\$276,102	\$10,747	\$286,848
3460	Student Fees	\$68,620	\$83,809	\$4,346	\$88,155
3470	Other Fees	\$541,172	\$541,172	\$0	\$541,172
3490	Misc Local Resources	\$3,456,094	\$3,674,148	\$15,009	\$3,689,156
3630	Transfer From Capital Projects	\$5,070,000	\$5,070,000	\$0	\$5,070,000
3670	Transfer From Internal Srvc FD	\$1,000,000	\$1,000,000	\$0	\$1,000,000
3733	Sale of Capital Asset	\$100,000	\$100,000	\$0	\$100,000
3740	Insurance Loss Recoveries	\$22,574	\$22,574	\$0	\$22,574
<b>Revenue - Totals</b>		<b>\$358,476,794</b>	<b>\$359,322,595</b>	<b>\$1,261,902</b>	<b>\$360,584,496</b>

**SCHOOL BOARD OF CLAY COUNTY**  
**RESOLUTION TO AMEND DISTRICT BUDGET**  
**FISCAL YEAR -2023-2024**  
**GENERAL FUND EXPENSES**  
**FUND 100**  
 Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$146,317,018	\$145,121,704	\$187,559	\$145,309,263
200	Employee Benefits	\$45,761,748	\$45,760,799	\$164,082	\$45,924,881
300	Purchased Services	\$28,637,959	\$28,786,993	\$262,691	\$29,049,686
400	Energy Services	\$11,016	\$11,016	\$2,663	\$13,679
500	Material and Supplies	\$12,992,674	\$12,426,283	\$97,323	\$12,523,608
600	Capital Outlay	\$1,227,812	\$1,589,974	\$226,847	\$1,816,819
700	Other	\$1,318,135	\$1,451,990	\$217,577	\$1,669,567
<b>Total Expenses Function 5000</b>		<b>\$236,266,362</b>	<b>\$235,148,760</b>	<b>\$1,158,742</b>	<b>\$236,307,502</b>
Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>6100</b>	<b>Pupil Personnel Services</b>				
100	Salaries	\$12,899,232	\$12,951,587	\$0	\$12,951,587
200	Employee Benefits	\$4,491,047	\$4,501,170	\$0	\$4,501,170
300	Purchased Services	\$1,077,941	\$1,066,852	\$6,434	\$1,073,287
400	Energy Services	\$4,000	\$4,000	\$0	\$4,000
500	Material and Supplies	\$199,147	\$209,995	\$255	\$210,251
600	Capital Outlay	\$374,689	\$377,578	\$1,862	\$379,439
700	Other	\$49,900	\$50,058	\$188	\$50,245
<b>6110</b>	<b>Social Work</b>				
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
<b>6120</b>	<b>Guidance Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>6130</b>	<b>Health Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$188,160	\$188,160
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>6140</b>	<b>Psychological Services</b>				
300	Purchased Services	\$2,000	\$2,000	\$0	\$2,000
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$420	\$420
500	Material and Supplies	\$478	\$478	\$0	\$478
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>6190</b>	<b>Guidance Administration</b>				
100	Salaries	\$60,392	\$60,392	\$0	\$60,392
200	Employee Benefits	\$19,449	\$19,449	\$0	\$19,449
<b>6200</b>	<b>Instructional Media</b>				
100	Salaries	\$3,205,431	\$3,205,431	\$0	\$3,205,431
200	Employee Benefits	\$1,270,287	\$1,270,287	\$0	\$1,270,287
300	Purchased Services	\$244,428	\$233,570	\$4,422	\$237,993
500	Material and Supplies	\$103,199	\$91,787	\$6,499	\$98,286



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2023-2024  
 GENERAL FUND EXPENSES  
 FUND 100

Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
600	Capital Outlay	\$207,379	\$227,237	(\$6,910)	\$220,327
700	Other	\$2,375	\$2,525	\$150	\$2,675
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$3,307,824	\$3,308,783	(\$789)	\$3,307,994
200	Employee Benefits	\$1,115,086	\$1,137,697	(\$15,894)	\$1,121,802
300	Purchased Services	\$247,815	\$241,158	(\$95)	\$241,063
400	Energy Services	\$700	\$700	\$0	\$700
500	Material and Supplies	\$123,475	\$122,586	(\$1,183)	\$121,403
600	Capital Outlay	\$75,137	\$71,592	\$2,780	\$74,372
700	Other	\$22,700	\$22,747	(\$410)	\$22,337
<b>6400</b>	<b>Inst Staff Training Services</b>				
100	Salaries	\$2,800,883	\$2,790,983	\$19,091	\$2,810,073
200	Employee Benefits	\$839,470	\$841,018	\$4,803	\$845,822
300	Purchased Services	\$558,321	\$820,645	\$14,825	\$835,470
500	Material and Supplies	\$294,730	\$298,281	\$114,615	\$412,896
600	Capital Outlay	\$19,532	\$19,882	\$0	\$19,882
700	Other	\$187,300	\$187,300	\$7,092	\$194,392
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$2,314,026	\$2,314,026	\$0	\$2,314,026
200	Employee Benefits	\$896,602	\$896,602	\$0	\$896,602
300	Purchased Services	\$2,814,643	\$2,814,677	\$0	\$2,814,677
500	Material and Supplies	\$114,586	\$119,586	\$0	\$119,586
600	Capital Outlay	\$238,918	\$238,918	\$0	\$238,918
<b>7100</b>	<b>Board</b>				
100	Salaries	\$402,241	\$402,241	\$0	\$402,241
200	Employee Benefits	\$157,599	\$157,599	\$0	\$157,599
300	Purchased Services	\$750,988	\$750,988	(\$1,059)	\$749,929
500	Material and Supplies	\$4,825	\$4,825	\$0	\$4,825
600	Capital Outlay	\$1,500	\$1,500	\$0	\$1,500
700	Other	\$31,000	\$31,000	\$1,059	\$32,059
<b>7200</b>	<b>General Administration</b>				
100	Salaries	\$382,757	\$382,757	\$0	\$382,757
200	Employee Benefits	\$178,205	\$178,205	\$0	\$178,205
300	Purchased Services	\$34,163	\$34,163	\$0	\$34,163
400	Energy Services	\$1,000	\$1,000	\$0	\$1,000
500	Material and Supplies	\$5,200	\$5,200	\$0	\$5,200
600	Capital Outlay	\$3,217	\$2,371	\$0	\$2,371
700	Other	\$20,033	\$20,879	\$0	\$20,879
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$12,549,102	\$12,598,487	\$0	\$12,598,487
200	Employee Benefits	\$4,452,305	\$4,542,655	\$0	\$4,542,655
300	Purchased Services	\$99,586	\$141,616	\$1,457	\$143,073
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$137,823	\$122,612	(\$1,565)	\$121,048
600	Capital Outlay	\$89,047	\$110,383	\$1,731	\$112,114
700	Other	\$35,568	\$42,098	(\$664)	\$41,434
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2023-2024  
 GENERAL FUND EXPENSES  
 FUND 100

Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	\$950,066	\$950,066	\$0	\$950,066
200	Employee Benefits	\$347,708	\$347,708	\$0	\$347,708
300	Purchased Services	\$1,752,969	\$1,791,770	(\$16,200)	\$1,775,570
400	Energy Services	\$4,600	\$4,600	\$0	\$4,600
500	Material and Supplies	\$22,588	\$27,588	\$200	\$27,788
600	Capital Outlay	\$1,651,910	\$2,844,972	(\$3,128)	\$2,841,844
700	Other	\$2,300	\$2,300	\$0	\$2,300
<b>7500</b>	<b>Fiscal Services</b>				
100	Salaries	\$1,153,708	\$1,153,708	\$0	\$1,153,708
200	Employee Benefits	\$379,024	\$379,024	\$0	\$379,024
300	Purchased Services	\$305,940	\$290,225	\$0	\$290,225
500	Material and Supplies	\$15,638	\$14,393	\$0	\$14,393
600	Capital Outlay	\$8,337	\$9,487	\$0	\$9,487
700	Other	\$2,850	\$2,850	\$0	\$2,850
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$156,932	\$156,932	\$0	\$156,932
200	Employee Benefits	\$55,890	\$55,890	\$0	\$55,890
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$2,483,381	\$2,501,631	\$0	\$2,501,631
200	Employee Benefits	\$927,927	\$928,933	\$0	\$928,933
300	Purchased Services	\$610,920	\$627,483	\$6,702	\$634,185
400	Energy Services	\$7,362	\$7,362	\$400	\$7,762
500	Material and Supplies	\$83,871	\$85,371	\$0	\$85,371
600	Capital Outlay	\$506,883	\$504,815	(\$400)	\$504,415
700	Other	\$82,168	\$82,168	\$440	\$82,608
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$7,931,683	\$7,931,683	\$0	\$7,931,683
200	Employee Benefits	\$2,902,434	\$2,902,434	\$0	\$2,902,434
300	Purchased Services	\$614,681	\$673,207	\$77,812	\$751,019
400	Energy Services	\$1,998,913	\$1,998,913	(\$29,000)	\$1,969,913
500	Material and Supplies	\$1,182,525	\$1,176,743	(\$12,758)	\$1,163,984
600	Capital Outlay	\$880,632	\$1,034,487	\$42,879	\$1,077,366
700	Other	\$11,760	\$11,760	\$0	\$11,760
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$6,686,269	\$6,714,115	\$26,010	\$6,740,127
200	Employee Benefits	\$2,907,565	\$2,946,023	\$14,701	\$2,960,716
300	Purchased Services	\$8,428,403	\$8,616,855	(\$75,269)	\$8,541,587
400	Energy Services	\$8,139,382	\$8,141,345	\$35	\$8,141,380
500	Material and Supplies	\$828,040	\$838,223	\$102,039	\$940,260
600	Capital Outlay	\$235,433	\$300,779	\$4,069	\$304,848
700	Other	\$1,000	\$1,009	\$18	\$1,027
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$3,774,397	\$3,774,397	\$0	\$3,774,397
200	Employee Benefits	\$1,462,086	\$1,462,086	\$0	\$1,462,086
300	Purchased Services	\$1,638,872	\$1,598,872	\$6,557	\$1,605,430

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR -2023-2024  
 GENERAL FUND EXPENSES  
 FUND 100

Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
400	Energy Services	\$163,566	\$163,566	\$0	\$163,566
500	Material and Supplies	\$1,132,149	\$1,112,149	\$0	\$1,112,149
600	Capital Outlay	\$387,930	\$447,930	\$0	\$447,930
700	Other	\$15,000	\$15,000	\$0	\$15,000
<b>8200</b>	<b>Administrative Technology Svcs</b>				
100	Salaries	\$1,185,307	\$1,185,307	\$0	\$1,185,307
200	Employee Benefits	\$438,333	\$438,333	\$0	\$438,333
300	Purchased Services	\$9,700	\$9,700	\$0	\$9,700
400	Energy Services	\$8,500	\$8,500	\$0	\$8,500
500	Material and Supplies	\$18,275	\$18,275	\$0	\$18,275
600	Capital Outlay	\$85,720	\$85,720	\$0	\$85,720
700	Other	\$1,000	\$1,000	\$0	\$1,000
<b>9100</b>	<b>Community Services</b>				
100	Salaries	\$360,025	\$360,025	(\$600)	\$359,425
200	Employee Benefits	\$142,349	\$142,349	\$0	\$142,349
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$74,776	\$75,776	\$700	\$76,476
600	Capital Outlay	\$800	\$800	\$0	\$800
700	Other	\$18,185	\$17,185	\$0	\$17,185
<b>9200</b>	<b>Debt Service</b>				
700	Other	\$0	\$0	\$0	\$0
<b>Total Expenses Function 6000 to 9900</b>		<b>\$124,697,939</b>	<b>\$127,025,972</b>	<b>\$492,481</b>	<b>\$127,518,444</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**  
**GENERAL FUND – ONE MILL**  
**FUND 105**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 ONE MILL  
 FUND 105

Month Ending January 31, 2024

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3400</b>	<b>Revenue from Local Sources</b>				
000	Revenue	\$18,409,215	\$18,409,215	\$0	\$18,409,215
<b>Total Revenue</b>		<b>\$18,409,215</b>	<b>\$18,409,215</b>	<b>\$0</b>	<b>\$18,409,215</b>
<b>5100</b>	<b>Basic FEFP K-12</b>				
200	Employee Benefits	\$2,000,000	\$2,000,000	\$0	\$2,000,000
300	Purchased Services	\$1,198,434	\$1,198,434	\$0	\$1,198,434
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$134,070	\$134,070	\$0	\$134,070
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$12,070,956	\$12,070,954	(\$95,000)	\$11,975,954
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$8,800	\$8,800	\$0	\$8,800
<b>7800</b>	<b>Pupil Transportation Services</b>				
600	Capital Outlay	\$109,737	\$109,737	\$0	\$109,737
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$2,733,860	\$2,733,849	\$0	\$2,733,849
200	Employee Benefits	\$1,311,960	\$1,311,961	\$0	\$1,311,961
300	Purchased Services	\$859,887	\$859,887	(\$15,000)	\$844,887
400	Energy Services	\$53,000	\$53,000	\$0	\$53,000
500	Material and Supplies	\$136,561	\$136,561	\$95,000	\$231,561
600	Capital Outlay	\$198,705	\$198,705	\$15,000	\$213,705
700	Other	\$1,500	\$1,500	\$0	\$1,500
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$145,763	\$145,763	\$0	\$145,763
200	Employee Benefits	\$56,838	\$56,838	\$0	\$56,838
<b>Total Expenses</b>		<b>\$21,020,071</b>	<b>\$21,020,058</b>	<b>\$0</b>	<b>\$21,020,058</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**

**DEBT SERVICE**

**FUND 2XX**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 DEBT SERVICE  
 FUND 2XX  
 Month Ending January 31, 2024

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
222	3340	Other State Revenues	000	Revenue	\$219,669	\$219,669	\$0	\$219,669
	3430	Interest Incl Profit On Inves	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
290	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$2,000	\$0	\$2,000
	3630	Transfer From Capital Projects	000	Revenue	\$368,177	\$368,177	\$0	\$368,177
292	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$20,000	\$0	\$20,000
	3630	Transfer From Capital Projects	000	Revenue	\$3,936,863	\$3,936,863	\$0	\$3,936,863
293	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$4,000	\$0	\$4,000
	3630	Transfer From Capital Projects	000	Revenue	\$885,544	\$885,544	\$0	\$885,544
299	3630	Transfer From Capital Projects	000	Revenue	\$1,615,559	\$1,615,559	\$0	\$1,615,559
<b>Total Revenue</b>					<b>\$7,026,812</b>	<b>\$7,052,812</b>	<b>\$0</b>	<b>\$7,052,812</b>
DRY								
210	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
			730	Dues and Fees	\$0	\$0	\$0	\$0
222	9200	Debt Service	710	Redemption of Principal	\$219,669	\$219,669	\$0	\$219,669
			730	Dues and Fees	\$1,000	\$1,000	\$0	\$1,000
290	9200	Debt Service	710	Redemption of Principal	\$363,177	\$363,177	\$0	\$363,177
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
292	9200	Debt Service	710	Redemption of Principal	\$3,931,863	\$3,931,863	\$0	\$3,931,863
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
293	9200	Debt Service	710	Redemption of Principal	\$880,544	\$880,544	\$0	\$880,544
			730	Dues and Fees	\$5,000	\$5,000	\$0	\$5,000
298	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
299	9200	Debt Service	710	Redemption of Principal	\$1,615,559	\$1,615,559	\$0	\$1,615,559
			730	Dues and Fees	\$0	\$0	\$0	\$0
<b>Total Expenses</b>					<b>\$7,026,812</b>	<b>\$7,026,812</b>	<b>\$0</b>	<b>\$7,026,812</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**  
**CAPITAL PROJECTS**  
**FUND 3XX**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 CAPITAL PROJECTS  
 FUND 3XX  
 Month Ending January 31, 2024

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
340	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
360	3320	State Auto License CO and DS	000	Revenue	\$1,300,000	\$1,300,000	\$0	\$1,300,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
370	3410	Taxes	000	Revenue	\$27,613,822	\$27,613,822	\$0	\$27,613,822
	3421	Tax Redemptions	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
380	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
	3490	Misc Local Resources	000	Revenue	\$8,804,457	\$8,804,457	\$0	\$8,804,457
391	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
392	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
394	3390	Miscellaneous State Revenues	000	Revenue	\$0	\$0	\$0	\$0
	3397	Charter School Capital Outlay	000	Revenue	\$796,000	\$796,000	\$0	\$796,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$375	\$375	\$0	\$375
395	3390	Miscellaneous State Revenues	000	Revenue	\$46,500	\$46,500	\$0	\$46,500
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
398	3390	Miscellaneous State Revenues	000	Revenue	\$0	\$197,300	\$0	\$197,300
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
399	3390	Miscellaneous State Revenues	000	Revenue	\$263,218	\$458,106	\$0	\$458,106
	3430	Interest Incl Profit On Inves	000	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>					<b>\$38,825,372</b>	<b>\$39,217,561</b>	<b>\$0</b>	<b>\$39,217,561</b>
340	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
360	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$1,973,276	\$1,973,276	\$0	\$1,973,276
			640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	730	Dues and Fees	\$0	\$0	\$0	\$0
370	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$14,443,456	\$14,248,248	(\$562,596)	\$13,685,652
			690	Computer Software	\$604,000	\$604,000	\$0	\$604,000
			640	Furniture Fixtures & Equipment	\$2,971,000	\$2,971,000	\$0	\$2,971,000
			670	Improvements other than Bldg	\$2,125,026	\$2,044,241	\$0	\$2,044,241
			660	Land	\$6,750,000	\$6,495,095	\$0	\$6,495,095
			790	Miscellaneous	\$0	\$0	\$0	\$0
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$10,500,202	\$11,031,100	\$562,596	\$11,593,697
	7700	Central Services	640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
	7800	Pupil Transportation Services	650	Motor Vehicles	\$3,118,807	\$3,118,807	\$0	\$3,118,807
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	7900	Operation Of Plant	680	Remodeling and Renovations	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$112,320	\$112,320	\$0	\$112,320
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$1,978,735	\$1,978,735	\$0	\$1,978,735
			910	Transfers to General Fund	\$5,070,000	\$5,070,000	\$0	\$5,070,000
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$7,414,345	\$7,408,345	(\$5,000)	\$7,403,345
			690	Computer Software	\$975	\$572	\$0	\$572
			640	Furniture Fixtures & Equipment	\$355,317	\$361,721	\$5,000	\$366,721
			670	Improvements other than Bldg	\$1,034,010	\$1,034,010	\$0	\$1,034,010
			610	Library Books	\$135,000	\$135,000	\$0	\$135,000
			680	Remodeling and Renovations	\$6,890	\$6,890	\$0	\$6,890
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	\$4,827,409	\$4,827,409	\$0	\$4,827,409
392	7300	School Administration	640	Furniture Fixtures & Equipment	\$0	\$0	\$0	\$0
	7400	Facilities Aquisition & Const	620	Audiovisual Materials	\$0	\$0	\$0	\$0
			630	Buildings and Fixed Equip	\$0	\$0	\$0	\$0
			690	Computer Software	\$8,143	\$8,143	\$0	\$8,143
			640	Furniture Fixtures & Equipment	\$5,658	\$5,658	\$0	\$5,658
			650	Motor Vehicles	\$0	\$0	\$0	\$0
			390	Other Purchased Services	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
			360	Rentals	\$0	\$0	\$0	\$0
	7800	Pupil Transportation Services	690	Computer Software	\$0	\$0	\$0	\$0
	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
393	7400	Facilities Aquisition & Const	680	Remodeling and Renovations	\$0	\$0	\$0	\$0
394	9700	Transfer Of Funds	910	Transfers to General Fund	\$0	\$0	\$0	\$0
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$533,507	\$533,507	\$0	\$533,507

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 CAPITAL PROJECTS  
 FUND 3XX  
 Month Ending January 31, 2024

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
398	7400	Facilities Aquisition & Const	620	Audiovisual Materials	\$0	\$28,000	\$0	\$28,000
			640	Furniture Fixtures & Equipment	\$0	\$109,300	\$0	\$109,300
			670	Improvements other than Bldg	\$0	\$0	\$0	\$0
			610	Library Books	\$0	\$60,000	\$0	\$60,000
			680	Remodeling and Renovations	\$0	\$0	\$0	\$0
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	\$66,795	\$66,795	\$0	\$66,795
			790	Miscellaneous	\$10,690	\$35,641	\$0	\$35,641
			680	Remodeling and Renovations	\$371,466	\$185,733	\$0	\$185,733
<b>Total Expenses</b>					<b>\$64,417,027</b>	<b>\$64,453,544</b>	<b>\$0</b>	<b>\$64,453,544</b>

DRAFT



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**

**CAPITAL PROJECTS-SALES TAX**

**FUND 396**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 CAPITAL PROJECTS  
 FUND 396  
 Month Ending January 31, 2024

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
396	3410	Taxes	000	Revenue	\$16,000,000	\$16,000,000	\$0	\$16,000,000
	3430	Interest Incl Profit On Inves	000	Revenue	\$1,000	\$1,000	\$0	\$1,000
<b>Total Revenue</b>					<b>\$16,001,000</b>	<b>\$16,001,000</b>	<b>\$0</b>	<b>\$16,001,000</b>
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	\$914,516	\$728,390	\$85,013	\$813,404
			640	Furniture Fixtures & Equipment	\$600,336	\$631,881	\$16,739	\$648,621
			670	Improvements other than Bldg	\$9,292,237	\$10,424,978	(\$78,896)	\$10,346,082
			790	Miscellaneous	\$0	\$0	\$0	\$0
			680	Remodeling and Renovations	\$15,272,037	\$14,293,876	(\$22,857)	\$14,271,020
	9200	Debt Service	710	Redemption of Principal	\$0	\$0	\$0	\$0
<b>Total Expenses</b>					<b>\$26,079,126</b>	<b>\$26,079,126</b>	<b>(\$1)</b>	<b>\$26,079,126</b>

DRAFT



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**

**SPECIAL REVENUE – FOOD SERVICE**

**FUND 410**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE FOOD SERVICE  
 FUND 410  
 Month Ending January 31, 2024

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>National School Lunch Act</b>						
3260	000	Revenue	\$15,798,539	\$15,798,539	\$0	\$15,798,539
<b>Categorical State Sources</b>						
3330	000	Revenue	\$145,000	\$145,000	\$0	\$145,000
<b>Interest Incl Profit On Inves</b>						
3430	000	Revenue	\$100,000	\$100,000	\$0	\$100,000
<b>Food Services</b>						
3450	000	Revenue	\$5,653,803	\$5,653,803	\$0	\$5,653,803
<b>Misc Local Resources</b>						
3490	000	Revenue	\$5,000	\$5,000	\$0	\$5,000
<b>Total Revenue</b>			<b>\$21,702,343</b>	<b>\$21,702,343</b>	<b>\$0</b>	<b>\$21,702,343</b>
<b>Basic FEFP K-12</b>						
5100	100	Salaries	\$0	\$0	\$0	\$0
	200	Employee Benefits	\$0	\$0	\$0	\$0
<b>Food Services</b>						
7600	100	Salaries	\$6,973,290	\$6,973,290	\$0	\$6,973,290
	200	Employee Benefits	\$3,213,983	\$3,213,983	\$0	\$3,213,983
	300	Purchased Services	\$337,376	\$342,976	\$0	\$342,976
	400	Energy Services	\$170,305	\$170,305	\$0	\$170,305
	500	Material and Supplies	\$12,044,094	\$12,040,094	\$0	\$12,040,094
	600	Capital Outlay	\$764,593	\$765,593	\$0	\$765,593
	700	Other	\$280,400	\$280,400	\$0	\$280,400
<b>Central Services</b>						
7700	100	Salaries	\$0	\$0	\$0	\$0
	200	Employee Benefits	\$0	\$0	\$0	\$0
<b>Operation Of Plant</b>						
7900	100	Salaries	\$60,548	\$60,548	\$0	\$60,548
	200	Employee Benefits	\$23,180	\$23,180	\$0	\$23,180
<b>Total Expenses</b>			<b>\$23,867,769</b>	<b>\$23,870,369</b>	<b>\$0</b>	<b>\$23,870,369</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

**FISCAL YEAR 2023-2024**  
**SPECIAL REVENUE – OTHER**  
**FUND 42X**

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

**SCHOOL BOARD OF CLAY COUNTY**  
**RESOLUTION TO AMEND DISTRICT BUDGET**  
**FISCAL YEAR 2023-2024**  
**SPECIAL REVENUE OTHER**  
**FUND 42X**  
 Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3201</b>	<b>Vocational Ed</b>				
3201	Revenue	\$320,220	\$320,220	\$0	\$320,220
<b>3220</b>	<b>Workforce Investment Act</b>				
3220	Revenue	\$530,886	\$619,426	\$0	\$619,426
<b>3226</b>	<b>Eisenhower Math And Science</b>				
3226	Revenue	\$1,516,131	\$1,579,766	\$0	\$1,579,766
<b>3230</b>	<b>I.D.E.A.</b>				
3230	Revenue	\$9,352,170	\$12,459,170	\$0	\$12,459,170
<b>3240</b>	<b>Title I - Elem &amp; Secondary Edu</b>				
3240	Revenue	\$9,400,887	\$9,887,883	\$0	\$9,887,883
<b>3290</b>	<b>Other Federal Thru State</b>				
3290	Revenue	\$126,304	\$209,455	\$0	\$209,455
<b>3190</b>	<b>Other Federal Direct</b>				
3190	Revenue	\$0	\$417,917	\$0	\$417,917
<b>3290</b>	<b>Other Federal Thru State</b>				
3290	Revenue	\$47,450	\$14,368	\$0	\$14,368
<b>3430</b>	<b>Interest Incl Profit On Inves</b>				
3430	Revenue	\$0	\$0	\$0	\$0
<b>Total Revenue</b>		<b>\$21,294,048</b>	<b>\$25,508,205</b>	<b>\$0</b>	<b>\$25,508,205</b>
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$6,726,257	\$7,771,692	(\$2,921)	\$7,768,771
200	Employee Benefits	\$2,211,750	\$2,536,995	(\$591)	\$2,536,404
300	Purchased Services	\$1,174,999	\$1,164,887	\$8,773	\$1,173,660
400	Energy Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$3,651,831	\$2,892,403	\$29,408	\$2,921,811
600	Capital Outlay	\$2,649,773	\$2,912,529	(\$5,636)	\$2,906,892
700	Other	\$53,332	\$69,182	\$0	\$69,182
<b>6100</b>	<b>Student Personnel Services</b>				
100	Salaries	\$1,204,606	\$1,237,627	\$0	\$1,237,627
200	Employee Benefits	\$416,017	\$421,657	\$0	\$421,657
300	Purchased Services	\$69,087	\$86,547	\$500	\$87,047
500	Material and Supplies	\$1,500	\$1,021	\$0	\$1,021
600	Capital Outlay	\$0	\$9,905	\$50	\$9,955
700	Other	\$4,000	\$5,000	(\$550)	\$4,450
<b>6110</b>	<b>Social Work</b>				
200	Employee Benefits	\$21,965	\$25,926	\$0	\$25,926
300	Purchased Services	\$2,400	\$5,000	\$0	\$5,000
<b>6120</b>	<b>Guidance Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>6130</b>	<b>Health Services</b>				



SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE OTHER  
 FUND 42X  
 Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$5,500	\$0	\$5,500
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$11,500	\$11,500	\$1,300	\$12,800
200	Employee Benefits	\$340	\$340	\$700	\$1,040
300	Purchased Services	\$116,883	\$127,345	\$42	\$127,386
500	Material and Supplies	\$153,294	\$117,276	(\$42)	\$117,235
600	Capital Outlay	\$1,500	\$1,766	\$0	\$1,766
700	Other	\$5,000	\$0	\$0	\$0
<b>6200</b>	<b>Instructional Media</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$7,000	\$6,500	(\$2,000)	\$4,500
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$1,624,237	\$1,624,845	\$0	\$1,624,845
200	Employee Benefits	\$535,960	\$535,646	\$0	\$535,646
300	Purchased Services	\$32,121	\$32,121	(\$830)	\$31,291
500	Material and Supplies	\$22,158	\$22,158	\$0	\$22,158
600	Capital Outlay	\$100	\$100	\$0	\$100
700	Other	\$1,400	\$1,400	\$0	\$1,400
<b>6400</b>	<b>Inst Staff Training Services</b>				
100	Salaries	\$1,253,763	\$1,330,959	\$54,595	\$1,385,554
200	Employee Benefits	\$404,792	\$408,479	\$12,365	\$420,845
300	Purchased Services	\$696,142	\$710,635	(\$69,562)	\$641,073
500	Material and Supplies	\$281,698	\$272,208	(\$750)	\$271,457
600	Capital Outlay	\$121,946	\$116,946	\$0	\$116,946
700	Other	\$19,626	\$29,601	\$1,003	\$30,604
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>7200</b>	<b>General Administration</b>				
700	Other	\$830,961	\$792,967	\$0	\$792,967
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$221	\$11,716	\$0	\$11,716
200	Employee Benefits	\$49	\$58	\$0	\$58
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
600	Capital Outlay	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE OTHER  
 FUND 42X  
 Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$7,000	\$7,000	\$0	\$7,000
200	Employee Benefits	\$1,571	\$1,571	\$0	\$1,571
300	Purchased Services	\$13,500	\$15,500	\$0	\$15,500
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$28,900	\$41,285	(\$3,314)	\$37,971
200	Employee Benefits	\$1,481	\$1,134	\$0	\$1,134
300	Purchased Services	\$40,386	\$42,985	\$0	\$42,985
400	Energy Services	\$0	\$96,393	(\$22,540)	\$73,853
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$0	\$1,460	\$0	\$1,460
200	Employee Benefits	\$0	\$343	\$0	\$343
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$100	\$0	\$100
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$0	\$0	\$0	\$0
<b>8100</b>	<b>Maintenance Of Plant</b>				
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>8200</b>	<b>Administrative Technology Svcs</b>				
300	Purchased Services	\$0	\$0	\$0	\$0
<b>9100</b>	<b>Community Services</b>				
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>Total Expenses</b>		<b>\$24,401,046</b>	<b>\$25,508,208</b>	<b>\$0</b>	<b>\$25,508,207</b>



# CLAY COUNTY DISTRICT SCHOOL

## RESOLUTION TO AMEND DISTRICT BUDGET

### FISCAL YEAR 2023-2024 SPECIAL REVENUE FEDERAL CARES ACT FUNDING FUND 44X

---

**DISCOVERING ENDLESS POSSIBILITIES**

*Clay County District Schools is an Equal Opportunity Employer.*

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE OTHER  
 FUND 44X

Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
<b>3271</b>	<b>CARES Act ESSER</b>				
3271	Revenue	\$17,067,595	\$17,200,159	\$0	\$17,200,159
<b>Total Revenue</b>		<b>\$17,067,595</b>	<b>\$17,200,159</b>	<b>\$0</b>	<b>\$17,200,159</b>
<b>5000</b>	<b>Instruction</b>				
100	Salaries	\$5,128,241	\$5,760,167	\$552,344	\$6,312,509
200	Employee Benefits	\$488,172	\$491,398	(\$307,654)	\$183,744
300	Purchased Services	\$1,173,141	\$1,154,771	(\$2,093)	\$1,152,678
500	Material and Supplies	\$2,650,709	\$2,386,923	(\$244,097)	\$2,142,825
600	Capital Outlay	\$527,287	\$527,353	\$0	\$527,353
700	Other	\$10,177	\$8,922	\$0	\$8,922
<b>6100</b>	<b>Student Personnel Services</b>				
100	Salaries	\$214,248	\$125,756	\$0	\$125,756
200	Employee Benefits	\$41,404	\$24,109	\$0	\$24,109
300	Purchased Services	\$81	\$81	\$1,500	\$1,581
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6110</b>	<b>Social Work</b>				
200	Employee Benefits	\$22,337	\$22,337	\$0	\$22,337
<b>6130</b>	<b>Health Services</b>				
300	Purchased Services	\$3,818	\$3,818	\$0	\$3,818
500	Material and Supplies	\$3,963	\$3,963	\$0	\$3,963
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6150</b>	<b>Parent Involvement</b>				
100	Salaries	\$0	\$75	\$0	\$75
200	Employee Benefits	\$0	\$17	\$0	\$17
300	Purchased Services	\$15,000	\$15,000	\$0	\$15,000
400	Energy Services	\$300	\$300	\$0	\$300
500	Material and Supplies	\$29,477	\$29,477	\$0	\$29,477
<b>6190</b>	<b>Guidance Administration</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>6200</b>	<b>Instructional Media</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>6300</b>	<b>Inst &amp; Curric Dev Services</b>				
100	Salaries	\$67,315	\$67,315	\$0	\$67,315
200	Employee Benefits	\$24,528	\$25,128	\$0	\$25,128
300	Purchased Services	\$39,220	\$39,920	\$0	\$39,920
500	Material and Supplies	\$658	\$658	\$0	\$658
600	Capital Outlay	\$15,100	\$15,100	\$0	\$15,100
700	Other	\$5,000	\$10,000	\$0	\$10,000
<b>6400</b>	<b>Inst Staff Training Services</b>				
100	Salaries	\$886,316	\$965,131	\$0	\$965,131
200	Employee Benefits	\$19,376	\$79,295	\$0	\$79,295

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE OTHER  
 FUND 44X  
 Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
300	Purchased Services	\$184,063	\$140,857	\$0	\$140,857
500	Material and Supplies	\$26,169	\$26,378	\$0	\$26,378
600	Capital Outlay	\$0	\$0	\$0	\$0
700	Other	\$2,275	\$0	\$0	\$0
<b>6500</b>	<b>Instruction Related Technology</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$4,354	\$0	\$4,354
<b>7100</b>	<b>Board</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>7200</b>	<b>General Administration</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
700	Other	\$531,959	\$504,530	\$0	\$504,530
<b>7300</b>	<b>School Administration</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>7400</b>	<b>Facilities Aquisition &amp; Const</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
600	Capital Outlay	\$4,461,828	\$4,457,474	\$0	\$4,457,474
<b>7500</b>	<b>Fiscal Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>7600</b>	<b>Food Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>7700</b>	<b>Central Services</b>				
100	Salaries	\$5,500	\$5,500	\$0	\$5,500
200	Employee Benefits	\$1,200	\$1,200	\$0	\$1,200
500	Material and Supplies	\$0	\$0	\$0	\$0
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>7800</b>	<b>Pupil Transportation Services</b>				
100	Salaries	\$305,304	\$184,992	\$0	\$184,992
200	Employee Benefits	\$60,814	\$36,914	\$0	\$36,914
300	Purchased Services	\$29	\$29	\$0	\$29
400	Energy Services	\$120,552	\$78,872	\$0	\$78,872
700	Other	\$0	\$0	\$0	\$0
<b>7900</b>	<b>Operation Of Plant</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0

SCHOOL BOARD OF CLAY COUNTY  
 RESOLUTION TO AMEND DISTRICT BUDGET  
 FISCAL YEAR 2023-2024  
 SPECIAL REVENUE OTHER  
 FUND 44X

Month Ending January 31, 2024

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
500	Material and Supplies	\$2,050	\$2,050	\$0	\$2,050
600	Capital Outlay	\$0	\$0	\$0	\$0
<b>8100</b>	<b>Maintenance Of Plant</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
300	Purchased Services	\$0	\$0	\$0	\$0
500	Material and Supplies	\$0	\$0	\$0	\$0
<b>8200</b>	<b>Administrative Technology Svcs</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>9100</b>	<b>Community Services</b>				
100	Salaries	\$0	\$0	\$0	\$0
200	Employee Benefits	\$0	\$0	\$0	\$0
<b>Total Expenses</b>		<b>\$17,067,611</b>	<b>\$17,200,164</b>	<b>\$0</b>	<b>\$17,200,161</b>

DRAFT

March 7, 2024 - Regular School Board Meeting

**Title**

C16 - DELETION OF CERTAIN ITEMS REPORT FEBRUARY, 2024

**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 January, 2024.

**Gap Analysis**

N/A

**Previous Outcomes**

Property Records followed State mandate on trackable assets, Chapter 274.05

**Expected Outcomes**

Tangible Personal Property shall be controlled and supervised from acquisition through transfer or disposal. Disposal of property shall be in accordance with Section 274.05, Florida Statutes. All deletions of items with a value of \$1,000.00 or more will be approved by The School Board of Clay County prior to disposition - School Board Policy Section 5.03C

**Strategic Plan Goal**

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

**Recommendation**

Approve Deletion of Certain Items Report - February, 2024 as submitted.

**Contact**

Dr. Susan Legutko,  
Assistant Superintendent for Business Affairs  
(904)-336-6721  
susan.legutko@myoneclay.net

**Financial Impact**

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

**Review Comments**

**Attachments**

[☉ DELETION OF CERTAIN ITEMS REPORT FEBRUARY, 2024.pdf](#)

**Monthly Deletion Analysis / February 2023 2024**

Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
FYC - 0020	11000195	TILLER: ROTARY 70 " - HOWSE RT / BROKEN	D1
DIS - 0261	00055453	CHASSIS/MONITOR/KEYBOARD - APP / BROKEN	D1
KHH - 0311	14000213	DUPLICATOR: W/DOC FEEDER-RICOH / BROKEN	D1
	16000543	COPIER: SCAN/PRINT/COPY RICOH / BROKEN	D1
	00089023	COPIER: DIGITAL W/CAB/DOC FEED / BROKEN	D1
	00053305	BARITONE: YAMAHA / BROKEN	D1
	13000173	C/M/K - IMAC 27 " APPLE MC813L / BROKEN	D1
	14000199	IMAC: APPLE 21.5 " ZOMP" / BROKEN	D1
	14000200	IMAC: APPLE 21.5 " ZOMP" / BROKEN	D1
	14000197	IMAC: APPLE 21.5 " ZOMP" / BROKEN	D1
	00075139	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075140	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075142	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075143	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075144	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075145	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075146	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075141	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075147	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075148	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075138	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075149	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075150	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075157	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075158	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
	00075165	WEIGHT MACHINE:FREE MOTION / OBSOLETE	D5
CHS - 0341	00094005	TABLE: STAINLESS STEEL / BROKEN	D5
WJH - 0371	00091757	CAMCORDER / OBSOLETE	D5
MHS - 0391	11000927	CABINET: TRANSPORT HEATED-ALTO / BROKEN	D1
	00094412	TABLE: COMPUTER W/DRAWERS / BROKEN	D1
	18000232	ICE MAKER: MODULAR PEARL ICE-O / BROKEN	D1
	00084543	MODULE: CASHIER 50 / BROKEN	D1
	19000455	LAPTOP: DELL PRECISION 3530 / BROKEN	D1
	00072758	MONEY COUNTER W/TILL / BROKEN	D1
	15000688	COOLER: DRINK - FUEL UP&PLAY / BROKEN	D5
CHE - 0411	15000876	CART: IPAD/TABLET-JAR SYSTEMS / BROKEN	D1
RHS - 0431	11001058	CART: BRETTFORD POWERSYNC / BROKEN	D5
WES - 0491	00089716	DUPLICATOR: DIGITAL W/DOC FEED / BROKEN	D1
AES - 0591	12000483	VIDEO MIXER: 8 CHANNEL / BROKEN	D1
	15000452	/M/K - DELL PRECISION T1700 / BROKEN	D1
OLJ - 0611	00091217	CAMCORDER / OBSOLETE	D5
MAINTENANCE - 9021	00087170	WELDING MACHINE:SYNCROWAVE W/T / BROKEN	D5



**Monthly Deletion Analysis / February 2023 2024**

Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
<b>PU BY IT - 9040</b>			
9005	17000208	LAPTOP: APPLE MACBOOK PRO / BROKEN	D1
9005	17000209	LAPTOP: APPLE MACBOOK PRO / BROKEN	D1
9005	17000210	LAPTOP: APPLE MACBOOK PRO / BROKEN	D1
0661	17000259	LAPTOP: APPLE MACBOOK PRO / BROKEN	D1
9008	17000297	LAPTOP:APPLE MACBOOK AIR / BROKEN	D1
9008	17000298	LAPTOP:APPLE MACBOOK AIR / BROKEN	D1
9008	17000299	LAPTOP:APPLE MACBOOK AIR / BROKEN	D1
9020	17000449	LAPTOP - DELL LATITUDE 7370 / BROKEN	D1
9040	17000450	LAPTOP - DELL LATITUDE 7370 / BROKEN	D1
9060	17000451	LAPTOP - DELL LATITUDE 7370 / BROKEN	D1
9020	17000530	LAPTOP: DELL XPS13 9360 / BROKEN	D1
0391	17000586	APTOP: MACBOOK PRO APPLE / BROKEN	D1
9021	18000134	LAPTOP: MOBILE PRECISION DELL/ BROKEN	D1
9021	18000135	LAPTOP: MOBILE PRECISION DELL/ BROKEN	D1
0252	18000142	LAPTOP: DELL PRECISION 7510 / BROKEN	D1
0252	18000143	LAPTOP: DELL PRECISION 7510 / BROKEN	D1
0311	18100186	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9003	18100187	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9002	18100188	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9023	18100190	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9005	18100194	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9060	18100196	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9050	18100197	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9252	18100200	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
9040	18100210	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
<b>BAD - 9050</b>	15000700	COPIER: MULTIFUNCTION RICOH / BROKEN	D1
	18100262	LAPTOP: DELL LATITUDE 7389 / BROKEN	D1
	09000593	MODULE:U-GROUP W/CREDENZA/BRID / BROKEN	D1

D1 = PARTED OUT/JUNK  
D5 = SURPLUS SALES

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 02/29/2024

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Junk/Parts	11000195	FL YOUTH CHALLENGE ACADEMY TILLER: ROTARY 70 " - HOWSE RT	08/26/2010	02/02/2024	1,370.00	1,370.00
Junk/Parts	18000142	ORANGE PARK HIGH LAPTOP: DELL PRECISION 7510	01/24/2018	02/02/2024	1,429.87	1,429.87
Junk/Parts	18000143	LAPTOP: DELL PRECISION 7510	01/24/2018	02/02/2024	2,859.74	2,859.74
Junk/Parts	0005453	DOCTORS INLET ELEMENTARY CHASSIS/MONITOR/KEYBOARD - APP	09/19/1996	02/02/2024	1,789.69	1,789.69
Junk/Parts	00053305	KEYSTONE HEIGHTS JR/SR HIGH BARITONE: YAMAHA	05/26/1992	02/02/2024	1,052.00	1,052.00
Surplus Sale	00075138	MACHINE:WEIGHT HOISTDUAL ASSTC	04/11/2002	02/02/2024	2,795.00	2,795.00
Surplus Sale	00075139	WEIGHT MACHINE:FREE MOTION SHO	05/09/2002	02/02/2024	3,221.25	3,221.25
Surplus Sale	00075140	WEIGHT MACHINE:FREE MOTION TRI	05/09/2002	02/02/2024	2,721.25	2,721.25
Surplus Sale	00075141	WEIGHT MACHINE:FREE MOTION CAB	05/09/2002	02/02/2024	3,921.25	3,921.25
Surplus Sale	00075142	WEIGHT MACHINE:FREE MOTION LAT	05/09/2002	02/02/2024	3,021.25	3,021.25
Surplus Sale	00075143	WEIGHT MACHINE:FREE MOTION CAL	05/09/2002	02/02/2024	3,221.25	3,221.25
Surplus Sale	00075144	WEIGHT MACHINE:FREE MOTION ROW	05/09/2002	02/02/2024	3,021.25	3,021.25
Surplus Sale	00075145	WEIGHT MACHINE:FREE MOTION CHE	05/09/2002	02/02/2024	3,221.25	3,221.25
Surplus Sale	00075146	WEIGHT MACHINE:FREE MOTION BIC	05/09/2002	02/02/2024	2,721.25	2,721.25
Surplus Sale	00075147	WEIGHT MACHINE:FREE MOTION FUN	05/09/2002	02/02/2024	3,521.25	3,521.25
Surplus Sale	00075148	WEIGHT MACHINE:FREE MOTION FUNCT	05/09/2002	02/02/2024	3,921.25	3,921.25
Surplus Sale	00075149	WEIGHT MACHINE:FREE MOTION ABD	05/09/2002	02/02/2024	2,721.25	2,721.25
Surplus Sale	00075150	WEIGHT MACHINE:FREE MOTION SQU	05/09/2002	02/02/2024	5,021.25	5,021.25
Surplus Sale	00075157	WEIGHT MACHINE:SQUAT RACK	05/09/2002	02/02/2024	1,266.25	1,266.25
Surplus Sale	00075158	WEIGHT MACHINE:SQUAT RACK	05/09/2002	02/02/2024	1,266.25	1,266.25
Surplus Sale	00075165	WEIGHT MACHINE:FREE MOTION CAB	05/09/2002	02/02/2024	3,921.25	3,921.25
Junk/Parts	00089023	COPIER: DIGITAL W/CAB/DOC FEED	06/28/2007	02/02/2024	1,918.00	1,918.00
Junk/Parts	13000173	C/M/K - IMAC 27 " APPLE MC813L	10/25/2012	02/02/2024	1,718.00	1,718.00
Junk/Parts	14000197	IMAC: APPLE 21.5 " ZOMP"	10/10/2013	02/02/2024	1,548.00	1,548.00

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 02/29/2024

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Junk/Parts	14000199	IMAC: APPLE 21.5" ZOMP"	10/10/2013	02/02/2024	1,548.00	1,548.00
Junk/Parts	14000200	IMAC: APPLE 21.5" ZOMP"	10/10/2013	02/02/2024	1,548.00	1,548.00
Junk/Parts	14000213	DUPLICATOR: W/DOC FEEDER-RICOH	11/07/2013	02/02/2024	3,921.00	3,921.00
Junk/Parts	16000543	COPPER: SCAN/PRINT/COPY RICOH	04/14/2016	02/02/2024	8,224.00	8,224.00
Junk/Parts	18100186	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
					<b>72,200.72</b>	<b>72,200.72</b>
Surplus Sale	00094005	CLAY HIGH SCHOOL TABLE: STAINLESS STEEL	06/14/2007	02/02/2024	1,399.00	1,399.00
					<b>1,399.00</b>	<b>1,399.00</b>
Surplus Sale	00091757	WILKINSON JR HIGH CAMCORDER: MINI-DV PROLINE - P	02/08/2007	02/02/2024	1,999.95	1,999.95
					<b>1,999.95</b>	<b>1,999.95</b>
Junk/Parts	00072758	MIDDLEBURG HIGH MONEY COUNTER W/TTL CUPS	12/09/1998	02/02/2024	1,367.88	1,367.88
Junk/Parts	00084543	MODULE: CASHIER 50" DW"	09/08/2005	02/02/2024	3,270.08	3,270.08
Junk/Parts	00094412	TABLE: COMPUTER W/DRAWERS (INS	07/26/2007	02/02/2024	1,285.79	1,285.79
Junk/Parts	11000927	CABINET: TRANSPORT HEATED-ALTO	05/12/2011	02/02/2024	2,504.17	2,504.17
Surplus Sale	15000688	COOLER: DRINK - FUEL UP&PLAY M	11/13/2014	02/02/2024	1,778.00	1,778.00
Junk/Parts	17000586	LAPTOP: MACBOOK PRO APPLE	06/09/2017	02/02/2024	1,632.00	1,632.00
Junk/Parts	18000232	ICE MAKER: MODULAR PEARL ICE-O	02/06/2018	02/02/2024	4,115.59	3,184.68
Junk/Parts	19000455	LAPTOP: DELL PRECISION 3530	05/02/2019	02/02/2024	1,449.90	1,449.90
					<b>17,403.41</b>	<b>16,472.50</b>
Junk/Parts	15000876	CLAY HILL ELEMENTARY CART: IPAD/TABLET-JAR SYSTEMS	06/04/2015	02/02/2024	2,371.06	2,371.06
					<b>2,371.06</b>	<b>2,371.06</b>
Surplus Sale	11001058	RIDGEVIEW HIGH SCHOOL CART: BRETFORD POWERSYNC FOR I	08/11/2011	02/02/2024	2,005.56	2,005.56
					<b>2,005.56</b>	<b>2,005.56</b>
Junk/Parts	00089716	WILKINSON ELEMENTARY DUPLICATOR: DIGITAL W/DOC FEED	11/09/2006	02/02/2024	3,021.00	3,021.00
					<b>3,021.00</b>	<b>3,021.00</b>

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 02/29/2024

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
<b>0591 ARGYLE ELEMENTARY</b>						
Junk/Parts	12000483	VIDEO MIXER: 8 CHANNEL - EDIRO	03/08/2012	02/02/2024	1,930.00	1,930.00
Junk/Parts	15000452	C/M/K - DELL PRECISION T1700	09/11/2014	02/02/2024	1,036.35	1,036.35
<b>0611 OAKLEAF JUNIOR HIGH</b>						
Surplus Sale	00091217	CAMCORDER: PROLINE STUDIO MINI	11/09/2006	02/02/2024	1,035.00	1,035.00
<b>0661 OAKLEAF HIGH SCHOOL</b>						
Junk/Parts	17000259	LAPTOP: APPLE MACBOOK PRO MLJQ	09/08/2016	02/02/2024	2,138.00	2,138.00
<b>9002 CAREER AND TECHNICAL EDUCATION</b>						
Junk/Parts	18100188	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9003 INSTRUCTIONAL RESOURCES</b>						
Junk/Parts	18100187	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9005 EXCEPTIONAL STUDENT EDUCATION</b>						
Junk/Parts	17000208	LAPTOP: APPLE MACBOOK PRO MF84	09/08/2016	02/02/2024	1,582.00	1,582.00
Junk/Parts	17000209	LAPTOP: APPLE MACBOOK AIR M1VP	09/08/2016	02/02/2024	1,261.00	1,261.00
Junk/Parts	17000210	LAPTOP: APPLE MACBOOK AIR M1VP	09/08/2016	02/02/2024	1,261.00	1,261.00
Junk/Parts	18100194	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9008 ADULT COMMUNITY EDUCATION</b>						
Junk/Parts	17000297	LAPTOP:APPLE MACBOOK AIR 11 "	10/14/2016	02/02/2024	1,032.00	1,032.00
Junk/Parts	17000298	LAPTOP:APPLE MACBOOK AIR 13 "	10/14/2016	02/02/2024	1,132.00	1,132.00
Junk/Parts	17000299	LAPTOP:APPLE MACBOOK AIR 13 "	10/14/2016	02/02/2024	1,132.00	1,132.00
<b>9020 OPERATIONS</b>						

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 02/29/2024

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
Junk/Parts	17000449	LAPTOP - DELL LATITUDE 7370	02/23/2017	02/02/2024	1,082.95	1,082.95
Junk/Parts	17000530	LAPTOP: DELL XPS13 9360	04/13/2017	02/02/2024	1,416.74	1,416.74
<b>9021 MAINTENANCE DEPARTMENT</b>						
Surplus Sale	00087170	WELDING MACHINE:SYNCROWAVE W/T	12/15/2005	02/02/2024	3,707.95	3,707.95
Junk/Parts	18000134	LAPTOP: MOBILE PRECISION DELL	10/26/2017	02/02/2024	1,709.50	1,709.50
Junk/Parts	18000135	LAPTOP: MOBILE PRECISION DELL	10/26/2017	02/02/2024	1,709.50	1,709.50
<b>9023 FACILITY PLANNING &amp; CONSTRUCT</b>						
Junk/Parts	18100190	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9040 INFORMATION AND TECH SERVICES</b>						
Junk/Parts	17000450	LAPTOP - DELL LATITUDE 7370	02/23/2017	02/02/2024	1,082.95	1,082.95
Junk/Parts	18100210	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9050 BUSINESS AFFAIRS DIVISION</b>						
Junk/Parts	09000593	MODULE:U-GROUP W/CREDENZA/BRID	01/22/2009	02/02/2024	1,481.73	1,481.73
Junk/Parts	15000700	COPIER: MULTIFUNCTION RICOH MP	11/13/2014	02/02/2024	8,545.00	8,545.00
Junk/Parts	18100197	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
Junk/Parts	18100262	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9060 HUMAN RESOURCES</b>						
Junk/Parts	17000451	LAPTOP - DELL LATITUDE 7370	02/23/2017	02/02/2024	1,082.95	1,082.95
Junk/Parts	18100196	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97
<b>9252 SEDNET</b>						
Junk/Parts	18100200	LAPTOP: DELL LATITUDE 7389	02/20/2018	02/02/2024	1,219.97	1,219.97

Clay County Public Schools  
 Monthly Deletion Report  
 For Month Ending: 02/29/2024

<u>Disposal Method</u>	<u>Tag</u>	<u>Description</u>	<u>Acquisition Date</u>	<u>Disposal Date</u>	<u>Purchase Amount</u>	<u>Depreciation Value</u>
	<b>Total Furniture</b>				<b>Totals for Deletion Report</b>	
	152,758.48				152,758.48	151,827.57
	<b>Total Vehicles</b>					
	0.00					
	<b>Total Audio Visual</b>					
	0.00					
	<b>Total Software</b>					
	0.00					

**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)



March 7, 2024 - Regular School Board Meeting

**Title**

C17 - Contract Renewal - County-Wide Architectural Services up to \$4 Million Contract Award

**Description**

Renew Contract as required per FS 287, DOE 6A-1.012 and School Board Policy County-Wide Architectural Services up to \$4 Million Contract Award. Contract Period is April 6, 2024 through April 5, 2024. The contract period is for one (1) year and is the first of two renewal options.

**Gap Analysis**

The District requires contractors to provide services to ensure our facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the services, and or products to meet their needs.

**Previous Outcomes**

Original Contract was Board approved and has been used successfully during the past term to provide quality services and products to the district.

**Expected Outcomes**

Upon approval by the Board; we expect the contractors and vendors to continue providing quality services and products at the same terms and conditions as when the original contracts were awarded.

**Strategic Plan Goal**

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

**Recommendation**

Extend renewal as follows:

County-Wide Architectural Services up to \$4 Million Contract Award

- Kasper Architects & Associates, 10175 Fortune Parkway #701, Jacksonville, FL 32256
- LS3P Associates LTD Corp, 4651 Salisbury Road #330, Jacksonville, FL 32250
- Brian Boatright Architect, 904 Plainfield Avenue, Orange Park, FL 32073
- Altman & Barrett Architects, 10245 Centurion Parkway N #105, Jacksonville, FL 32256
- Harvard Jolly Architecture, 6196 Lake Gray Blvd #105, Jacksonville, FL 32244
- Paul Stresing Associates Inc, 14617 Main Street, Alachua, FL 32615
- Bhide & Hall Architects 1329-C Kingsley Avenue, Orange Park, FL 32073

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net

**Financial Impact**

All funding necessary for the Architectural fees resulting from this contract are budgeted within the Educational Facilities Plan. Fiscal impact will be based on the budget of the individual projects.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C18 - BID Award

**Description**

Award BID as required per FS 287, DOE 6A-1.012 and School Board Policy

a. Paint Bid #23-MA-327: Contract period is for a three (3) year period from April 1, 2024 through March 31, 2027 with the option to renew for one (1) additional three (3) year contract period upon mutual agreement, in writing. Bid established for the purchase of paint and or paint products. The vendor awarded Section 1 is the lowest, most responsive and responsible qualified bidder meeting specifications. Vendors awarded Section 2 are offering the required minimum discount to be considered responsive and responsible bidders.

b. Fire Sprinkler System Services - County Wide Bid #24-MA-328: Contract Period is for a three (3) year period from April 1, 2024 through March 31, 2027 with the option to renew for one (1) additional three (3) year contract period upon mutual agreement, in writing. Bid established for the purchase of all necessary labor, materials, equipment and transportation to provide as needed, on-site services for the inspection and testing, and repair and replacement of fire sprinkler systems at designated schools. The vendor awarded is the lowest, most responsive and responsible qualified bidder meeting specifications

c. Band Instruments and Related Services Bid #24-SCH-96: Contract Period in Section 1 for firm fixed pricing on specified instruments for a one (1) year period from March 7, 2024 through March 6, 2025. Contract Period in Section 2 for fixed percentage discounts off catalog pricing for a three (3) year period from March 7, 2024 through March 6, 2027 with the option to renew for one (1) additional three (3) year contract period upon mutual agreement, in writing. Bid established to provide a competitive procurement vehicle for the purchase and/or repair of various musical instruments throughout the school year. The Vendors awarded Section 1 are the lowest, most responsive and responsible qualified bidders meeting specifications. Vendors awarded Section 2 are offering the required minimum discount to be considered responsive and responsible bidders.

**Gap Analysis**

The District requires contractors to provide services to ensure our facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the services, and or products to meet their needs.

**Previous Outcomes**

Prior Board approved Bid 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 vendor 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. Paint Bid #23-MA-327:

Section A:

-Sherwin Williams Company 210 Blanding Blvd, Suite C, Orange Park, FL 32073

Section B:

-PPG Architectural Finishes 14985 Old St Augustine Road, Suite 102, Jacksonville, FL 32258

-Florida Paints & Coating 2225 St Johns Bluff Road, Suite 1, Jacksonville, FL 32246

-Sherwin Williams Company 210 Blanding Blvd, Suite C, Orange Park, FL 32073

-Lowes Home Centers 1000 Lowes Blvd, Mooresville, NC 28117

b. Fire Sprinkler System Services - County Wide Bid #24-MA-328:

-Security & Fire Electronics, Inc. (SAFE) – 2590 Dobbs Road, St Augustine, FL 32086

c. Band Instruments and Related Services Bid #24-SCH-96:

-Pending - Under Review

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net

**Financial Impact**

a. Paint Bid #23-MA-327: The total estimated expenditure for the three (3) year contract for Section 1 and 2 is \$150,000. Estimated annual spend of \$50,000 for 2024-25, \$50,000 for 2025-26, and \$50,000 for 2026-27 from General and Capital Revenue.

b. Fire Sprinkler System Services - County Wide Bid #24-MA-328: The total estimated expenditure for the three (3) year contract is \$240,000. Estimated annual spend of \$80,000 for 2024-2025, \$80,000 for 2025-2026, and \$80,000 for 2026-2027 from General Revenue.

c. Band Instruments and Related Services Bid #24-SCH-96: The total estimated expenditure for the one (1) year contract for Section 1 is \$72,500. The total estimated expenditure for the three (3) year contract for Section 2 is \$195,000.00. Estimated annual spend of \$65,000 for 2024-2025, \$65,000 for 2025-2026, and \$65,000 for 2026-2027 from General and Capital Revenue.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C19 - Contract Renewal - Independent Auditing Services

**Description**

Renew Contract as required per FS 287, DOE 6A-1.012 and School Board Policy

a. Independent Auditing Services Agreement - RFP 19-BA-125: Contract Period is July 1, 2024 through June 30, 2027. The contract period is for three (3) years and is the final renewal option.

**Gap Analysis**

The District requires contractors to provide services to ensure our facilities and equipment are maintained and functional. The District requires vendors to provide products to ensure our students and staff receive the items to meet their needs.

**Previous Outcomes**

Original Contract was Board approved and has been used successfully during the past term to provide quality services and products to the district.

**Expected Outcomes**

Upon approval by the Board; we expect the contractors and vendors to continue providing quality services and products at the same terms and conditions as when the original contracts were awarded.

**Strategic Plan Goal**

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

**Recommendation**

Extend renewal as follows:

- a. Independent Auditing Services Agreement - RFP 19-BA-125:
  - Purvis, Gray and Company, LLP, 2347 SE 17th Street Ocala, FL 34471

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net

**Financial Impact**

a. Independent Auditing Services Agreement - RFP 19-BA-125: The total estimated expenditure for the three (3) year contract renewal is \$\_\_\_\_\_. Estimated annual spend of \$\_\_\_\_ for 2024-2025, \$\_\_\_\_ for 2025-2026, and \$\_\_\_\_ for 2026-2027 from General Revenue.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C20 - Contract - Neola

**Description**

NEOLA® provides school districts with a complete service for developing and updating Board Bylaws and Policies, Administrative Procedures and Forms, in electronic and printed format. Neola provides clients with a digital publishing platform for clients to receive Neola materials, to work on customizing those materials, and to Publish and archive Board Adopted and Superintendent Approved materials. The electronic format supports automatic linking from the table of contents and searching based on keywords. NEOLA® is currently working with many superintendents and school boards in Florida, Indiana, Illinois, Ohio, Michigan, Wisconsin and West Virginia.

**Gap Analysis**

The current online format for the District School Board Policies could be more user-friendly for stakeholders. Additionally, there needs to be an established process to effectively maintain policies that are legally required and up to date.

**Previous Outcomes**

Policies are currently drafted by Clay County Administrators in individual departments and are then submitted to the School Board Attorney for review. Upon Board approval, the policies are published on the district website in PDF format.

**Expected Outcomes**

An online platform for School Board Policies that is easily navigated by stakeholders with regular updates to maintain compliance with state and federal laws.

**Strategic Plan Goal**

Strategy 5.4 Enhance fiscal practices that enable the district to maximize effectiveness and efficiency.  
Strategy 5.5 Enhance the technology infrastructure in all school and district spaces to support teaching, learning, communications, and operations.

**Recommendation**

To approve the purchase of Neola.

**Contact**

Dr. Susan Legutko, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: susan.legutko@myoneclay.net

**Financial Impact**

The estimated expenditure for Development Services is \$60,720 payable in eight (8) payments over the twenty-four (24) month period. Post Development estimated expenditure for Update Annual Subscription is \$4,720 or \$2,360 per Regular Update and the Digital Publishing Annual Service Fee of \$795. Additional expenses as stated in Agreement may apply.

**Review Comments**

**Attachments**

[240124 Neola \\_ Draft.pdf](#)

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 240124  
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: 2/12/2024

Name of Contract Initiator: Dr. Legutko Telephone #: 336-6722

School/Dept Submitting Contract: Business Affairs Cost Center # 9050

Vendor Name: Neola

Contract Title: License Agreement with Neola, Inc.

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # \_\_\_\_\_

Contract Term: Effective upon signing by both parties Renewal Option(s): Auto Renew annually until terminated in writing

Contract Cost: \$60,720 for Development Services over the first 24 months, Digital Publishing Annual Service Fee \$750, Update Annual Subscription \$4,720

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

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

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

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

\_\_\_\_\_ Completed Contract Review Form

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

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

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

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

\_\_\_\_\_ Release and Hold Harmless (If Applicable)

**RECEIVED**  
By Elaine at 1:23 pm, Feb 12, 2024

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	Technology / Copyrighted Material 6A-1.012
Review Date <b>REVIEWED</b> By Bertha Staefe at 1:11 pm, Feb 12, 2024	Correct name to The School Board of Clay County not Clay County School District nor Clay County School Board
School Board Attorney JPS	Indemnity is acceptable and legally sufficient.
Review Date <u>2/19/24</u>	Name stated as School Board of Clay County needs to be consistent for entire Document. Otherwise acceptable.
Other Dept. as Necessary	_____
Review Date	_____

PENDING STATUS:  YES  NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS \_\_\_\_\_ DATE: \_\_\_\_\_

# CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o \_\_\_\_\_ (insert the school or department name)" where o/b/o means "on behalf of".

**All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.**

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

**Step 1:** Contract Initiator and Vendor prepare draft contract  
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

**Step 2:** Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

**For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:**  
Initiator submits Contract Review Package to Purchasing Department - See Step 3

**For Contracts using Internal Funds Individual to each School:**  
Initiator submits Contract Review Package direct to SBAO - See Step 4

**IMPORTANT**

**Step 3:** If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

**Step 4:** If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.  
Email: [contractreview@myoneclay.net](mailto: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



HELPING DISTRICTS SET DIRECTION THROUGH POLICY

## ***License Agreement with Neola, Inc.***

### **I. Parties**

This is an agreement (Agreement) between Neola, Inc. (Neola, Contractor) and The School Board of Clay County, Florida (Board).

### **II. Background**

Neola owns certain materials including materials referred to as “Templates.” Among these Templates are:

- A. Templates for Board Bylaws and Policies,
- B. Templates for Administrative Procedures and Forms, and
- C. Templates for Updates to the Board Bylaws and Policies and Administrative Procedures and Forms.

Neola licenses certain modified versions of the Templates for Board Bylaws and Policies, which are referred to as Board-Adopted Editions of the Bylaws and Policies, and modified versions of the Templates for Administrative Procedures and Forms, which are referred to as Superintendent-Approved Editions of the Administrative Procedures. These modified versions may include materials specifically tailored for licensees (e.g. a school board in a school district). Neola also licenses, through an Update Service, certain modified versions of the Templates for Updates, which modified versions supplement or replace portions of the Board-Adopted Editions of Bylaws and Policies or Superintendent-Approved Editions of Administrative Procedures and Forms. As used in this agreement, the Board-Adopted Editions of the Bylaws and Policies, the Superintendent-Approved Editions of the Administrative Procedures, and any and all modified versions of the Board-Adopted Editions of the Bylaws and Policies and/or the Superintendent-Approved Editions of the Administrative Procedures that result from Neola’s Update Service or the Board’s initiative that is not related to a Neola Update may collectively be referred to as Licensed Materials.

Neola creates the Licensed Materials by modifying the Templates through interaction with the Board or designee, and then Neola makes the Licensed Materials available to the Board for the Board’s use through digital publishing of the Licensed Materials. The process of modifying the Templates and the digital publishing of the Licensed Materials occurs through a web-based portal. Neola may provide this web-based portal through its own resources or it may contract with a third-party vendor to provide this web-based portal. At the time of signing this Agreement, Neola provides this web-based portal through BoardDocs, which is a product of Diligent Corporation.

### **III. Board Intentions and Commitments**

The Board desires, through this Agreement, to:

- A. license a Board-Adopted Edition of Bylaws and Policies that will be created as set forth in Addendum B and have Neola digitally publish the same as set forth in Addendum B;
- B. license a Superintendent-Approved Edition of Administrative Procedures that will be created as set forth in Addendum B and have Neola digitally publish the same as set forth in Addendum B; and
- C. subscribe to Neola's Update Service and thereby license future modified versions of the Board-Adopted Editions of the Bylaws and Policies and/or the Superintendent-Approved Editions of the Administrative Procedures that will be created as set forth in Addendum C and have Neola digitally publish the same as set forth in Addendum C.

The Board acknowledges that the content of Neola's Templates is dynamic because the passage of new laws and promulgation of new regulations occur continually, and these new laws and new regulations may require revision of the Licensed Materials to maintain legal compliance. As a result, and in order to protect its investment in the initial license of these materials, the Board acknowledges a need to keep the Licensed Materials current and therefore the Board desires to renew the Update Service as provided in this Agreement.

The Board also acknowledges the obligation to use Neola's protocol for modifying and digitally publishing the Licensed Materials. This protocol includes the use of a web-based portal. The Board therefore desires to perform certain of its obligations under this Agreement by cooperating in the formation of the Licensed Materials through Neola's designated web-based portal. The Board also desires to access the Licensed Materials through Neola's designated web-based portal. The Board further acknowledges that in order to maintain the digital publishing of the Licensed Materials, the Board must pay Neola an ongoing annual digital publishing service fee (the current amount of the fee is set forth in Addendum A).

In view of the following, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, including the fees set forth in the Addenda hereto, the Board hereby purchases a license to the Licensed Materials as set forth herein and subscribes to Neola's Update Service as set forth herein. The Board also agrees to pay Neola for any of the additional fees set forth in the Addenda including, but not limited to, those fees set forth in Addendum A, which relate, at least in part, to additional consulting fees. The Board acknowledges that Neola, at its discretion, may increase the fees set forth in Addenda, particularly with respect to the Update Service. Neola acknowledges that it will provide notice at least thirty (30) days before any increase is to be effective. The Parties acknowledge that as part of creating the Board-Adopted and Superintendent-Approved Licensed Materials, which materials are created through a development process set forth in Addendum B, the Board will gain the benefit of three (3) Updates, as set forth in Addendum C, at no additional cost to the Board.

### **IV. Policy and Procedure Development and Update Service**

- A. Development Services - In consideration for the Board's performance under this Agreement including, but not limited to, performance of all applicable obligations set forth in the Addenda hereto and payment of all applicable fees provided in the Addenda hereto, and in accordance with the Board's desires stated above:
- a. Neola and the Board or designee shall, according to the protocol set forth in Addendum B, develop a modified version of Neola's Templates for Board Bylaws and Policies, which modified version will be licensed to the Board as provided below. Neola shall, according to the protocol set forth in Addendum B, digitally publish this Board-Adopted Edition of the Bylaws and Policies; and
  - b. Neola and the Board or designee shall, according to the protocol set forth in Addendum B, develop a modified version of Neola's Templates for Administrative Procedures, which modified version will be licensed to the Board as provided below. Neola shall, according to the protocol set forth in Addendum B, digitally publish this Superintendent-Approved Edition of the Administrative Procedures and Forms.
- B. Update Service - In consideration for the Board's performance under this Agreement including, but not limited to, performance of all applicable obligations set forth in the Addenda hereto and payment of all applicable fees provided in the Addenda hereto, and in accordance with the Board's desires stated above, and to the extent that Neola prepares Update Templates, Neola and the Board or designee shall, according to the protocol set forth in Addendum C, update the Board-Adopted Edition of the Bylaws and Policies and the Superintendent-Approved Edition of the Administrative Procedures based upon the Update Templates, which updated version will be licensed to the Board as provided below. Neola shall, according to the protocol set forth in Addendum C, digitally publish this updated version of the Board-Adopted Edition of the Bylaws and Policies and/or Superintendent-Approved Edition of the Administrative Procedures and Forms.

## **V. License**

Neola hereby grants the Board a personal, non-exclusive, non-transferable perpetual license to the Board's Board-Adopted Editions of the Bylaws and Policies and Superintendent-Approved Editions of the Administrative Procedures, as well as any versions thereof that are updated in accordance with this Agreement, all of which may be collectively referred to as Licensed Materials, consistent with the Board's intentions as set forth in *Section III – Board Intentions and Commitments* above.

This license is limited and restricted to those rights that are necessary for the Board to conduct its business and are specifically limited and restricted as set forth below in *Section VI - Limitations and Prohibitions*.

Neola owns all copyrights and other intellectual property rights in the Templates and modified versions thereof including the Board-Adopted Edition of the Bylaws and Policies, the Superintendent-Approved Edition of the Administrative Procedures, any Neola Forms, and all intermediary drafts leading thereto, as well as any modified



versions of the Board-Adopted Editions of the Bylaws and Policies and/or the Superintendent-Approved Editions of the Administrative Procedures that result from the Update Service, the protocol for which is set forth in Addendum C.

Neola is not obligated to assign any rights, including copyrights, in any materials to the Board. Neola specifically retains all title and ownership in all copies of the Templates and the modified versions thereof including the Board-Adopted Edition of the Bylaws and Policies, the Superintendent-Approved Edition of the Administrative Procedures and Forms, and all intermediary drafts leading thereto, as well as any modified versions of the Board-Adopted Editions of the Bylaws and Policies and/or the Superintendent-Approved Editions of the Administrative Procedures that result from the Update Service.

Any “work” made pursuant to this Agreement is not a “work for hire” within the context of Title 17 of the United States Code, and therefore Neola retains all ownership in all “works” created under this Agreement. To the extent that the Board or designee collaborates in the creation of any work under this Agreement, the Board hereby agrees to assign its rights therein to Neola except as provided below with respect to Board-Specific Materials (Board-Specific Materials).

Neola acknowledges that the Board maintains all ownership of the Board-Specific Materials or Board-specific revisions or deletions in a template that is otherwise copyrighted to Neola. Board-Specific Materials include the following:

- A. materials from the Board’s existing materials that the Board requests be incorporated during the drafting process;
- B. new materials that the Board develops in their entirety and exclusive of Neola;
- C. revisions or deletions that substantively depart from Neola’s Templates; and
- D. outdated material that the Board did not keep current with laws, regulations, and applicable standards.

The Board acknowledges that Neola recommends against the use or incorporation of Board-Specific Materials, and while Neola will, at the request of the Board, incorporate Board-Specific Materials into the Licensed Materials, the Board acknowledges that it bears all risks associated with the Board’s decision to request that such Board-Specific Materials be incorporated. Neola reserves the right to, but is not obligated to, advise the Board to seek its own legal review of Board-Specific Materials.

Should Neola choose to use Board-Specific Materials for purposes outside this Agreement, the Board hereby grants Neola a non-exclusive, perpetual license to use, copy, distribute, prepare derivative works of, publicly perform, and publicly display the Board-Specific Materials. The Board, however, may limit or restrict any license of Board-Specific Materials by providing Neola a written communication at the time the materials are provided to Neola regarding the limitation or restriction.

## **VI. Limitations and Prohibitions**

- A. Copying
  - a. The Board is hereby granted permission to make and distribute paper copies of the Templates, the Board-Adopted Edition of the Bylaws and Policies, the

Superintendent-Approved Edition of the Administrative Procedures and Forms, and any intermediary drafts leading thereto, so long as the copies are made for use by the Board or designee, or as may otherwise be required by the law, without the express written permission of Neola.

- b. All other copying or distributing of any Neola material, licensed or otherwise, is expressly prohibited without written consent from Neola. Requests for additional copying should be made in writing to Neola in a timely manner.

B. No Transferring

- a. The Board is prohibited from assigning, licensing, sub-licensing, or otherwise transferring this license in whole or part. Furthermore, the Board is prohibited from selling, renting, leasing, or otherwise transferring the Templates or modified version thereof including the Board-Adopted Edition of the Bylaws and Policies, the Superintendent-Approved Edition of the Administrative Procedures and Forms, and all intermediary drafts leading thereto.

C. Copyright Marking

- a. The Board must retain Neola's copyright marking on any printed copy of the Licensed Materials so long as Neola's intellectual property is still included in any version of the Board-Adopted Edition of the Bylaws and Policies, and/or the Superintendent-Approved Edition of the Administrative Procedures and/or Forms.

**VII. Termination**

This Agreement is effective upon its signing by both parties.

Either party may elect to terminate or cancel this Agreement at any time. The party wishing to terminate this Agreement must do so by providing notice of its intention in writing to the other party.

If the Board wishes to terminate the Update Service, the Board or designee must provide written notice of the same to Neola on or before January 1 or July 1 of any succeeding year. If the Board elects to terminate this Agreement, the Board is obligated to pay any and all charges for services rendered before the date of the notification.

If the Board elects to terminate this Agreement before completing its payment obligations under this Agreement, Neola and the Board or designee shall jointly determine the amount due and payable by the Board based upon materials provided to the Board as well as the amount of consultation provided to the Board.

Except in the event of a breach by the Board, but the Board nonetheless elects to terminate this Agreement, and so long as the Board completes its payment obligations under this Agreement, then the Board may continue to use the Licensed Materials, royalty-free, so long as the use is consistent with terms and conditions provided in this Agreement.

Likewise, except in the event of a breach by the Board, and so long as the Board has made payment for any Finalized Version of revisions obtained under the Update Service, then the Board may continue to use, royalty-free, the Finalized Version of the revisions so long as the use is consistent with terms and conditions provided herein.

A waiver by either party of a breach or failure to perform under this Agreement will not constitute a waiver of any subsequent breach or failure to perform.

If Neola elects to terminate this Agreement prior to delivery of the licensed materials, a partial refund may be made upon receipt of all drafting materials from the Board. If Neola elects to terminate this Agreement during the Update Service, then the Board may use, royalty-free, the materials as provided by Neola so long as the use is consistent with terms and conditions provided herein.

Except in the event of a breach by Neola, while the Board may continue to use the materials after termination of this Agreement subject to the terms and conditions herein, Neola's obligations under this Agreement will cease upon the termination.

If the license agreement between Neola and the Board is terminated for any of the reasons described in this section, the Board will maintain Neola's copyright marking so long as Neola's intellectual property is still included in the revised version of the Board-Adopted Edition of the Bylaws and Policies, and/or the Superintendent-Approved Edition of the Administrative Procedures and/or Forms so that the Board's use is consistent with the terms and conditions set forth herein.

If the license agreement between Neola and the Board is terminated for any of the reasons described in this section, the Board is still bound by *VI – Limitations and Prohibitions*.

Pursuant to Florida law, if this Agreement is terminated as set forth in this Agreement, Neola will provide the Board with copies of its currently adopted policies, as well as any drafts of proposed revisions currently under consideration, in digital format. However, even though the Board has digitally published their Board Bylaws and Policies, Administrative Procedures, and Forms through Neola, Neola will not be obligated to support the Board's digital access to any materials in the event the Board terminates this Agreement.

## **VIII. Defenses**

Neola agrees to provide legal assistance or consultation to the Board, its officers, and employees so that the Board, its officers, and employees can better defend a third-party claim that arises out of Neola's alleged failure to license materials that accurately reflect compliance with applicable Federal or State law. Nothing herein, however, obligates Neola to provide the sole or primary defense to the Board, its officers, and employees. Neola may, at its sole discretion, withdraw its assistance in the event that Neola's counsel determines, and so advises Neola, that the disputed matter is not about alleged failure to license materials that accurately reflect compliance with applicable Federal or State law.

The Board shall be solely responsible for defending itself, its officers, and employees against any third-party claims having to do with legal compliance issues in Board-Specific Materials.

Neola shall be responsible for defending against any third-party claim of infringement of intellectual property based upon content of the licensed materials that is recommended by Neola and subsequently included in the Board's Board-Adopted Edition of the Bylaws and Policies and Superintendent-Approved Edition of the Administrative Procedures.

The Board shall be solely responsible for defending itself, its officers, and employees against any third-party claims of infringement of intellectual property based upon any Board-Specific Materials.

## **IX. Limited Liability and Hold Harmless**

To the extent permitted by the applicable law, Neola will not be liable to the Board, its officers, and employees for any third-party claim, damage, injury, or cost arising from the following:

- A. the Board's, its officers', and employees' failure to use or implement the licensed materials, provided that such licensed materials are in compliance with applicable State or Federal law;
- B. the Board's, its officers', and employees' failure to correctly interpret the licensed materials, provided that such licensed materials are in compliance with applicable State or Federal law; or
- C. the Board's, its officers', and employees' decision to make substantive changes or revisions to the licensed materials, that is, create Board-Specific Materials.

Although not obligated, Neola may recommend that the Board seek its own legal review of any Board-Specific Materials. Whether or not the recommendation is made, the Board, its officers, and employees agree that Neola has no obligation to verify or approve the accuracy, validity, or completeness of the Board-Specific Materials.

Further, the Board, its officers, and employees shall not submit for publication by Neola any materials, including Board-Specific Materials, that the Board does not have the right and/or permission to publish.

Neola shall indemnify and hold the Board harmless for any damages arising from a third-party claim of infringement of intellectual property that was based solely upon content of the licensed materials that was recommended by Neola and subsequently included in the Board's Board-Adopted Edition of the Bylaws and Policies or the Superintendent-Approved Edition of the Administrative Procedures. The Board shall indemnify and hold Neola harmless for any damages arising from a third-party claim of infringement of intellectual property based upon the content of the Board-Specific Materials or upon the content of any other materials contributed by the Board and subsequently incorporated into the Board's version of a Neola template, even though it was determined that the content contributed by the Board did not substantively alter the Neola template.

## **X. Confidentiality**

Nothing in this agreement obligates either party to disclose confidential information.

Each party acknowledges that, during the term of this agreement, it may inadvertently gain access to certain confidential information of the other party concerning the other party's business plans, employees and students' personal information, clients, technology, and products. Confidential information will include, but not be limited to, each party's proprietary software and customer, employee, and/or student information. Each party agrees that it will not use in any way, for its own account or the account of any third party, except as expressly permitted by this agreement, nor disclose to any third party (except as required by law or to that party's attorneys, accountants and other advisors on a need to know basis), any of the other party's confidential information, will take reasonable precautions to protect the confidentiality of such confidential information, and in the unlikely event of an accidental disclosure of confidential information, immediately notify the other party and return or destroy the information as directed by the other party.

## **XI. Insurance**

Neola agrees to secure and maintain at all times during the term of this agreement, at Neola's expense, Professional Liability Insurance covering Neola for all acts or omissions that may give rise to liability for services under this agreement with a 2,000,000.00 limit of liability. The Neola Associates designated to work with the Board, as well as the Corporate staff who may work with the Board pursuant to this Agreement, shall be covered by this insurance, which shall be provided by a reputable and financially viable insurance carrier. Such insurance shall not be cancelled except upon thirty (30) days written notice to the Board. Neola shall provide the Board with a certificate evidencing such insurance coverage. Further, Neola agrees to notify the Board within seven (7) business days of any material change in the insurance coverage required to be maintained by Neola.

Neola agrees to secure and maintain at all times during the term of this agreement, at Neola's expense, Workers' Compensation Insurance for all employees of Neola as required by Florida Statutes.

## **XII. Commercial Non-Discrimination**

Neola shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, suppliers, or commercial customers. Neola shall provide equal opportunity for subcontractors to participate in all of its public sector and private sector subcontracting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in current Board policy. Neola understands and agrees that violation of this clause could be considered a material breach of contract and may result in contract termination, debarment, or other sanctions.

## **XIII. Additional Terms and Conditions**

### **A. Inspector General Audits**

In the event the Board is subjected to an inspection, review, investigation or audit by the Florida Office of the Inspector General or by any other Florida official with proper authority, Neola will work with the Board or designee to provide the Board with any non-confidential, non-privileged information in Neola's possession related to its services under this Agreement.

### **B. Representations & Warranties**

Neola represents and warrants to Board under this Agreement that:

1. Neola is not aware of any other contract, agreement, business relationship or another arrangement that would preclude it from entering into, or from fully performing, the services required under this Agreement;
2. Neola affirms and certifies that none of Neola's employees or officers have ever had their professional license or certification in the State of Florida, or of any other jurisdiction, either denied, suspended, revoked, terminated or voluntarily relinquished under threat of disciplinary action, or restricted in any way;
3. Neola affirms and certifies that it has not been convicted of a public entity crime as provided in § 287.133, Fla. Stats. (2017); and
4. Neola affirms that it will comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority over its business activities. Neola shall further comply with 8 C.F.R. § 274a. of the Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination.

C. Jessica Lunsford Act

The State of Florida's Jessica Lunsford Act requires all individuals who are permitted access on school grounds when students are present, individuals who may have direct contact with children or any student of Board, or who may have access to or control of school funds must be fingerprinted, and background checked. Neola shall require that all individuals in Neola's organization in any such category submit to a level 2 FDLE background check and FBI screening, including fingerprinting, at the sole cost of the Neola. If background screening is required by the Scope of Work provided under this Agreement, Neola shall not provide any services until Board or designee provides Neola with notice of clearance and issues official School District badges.

All Neola's employees must register as a visitor before entering Board property and properly display their School District badges. Consistent with the indemnification language contained in this Agreement, Neola reaffirms that it will indemnify and hold harmless Board, its officers, agents, and employees from any liability in the form of physical injury, death, or property damage resulting from the Neola's failure to comply with the requirements of this paragraph or §§ 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468, Fla. Stats. (2017).

D. Force Majeure

Neither party are obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event will a lack of funds on the part of either party be deemed Force Majeure.

E. Required Enclosures

The following attached Addendums are incorporated by specific reference:

1. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (Addendum E)
2. Clay County School District Public Records Addendum (Addendum F)
3. State of Florida Vendor Certification Regarding E-Verify (Addendum G)
4. State of Florida Vendor Certification Regarding Scrutinized Companies Lists (Addendum H)

F. Notices

All notices, requests, consents and other communications required or permitted under this Agreement must be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

AS TO BOARD:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

WITH COPY TO:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

AS TO NEOLA:

Amanda Clapp, President  
Neola, Incorporated  
3914 Clock Pointe Trail, Suite 103  
Stow, OH 44224

Email: clappaj@neola.com  
Phone: (330) 926-0514

or to such other address(es) as the parties may mutually designate by notice complying with the terms of this Agreement. Each such notice will be deemed delivered:

1. On the date delivered, if by personal delivery,
2. On the date faxed or emailed, if by facsimile or email, and
3. On the date upon which the Return Receipt is signed, or delivery is refused, or the notice is designated by the postal authorities as not delivered if mailed to the proper address.



#### **XIV. General**

This Agreement is interpreted under Florida law, and, where applicable, Federal law, is severable and divisible, and is enforceable in law or equity.

Neither this Agreement nor any right or interest herein may be assigned, transferred, or encumbered by either party without the prior written consent of the other party. Neola shall make no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments or compensation from the Board.

Neola is, for all purposes arising under this Agreement, an independent contractor and Neola retains control over the manner and means of carrying out Neola's responsibilities herein. Neola and its officers, agents, or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents, or employees of the Board. No officer, agent, or employee of Neola or the Board shall be deemed an officer, agent, or employee of the other party. Neither Neola, nor any of its officers, agents, or employees thereof, shall be entitled to any benefits to which employees of the Board are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

This Agreement represents the only agreement between the parties with respect to the subject matter described herein. All other prior oral or written agreements respecting this subject matter are superseded.

Further, any revisions to this Agreement must be made in writing and approved by both parties, except that Neola, at its own discretion, may, without the consent or approval of the Board, alter the fees set forth in the Addenda, alter the mode or manner in which digital publishing is accomplished, and/or alter the mode or manner by which the Update Service is accomplished. The Board acknowledges Neola's right and privileges in this regard and retains the right to terminate this Agreement if it does not agree with any alterations that Neola may make.

**Acknowledgment**

***This Agreement is effective as of the date of the last signature of the individuals who have signed below. By their signature, the individuals acknowledge their individual authority to bind their respective party and by their signature so bind their respective party to the duties and obligations defined herein.***

Clay County School Board

Neola, Inc.

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Amanda J. Clapp, Esquire

Title: Board Chair

President/Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

***Please note, this Agreement will be considered void if not executed by April 30, 2024***

Initial \_\_\_\_\_

## **Addendum A Additional Charges**

The Board agrees to pay, when invoiced, for additional products and services, as described herein, at the following rates:

A. Hourly rate for consultation in excess of the time provided in conjunction with the Bylaws and Policy Development Service, Administrative Procedures Development Service, and/or the Update Subscription	\$165 per hour per associate, plus travel time, mileage and expenses
B. Hourly rate for any additional processing by Production Office as required during the Bylaws and Policy Development Service, Administrative Procedures Development Service, and/or in conjunction with the Update Subscription	\$36 per hour
C. Per page cost for copying any materials requested by the Board	\$0.15 per page
D. Shipping	Actual shipment Charges
E. Mileage	Current IRS rate
F. Hourly rate for travel per Associate	\$25 per hour
G. Meals [in accordance with s. 112.061(6), Florida Statutes]	
Breakfast (if required to leave before 6:00 a.m.)	\$ 6 per person
Lunch	\$11 per person
Dinner (if travel extends beyond 8:00 p.m.)	\$19 per person
H. Annual service fee for digital publishing	\$795 per year

*Neola reserves all rights to modify any of the scheduled prices above to the extent permissible. The Board will receive notice at least thirty (30) days before any increases are effective.*

***These prices are effective as of January 1, 2024.***

**Addendum B**  
**Bylaws and Policies Development Service**  
**Administrative Procedures Development Service**

**I. General**

Modified versions of Neola's Templates for Bylaws and Policies and modified versions of Neola's Administrative Procedures will be developed as part of respective Development Processes, which are set forth below. The Bylaws and Policies developed as part of the process described in *V – The Bylaws and Policies Drafting Process* below will be presented to the Board for adoption and the Administrative Procedures developed as part of the process described in *VI – The Administrative Procedures Drafting Process* below will be presented to the Superintendent for approval, and upon the adoption and/or approval, Neola will digitally publish these materials.

**II. Neola Associates and Board's Primary Contact**

The Board's Primary Contact (Primary Contact) is identified in Addendum D.

The Neola Associates who may participate in the drafting process with the Board or designee during the Development Services include Mr. Thomas Wittmer, Esquire, Mrs. Annette Martinson, Mrs. Frances St. James, Mr. Thomas Young, III, Esquire, Mrs. Melinda McNichols, Esquire, Mr. Patrick Corbett, and/or Ms. Amanda J. Clapp, Esquire.

**III. Face-to-Face Consultation**

Neola will provide up to eighty (80) hours of face-to-face consultation time during which the designated Associates will work with drafting teams (which are Board staff members designated by the Primary Contact to consider the templates for specific sections of the bylaws and policies and/or the administrative procedures) during work sessions where modified versions of the bylaws and policies and administrative procedures will be developed.

Except for unusual circumstances, at least two (2) Associates will be present during each work session. Regardless of the number of Associates present at work sessions, only the time required for that meeting will be counted toward allotted eighty (80) hours of consultation time. Two (2) Associates will also be present during the Administrative Procedures Drafting Process. It will be the Board's decision to determine how the eighty (80) hours of consultation shall be allocated between *V – The Bylaws and Policies Drafting Process* and *VI – The Administrative Procedures Drafting Process*.

If the Board prefers two drafting teams to work simultaneously, requiring at least one Associate to meet with each group, then the time spent in each meeting is counted toward the eighty (80) total hours of consultation time.

Furthermore, if more than eighty (80) hours of consultation time are required to complete the Bylaws and Policies and the Administrative Procedures and any Board-Specific Materials, as set forth in or that are developed during the work described in

*V – The Bylaws and Policies Drafting Process* and *VI – The Administrative Procedures Drafting Process* in this addendum, the Board will be billed for the additional time spent by each Associate who participates in the drafting sessions at the hourly rate for the additional face-to-face consultation set forth in Addendum A.

#### **IV. Processing Time**

Neola will provide up to one hundred fifty (150) hours of processing time so that the modified versions of the bylaws and policies and administrative procedures can be processed by Neola's production staff. If more than one hundred fifty (150) hours is required to process the modified versions of the Bylaws and Policies, the Administrative Procedures, and Board-Specific Materials, as described in V - License of the License Agreement or that are developed during the drafting processes described in *V – The Bylaws and Policies Drafting Process* and *VI – The Administrative Procedures Drafting Process* in this addendum, the Board will be billed the hourly rate for additional processing time as set forth in Addendum A.

#### **V. The Bylaws and Policies Drafting Process**

The Board Approved Edition of the Bylaws and Policies will be developed as follows:

##### **Step 1: Designating Contacts**

When executing this agreement, the Board shall designate as the Primary Contact a staff member who will coordinate the Board's work during the Board Bylaws and Policies Development Process and provide Neola with the contact information for this representative by completing the form included as Addendum D.

On Addendum D, the Board shall provide contact information for the Board's IT Staff Member who is authorized to work with Neola and BoardDocs IT staff to optimize the connection for working on Neola's materials on the BoardDocs platform.

Further, on Addendum D the Board will provide contact information for the staff member who is authorized to be the Super Publisher on the Board's BoardDocs site.

##### **Step 2: Setting up BoardDocs Policy Platform**

- A. Neola will establish a BoardDocs console for the Board and load the Neola licensed Templates to the console for use during the Board Bylaws and Policies drafting process.
- B. Training will be provided for the Board's Super Publisher on how to use the BoardDocs site.

- C. The Primary Contact shall designate Board staff members who will access templates, edit and save material, and those who will have view-only access to the draft documents on the site. The Super Publisher will create BoardDocs user accounts for each staff member so designated.

### **Step 3: Planning the Drafting Project**

No later than eight weeks from the effective date of the License Agreement, the Board's representative shall meet and confer with the designated Neola Associates.

During this initial consultation, the Board's representative and the Neola Associates shall do the following:

- A. develop a timeline for the project;
- B. identify the degree to which the Board and Board staff will be involved in the sessions described in Step 5 below;
- C. identify the Board staff members who will participate in the orientation session described in Step 4 below;
- D. establish a date for the orientation session and a schedule of work sessions that will be facilitated by Neola; and
- E. establish the email addresses at which the Board will be notified when Neola has saved material on the BoardDocs site, and the email address the Board will use to notify Neola when marked-up materials have been saved on the BoardDocs site.

The Primary Contact shall also provide a list of staff members who are designated to serve on the drafting teams for the Board Bylaws and Policies Drafting Process.

### **Step 4: Orienting Staff to the Drafting Process**

Drafting teams designated by the Primary Contact shall participate in an orientation session of up to two (2) hours about the expectation of staff during the drafting process and on the use of the BoardDocs site.

### **Step 5: Preparing the *First Draft* of the Bylaws and Policies**

The Neola templates will be made available in the appropriate folder on the Board's BoardDocs site.

The designated staff members shall review the Neola templates before their scheduled sessions; make tentative choices provided in those templates and save their work on the BoardDocs site.

The designated staff members shall meet with the Neola Associates for the scheduled sessions so that the choices that were selected from Neola's templates can be reviewed and a draft finalized.

If the designated staff have not reviewed the Neola templates before their scheduled session, made the tentative choices provided in those templates, and saved their work on the BoardDocs site, the Board or designee may contact the Neola Associates to re-schedule the session (subject to potential penalties listed further in this Step). If the designated staff have not done their homework, but decides to have the session, the Board recognizes that, in all likelihood, it will take longer to complete the necessary work.

The schedule may also include up to five (5) four (4)-hour Board workshops so that the Board can review the policy recommendations of the staff, ask questions of the staff who participated in the drafting process, and suggest revisions. These workshops shall be publicly noticed pursuant to the State law and will be facilitated by the designated Neola associates. The twenty (20) hours of Board workshops may be allocated as part of the eighty (80) consultation hours that have been allocated for the Development of Bylaws and Policies and Administrative Guidelines or the Board may be billed at the hourly rate for additional face-to-face consultation time set forth in Addendum A.

The drafting schedule will provide for the work to be accomplished in six (6)-hour face-to-face sessions. If virtual sessions shall be utilized for any reason, the work sessions shall be at a minimum, three (3) hours in length. The orientation meeting will not be counted toward the eighty (80) hours of consultation.

When the agreed-upon work sessions begin, if a scheduled work session is cancelled or rescheduled by the Board or designee less than five (5) business days before the date of that session, Neola reserves the right to charge the Board for six (6) hours at the hourly drafting rate for the cancelled session. Conversely, if Neola cancels or reschedules a work session less than five (5) days before the date of the scheduled session, Neola reserves the right to add an additional six (6) hours of face-to-face consulting time. If a scheduled work session is cancelled or rescheduled more than five (5) business days before the date of the session, there will be no cancellation charge or award of additional hours.

As part of the fee paid for the Bylaws and Policies Development Service and the Administrative Procedures Development Service, the Board will receive benefit of the first three (3) Regular Updates that are published after the work on policy development described in Step 5 above begins, as well as any Special Updates published during the period covered by those three (3) updates. As part of the cost of the Bylaws and Policies Development Service and the Administrative Procedures Development Service, these updated policies will either be incorporated into the drafts if the policy development phase has not concluded. However, if the policy development phase has concluded and the Board has adopted the Bylaws and Policies, the updates will be provided in the manner described in Addendum A of the License Agreement.

#### **Step 6: Submitting the *First Draft* to Neola**

After Neola's Board Bylaws and Policies Templates for Sections 0000 through 9000 have been marked-up according to Neola's protocols and saved into the appropriate folder on BoardDocs, the Primary Contact will notify Neola by email.

#### **Step 7: Processing the *First Draft***

Upon receiving notice by email from the Primary Contact that Neola's Board Bylaws and Policies Templates for Sections 0000 through 9000 have been marked-up according to Neola's protocols and saved into the appropriate folder on BoardDocs, Neola shall access the marked-up files on the Board's BoardDocs site, prepare a *First Draft* of the marked-up material by cleaning up the documents, place the *First Draft* back onto the Board BoardDocs site in the appropriate folder, and notify the Primary Contact by email.

#### **Step 8: Reviewing the *First Draft* by the Board**

Upon receiving notice by email from Neola that the *First Draft* has been saved into the appropriate folder on BoardDocs, the *First Draft* should be reviewed by the appropriate Board personnel for accuracy and, if necessary, additional edits should be made.

If the Board prefers to review the material in the *First Draft* in hard copy, the Board or designee may print those hard copies from their BoardDocs site. If requested by the Board, Neola will produce hard copy of this material at the cost set forth in Addendum A.

If additional revisions are made during the review by the drafting teams, the additional edits shall be marked using Neola's protocols, and only the revised Bylaws and Policies should be saved in the appropriate folder on the BoardDocs site.

After saving the revised material, the Board or designee will notify Neola by email of the same.

If it is determined that no additional revisions to the *First Draft* are needed, the *First Draft* will be moved into the appropriate folder on BoardDocs for review by the Board. The process should proceed to Step 11.

#### **Step 9: Processing Edits to the *First Draft***



Upon receiving notice by email from the Board or designee that additional edits to the *First Draft* have been made, according to Neola's protocols, and saved to the appropriate folder on BoardDocs, Neola shall access on the Board's BoardDocs site the marked-up files that reflect the edits to bylaws and policies in the *First Draft*, prepare a *Second Draft* of the marked-up material by cleaning up the bylaws and policies that were edited and adding them to the material from the *First Draft* that did not need further edits, place the *Second Draft* back onto the Board BoardDocs site in the appropriate folder, and notify the Primary Contact by email.

#### **Step 10: Reviewing the *Second Draft* by the Board**

The *Second Draft* that has been saved on BoardDocs should be reviewed by appropriate Board personnel for accuracy.

If it is determined that all edits to the *First Draft* have been made accurately, the *Second Draft* will be moved into the appropriate folder on BoardDocs to be reviewed by the Board.

#### **Step 11: Reviewing the *First* or *Second Draft* with the Board**

The appropriate draft will be reviewed with the Board at a publicly-noticed meeting. This review should be facilitated by the Superintendent or the Primary Contact. This review may be facilitated by the Board's designated Neola Associate if enough face-to-face consultation time remains, or if the Board chooses to pay for additional face-to-face consultation time for this purpose.

If it is determined that no additional revisions are needed, the draft that was reviewed by the Board will be moved into the appropriate folder on BoardDocs, and the process should proceed to Step 13.

If additional revisions are made during the Board review, the Board or designee shall note the additional edits by marking-up the Templates according to Neola's protocols, and only these revised policies should be saved in the appropriate folder on the BoardDocs site.

After saving this material, the Board or designee will notify Neola by an email.

#### **Step 12: Processing Board Edits into the *Final Draft***

Upon notification by email that the materials in the appropriate folder on the BoardDocs site are ready to be processed into a *Final Draft*, Neola will prepare a *Final Draft* of the Board's Board Bylaws and Policies that reflects the most current version of each policy. That *Final Draft* will be saved in the appropriate folder on the Board's BoardDocs site, and Neola will notify the Primary Contact by email of the same.

### **Step 13: Board Adoption of the *Final Draft***

Upon notification by email that the *Final Draft* has been moved to the appropriate folder on the Board's BoardDocs site, a recommendation to adopt the Bylaws and Policies should be placed on the agenda at a publicly-noticed meeting of the Board.

### **Step 14: Notifying Neola of Board Adoption of the Bylaws and Policies**

After the Board takes formal action to adopt the Board Bylaws and Policies, the Board or designee shall notify Neola's Production Office by email of the date of adoption by the Board of Education.

### **Step 15: Publishing the Board-adopted Edition of the Bylaws and Policies**

Once notified of the date of adoption, Neola will then publish the Board-adopted Edition of the Board Bylaws and Policies on the Board's BoardDocs site. Neola will notify the Primary Contact by email when the adopted policies have been published.

The Board's BoardDocs site will be hosted on multiple servers, and all publishing of Board documents will be made by Neola personnel. Neola retains all proprietary rights associated with digitally publishing the Board's documents.

Neola's obligation to digitally publish the materials licensed from Neola is subject to the Board maintaining its subscription to the Update Service and paying the annual service fee. Neola reserves the right to and may cease publication of the licensed materials if the Board fails to maintain its subscription to the Update Service or fails to pay the annual service fee.

If the Board chooses to maintain a printed copy of their Neola materials, the Board or designee may print the material from their BoardDocs site. If requested by the Board, Neola will produce a hard copy of this material at the cost set forth in Addendum A.

## **VI. The Administrative Procedures Drafting Process**

Upon completion of the Bylaws and Policies development process described in V above, the Superintendent-Approved Edition of the Administrative Procedures that is licensed to the Board will be developed as follows:

### **Step 1: Planning the Drafting Project**

No later than eight weeks from the adoption date of the Board's Board Bylaws and Policies, the Primary Contact shall meet and confer with the designated Neola Associates about the development of the Administrative Procedures.

During this initial consultation, the Primary Contact and the Neola Associate shall do the following:

- A. develop a timeline for the project;
- B. identify the Board staff members who will participate in the sessions described in Step 2 below;

- C. develop a tentative schedule of the sessions that will be facilitated by the Neola Associate;
- D. confirm that the information from Addendum D is still accurate; and
- E. confirm that the email addresses at which the Board will be notified when Neola has saved material on the BoardDocs site, and the email address the Board will use to notify Neola when marked-up materials have been saved on the BoardDocs site are still accurate.

The Primary Contact shall also provide a list of staff members who are designated to serve on the drafting teams for the Administrative Procedures Drafting Process.

### **Step 2: Preparing the *First Draft* of the Administrative Procedures**

The Neola templates will be made available in the appropriate folder on the Board's BoardDocs site.

The drafting teams shall review the Neola Templates before their scheduled sessions, make tentative choices provided in those templates, and save their work in the appropriate folder on the BoardDocs site.

The drafting teams shall meet with the Neola Associate for the scheduled work sessions so that the choices that were selected from Neola's Templates for Administrative Procedures can be reviewed and a draft finalized.

If the drafting teams have not reviewed the Neola Templates before their scheduled session, made the tentative choices provided in those templates, and saved their work on the BoardDocs site, the Primary Contact may contact the Neola associate to re-schedule the session (subject to potential penalties outlined herein). If the drafting team has not done the homework, but decide to have the session, the Board recognizes that, in all likelihood, it will take longer to complete the necessary work.

The designated Neola Associates will be available for the face-to-face consultation hours that are remaining from the time used for the development of the Board Bylaws and Policies for the development process of the Administrative Procedures. If additional face-to-face consultation hours are required to complete the development process for the Administrative Procedures, then the Board will be billed for the additional face-to-face consultation at the hourly rate for the additional consultation set forth in Addendum A.

When the agreed-upon work sessions begin, if a scheduled work session is cancelled or rescheduled by the Board less than five (5) business days before the date of that session, Neola reserves the right to charge the Board for six (6) hours at the hourly drafting rate for the cancelled session. Conversely, if Neola cancels or reschedules a work session less than five (5) days before the date of the scheduled session, Neola reserves the right to add an additional six (6) hours of face-to-face consulting time. If a scheduled work session is cancelled or rescheduled more than five (5) business days before the date of the session, there will be no cancellation charge or award of additional hours.

### **Step 3: Submitting the *First Draft* to Neola**

After Neola's Administrative Procedures Templates for Sections 1000 through 9000 have been marked-up according to Neola's protocols and saved into the appropriate folder on BoardDocs, the Primary Contact will notify Neola by email.

### **Step 4: Processing the *First Draft* for the Board**

Upon receiving notice from the Primary Contact by email that Neola's Templates for Administrative Procedures for Sections 1000 through 9000 have been marked-up according to Neola's protocols, and saved in the appropriate folder on the BoardDocs site, Neola shall access the marked-up files on the Board's BoardDocs site, prepare a *First Draft* of the marked-up material by cleaning up the documents, place the *First Draft* back onto the Board BoardDocs site in the appropriate folder, and notify the Board by email.

### **Step 5: Reviewing the *First Draft* by the Board**

Upon receiving notice by email from Neola that the *First Draft* has been saved into the appropriate folder on BoardDocs, the *First Draft* should be reviewed by the appropriate drafting teams for accuracy and, if necessary, additional edits should be made.

If the Board prefers to review the material in the *First Draft* in hard copy, the Board or designee may print those hard copies from their BoardDocs site. If requested by the Board, Neola will produce hard copy of this material at the cost set forth in Addendum A.

If additional revisions are made during the review by the drafting teams, the additional edits shall be marked using Neola's protocols, and only the revised Administrative Procedures should be saved in the appropriate folder on the BoardDocs site.

After saving the revised material, the Board or designee will notify Neola by email of the same.

If it is determined that no additional revisions are needed, the draft in the *First Draft AP – Clean* section on the Board's BoardDocs site should be recommended to the Superintendent for approval.

After Board's or designee's approval of the material in the *First Draft AP Clean* section on the Board's BoardDocs site, the Board or designee shall notify Neola's Production Office of the date of approval.

### **Step 6: Processing the *Final Draft***

Upon notification that the materials from the Board's BoardDocs site are ready to be processed, Neola will prepare a *Final Draft* of the Board's Administrative Procedures that reflects the most current version of each guideline. That *Final Draft* will be saved in the appropriate folder on the Board's BoardDocs site, and Neola will notify the Primary Contact by email.

### **Step 7: Notifying Neola of the Superintendent's Approval of the Administrative Procedures**

Upon notification that the *Final Draft* of the Superintendent-Approved Administrative Procedures have been saved in the appropriate folder on the Board's BoardDocs site, the Primary Contact shall recommend the approval of the Administrative Procedures to the Superintendent.

After the Superintendent approves the Administrative Procedures, the Primary Contact shall notify Neola's Production Office by email of the date of that approval.

### **Step 8: Publishing the Superintendent-Approved Edition of the Administrative Procedures**

Neola will then publish the Superintendent-Approved Edition of the Administrative Procedures on the Board's BoardDocs site. Neola will notify the Primary Contact by email when the approved Procedures have been published.

If the Board chooses to maintain a printed copy of the Licensed Materials, the Board or designee may print the material from their BoardDocs site. If requested by the Board, Neola will produce hard copy of this material at the cost set forth in Addendum A.

## **VII. Forms**

Neola will provide, at no additional charge, a license to use Neola's Forms that complement the Templates for Administrative Procedures. This license is consistent with the privileges and obligations provided with the other licenses being granted to the Board.

If the Board chooses to customize Neola's Template forms in any way, (e.g., add the Board or district name and logo) or to substitute current Board forms for selected Neola Template forms, the cost incurred by the Board shall be for the time required to process these changes and/or format the current Board forms. The cost for this additional processing time shall be at the hourly rate set forth in Addendum A.

## VIII. Payment Obligations

In consideration for the License to the Board-Adopted Edition of the Bylaws and Policies, the Superintendent-Approved Edition of the Administrative Procedures, Neola's Forms Templates, Digital Publishing of the Licensed Materials, Neola's consultation, and other good and valuable consideration provided by Neola, the Board shall pay Neola sixty-thousand-seven-hundred-twenty dollars (\$60,720.00), according to the following schedule:

- \$7,590.00 three (3) months after execution of this Agreement.
- \$7,590.00 six (6) months after execution of this Agreement.
- \$7,590.00 nine (9) months after execution of this Agreement.
- \$7,590.00 twelve (12) months after execution of this Agreement.
- \$7,590.00 fifteen (15) months after execution of this Agreement.
- \$7,590.00 eighteen (18) months after execution of this Agreement.
- \$7,590.00 twenty-one (21) months after execution of this Agreement.
- \$7,590.00 twenty-four (24) months after execution of this Agreement.

The Board agrees that all payments will be payable upon receipt of an invoice and will be remitted within forty-five (45) days from the receipt of the invoice, except for fees that Board may dispute in good faith for reasons outlined in writing by Board within ten (10) days after receiving such invoice. Invoices for fees or other compensation for services or expenses will be submitted to the Board in detail sufficient for a proper pre-audit or post-audit thereof. If necessary, Neola will comply with F.S. 218.74(4) when assessing any service charge to any overdue amounts under this Agreement.

As noted above, the Board will also receive at no additional cost the first three (3) Regular Updates, as well as any Special Updates published during the period covered by those three (3) updates, that are published after the work on policy development described above in *V – The Bylaws and Policies Drafting Process* commences. The Board's only cost associated with these three (3) Regular Updates will be reimbursement of the Board's designated Associates' expenses that are related to consultation provided for an update, if additional visits are needed to review the update templates. Those costs would include mileage at the current IRS rate, travel time, meals at the rates set forth in Addendum A, tolls, parking, lodging and airfare (if required) at the actual cost incurred.

The Board agrees to pay the hourly rate charged for face-to-face Associate consultation time that is set forth in Addendum A, Additional Charges, if more than the total of eighty (80) hours of face-to-face Associate consultation time that are included in the base price above is required to complete the documents that comprise the Board's Board-Adopted Edition of the Bylaws and Policies, the Superintendent-Approved Edition of the Administrative Procedures and the facilitation of Board Workshop Sessions.

Board agrees to pay the hourly rate charged for processing documents that is set forth in Addendum A, Additional Charges, if more than the total of one hundred fifty (150) hours of processing that are included in the base price above is required to process the documents that comprise the Board's Board-Adopted Edition of the Bylaws and Policies and the Superintendent-Approved Edition of the Administrative Procedures.

Additionally, the Board agrees to pay, when invoiced, for the Associate's expenses, including mileage at the current IRS rate, travel time, tolls, meals and lodging that are related to all meetings scheduled to complete the work described in *V – The Bylaws and Policies Drafting Process* and *VI – The Administrative Procedures Drafting Process* in this addendum and for meetings scheduled to complete the work related the update service described in Addendum C.

The Board also agrees to pay, when invoiced, for the expenses of Mr. Thomas Wittmer, Esquire, Mrs. Annette Martinson, Mrs. Frances St. James, Mr. Thomas Young, III, Esquire, Mrs. Melinda McNichols, Mr. Patrick Corbett, and/or Ms. Amanda J. Clapp, Esquire when they attend drafting or update sessions.

The Board must pay the current Annual Service Fee for digital publishing on the first anniversary of the date that Neola's material is digitally published so the drafting process described in *V – The Bylaws and Policies Drafting Process* above can begin, and annually thereafter. The first invoice amount will be prorated to August. Subsequent invoicing for this Annual Service Fee will be in August.

Furthermore, the Board agrees to pay, within forty-five (45) days of receipt of an invoice, for additional products and services, as described herein, and for shipping and handling of all materials, as well as any additional services or materials requested by the Board. These charges are set forth in Addendum A.

If Neola receives funds paid by Board under this Agreement that are in excess of the amount invoiced, Neola will promptly notify the Board. Any excess funds must be refunded to the Board promptly, but in every such instance within thirty (30) calendar days. Excess funds paid by the Board as the result of Neola's billing errors shall be refunded with interest calculated from the date of the erroneous payment or overpayment at the interest rate for judgments under F.S. 55.03, applicable at the time the erroneous payment or overpayment was made.

**Acknowledgement**

***The undersigned acknowledge that this is an Addendum to a License Agreement with Neola, Inc. and by his/her signature, acknowledges his/her individual authority to bind his/her respective party to the duties and obligations defined herein.***

Clay County School Board

Neola, Inc.

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Amanda J. Clapp, Esquire

Title: Board Chair

President/Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

***Please note, this Agreement will be considered void if not executed by April 30, 2024***



## ***Addendum C - Update Service***

### **I. Frequency**

Neola may, at its sole discretion, prepare Update Templates corresponding to the Licensed Materials. The Update Templates will be offered biannually to the Board through a Regular Update, which is a collection of Update Templates offered those Neola clients who maintain their Update Subscription. The Update Templates may include, among other things, proposed revisions that Neola deems appropriate to address Federal or State legislation enacted since the publication of the immediately previous update, court decisions at the Federal or State level that may necessitate policy revision, and/or actions of agencies at either the Federal or State level that may necessitate policy revision as a result of their revised regulations, as well as best practices identified through Neola's work with clients. The proposed revisions, additions, or deletions contained within the Update Templates may collectively be referred to as "Edits."

Neola may also, at its sole discretion, prepare additional Update Templates and offer these templates to the Board through a Special Update, which may be offered when Neola deems that additional changes should be made to the Licensed Materials before the next Regular Update. Neola is not obligated to provide any face-to-face consultation to the Board concerning Special Updates. If the Board requests consultation regarding a Special Update, the Board shall pay Neola's current rate as set forth in Addendum A for the face-to-face consultation. There will otherwise be no additional charge associated with Special Updates.

### **I. Neola Associate(s) and Primary Contact**

The Primary Contact (Primary Contact) is identified in Addendum D.

Mrs. Frances St. James will be the Associate designated to meet with the Primary Contact and any staff members that are selected to be involved in the process.

### **II. Consultation Time**

For any Regular Update, Neola will provide up to four (4) hours of preparation time and consultation time.

If more than four (4) hours of Associate time is required to complete any given update, then the Board shall pay Neola for the additional Associate time according to the fees set forth in Addendum A.

### **III. Updating Licensed Material**

The Board-Adopted Edition of the Bylaws and Policies and Superintendent-Approved Edition of the Administrative Procedures will be updated as follows:

### **Step 1: Releasing an Update**

Neola will notify the Board by email when the Update Templates have been posted to the Board's BoardDocs site. If the Board chooses to maintain a printed copy of the Licensed Materials, the Board or designee may print the Update Templates from their BoardDocs site. At the Board's request, Neola will produce a printed copy of the Update Templates at the cost set forth in Addendum A.

### **Step 2: Reviewing the Update Templates**

The Primary Contact and the designated Neola associate will schedule a meeting at a mutually convenient time to discuss the Update Templates included in each Regular Update. The Board or designee should review all Edits that are included in the Update Templates before meeting with the Neola associate. The Primary Contact should also determine if any other Board staff should participate in the review of the Edits that are being proposed by Neola in the Regular Update.

### **Step 3: Preparing Proposed Revisions for Board Consideration**

Unless other arrangements have been made (e.g., Neola Select), the Primary Contact will merge the Edits that are included in the Update Templates into the corresponding digital copies of the Board's Licensed Materials by using the appropriate editing functions (e.g., the "track changes tool", the "ordered lists tool", et cetera in BoardDocs). During, or after, the consultation with the Neola Associate, the Primary Contact and other staff at the discretion of the Primary Contact, will consider the Edits from the Regular Update and determine which will be recommended to the Board. The edited version of the applicable Licensed Materials will be saved in the designated location on the Board's BoardDocs platform.

If, during this step, new materials are proposed in the Update Templates and the Board chooses to recommend adoption or approval of these new materials, the Primary Contact, and other Board staff as the Primary Contact deems appropriate, shall consider the new materials and make any required selections by using the appropriate editing functions (e.g., the "track changes tool", "ordered list tool", et cetera in BoardDocs). The edited version of these new materials will be saved in the designated location on the Board's BoardDocs platform.

If the Update Templates include materials that the Board has chosen not to adopt or approve previously, but the Board chooses to recommend adoption or approval of these materials as a result of the Update, the Primary Contact, and other Board staff as the Primary Contact deems appropriate, shall consider the material from the Update Templates and make any required selections by using the appropriate editing functions (e.g., the "track changes tool", "ordered lists tool", et cetera in BoardDocs). The edited versions of Templates that were previously not adopted or not approved will be saved in the designated location on the BoardDocs platform.

If, during this step, the Board or designee makes substantive revisions beyond those Edits noted in the Update Templates, the revisions shall be considered Board-Specific Materials per Section V - License.

If requested, the Associate will provide feedback, if need be, regarding the updated materials. However, if the consultation time was used during the Associate's review and the update meeting described in this step, the Board will be invoiced for the additional consultation time at the rate set forth in Addendum A.

#### **Step 4: Completing Step 3, If Necessary**

In the event that Step 3 is not completed during the face-to-face consultation, the Primary Contact, and other Board staff as the Primary Contact deems appropriate, will complete the process described in Step 3, and then save the updated materials within the designated location on the BoardDocs platform.

The Primary Contact should notify the Associate that the updated materials have been saved in the designated location within BoardDocs so that the Associate can review the updated materials prior to presentation for adoption or approval.

If requested, the Associate will provide feedback, if need be, regarding the updated materials. However, if the consultation time was used during the Associate's review and the update meeting described in this step, the Board will be invoiced for the additional consultation time at the rate set forth in Addendum A.

#### **Step 5: Adopting or Approving Updated Licensed Material**

The Board or designee must then seek appropriate adoption in the case of Bylaws and Polices, or the Superintendent's approval in the case of Administrative Procedures, for the updated Licensed Materials.

#### **Step 6: Notifying Neola**

Upon obtaining the appropriate adoption or approval, the Board or designee must save the adopted or approved versions of the updated materials in the designated location on the BoardDocs platform, and then the Primary Contact shall email Neola's Production Office to alert Neola of the adoption or approval of the materials and provide Neola of the date of the adoption of the updated Bylaws and Policies and/or the date of the approval of the updated Administrative Procedures.

#### **Step 7: Publishing the Revised Licensed Material**

Upon receiving notification required by Step 6, Neola will accept the Edits and make any necessary corrections to the formatting of the material, and then Neola will publish the updated Licensed Materials on the BoardDocs platform. Neola will also archive the previous version of the Licensed Materials, with appropriate date designations, and publish these retired materials through the appropriate mechanism within the BoardDocs web portal.

### **IV. Costs and Payment Obligations for the Update Service**

The cost of the Update Service is \$2,3600.00 per Regular Update, or \$4,720.00 per year, as of the date that this License Agreement and its Addenda are to be executed. As noted herein, the fee for the Update Service may be increased at Neola's discretion with prior notice to the Board as stipulated on Addendum A.

As indicated in Addenda B, the Board will receive benefit of three (3) Regular Updates as part of the Development Services described in Addendum B. However for these three (3) Regular updates, the Board shall pay, when invoiced by Neola, for the Associate's expenses that are related to the update visits, including travel time, mileage at the current IRS rate, meals at the rate set forth in Addendum A, tolls, parking, lodging and airfare (if required) at the actual cost incurred, and for preparation time and consulting time that exceeds the four (4) hours of preparation time and consultation time provided for the Update Service at the hourly rate for the additional consultation at the hourly rate set forth in Addendum A.

Beginning with the fourth (4<sup>th</sup>) Regular Update published after the work described in *V – The Bylaws and Policies Drafting Process* of Addendum B begins, Neola will invoice the Board for the Update Service upon the release of each update in each subsequent year, and the Board shall pay the invoice within forty-five (45) days of receipt.

If the Board requests additional face-to-face consultation from the Associate for any Regular Update, or face-to-face consultation for any Special Update, then the Board shall be invoiced for the additional time and for any costs incurred by the Associate to provide that consultation - such as, driving time (at Neola's established rate), travel time, mileage (at the current IRS rate), meals (if required) at the rate set forth in Addendum A, and the actual costs of tolls, parking, and lodging (if required).

For any Regular Update, Neola will provide up to four (4) hours of processing so that the updated Bylaws and Policies can be processed after Board adoption, and so that the updated Administrative Procedures can be processed after appropriate approval. If more than four (4) hours are required to process the respective updated Licensed Materials, the Board shall pay Neola's hourly rate for processing as set forth in Addendum A for any additional processing time.

Furthermore, the Board shall pay Neola, within forty-five (45) days of being invoiced, for additional products and services and for shipping and handling of all materials related to the Regular Update service, as well as any additional services or materials requested by the Board the fees set forth in Addendum A.

Additionally, the Board shall pay, when invoiced by Neola, for the expenses of the designated Associate(s) that are related to visits provided for an update, including mileage at the current IRS rate, meals at the rate set forth in Addendum A, tolls, parking, lodging and airfare (if required) at the actual cost incurred, and for preparation time and consultation time that exceeds the four (4) hours of preparation and consultation provided for the Update Service at the hourly rate for the additional face-to-face consultation at the hourly rate set forth in Addendum A.

Furthermore, the Board agrees to pay, when invoiced, within forty-five (45) days for additional products and services and for shipping and handling of all materials, as well as any additional services or materials requested by the Board these charges are set forth in Addendum A.

During the term of this Agreement, the Board shall pay the usual and customary rate for processing documents, as set forth in Addendum A, for requests made by the Board for changes to the Licensed Materials that are not associated with a Regular or Special Update.

Lastly, the Board must continue to pay, when invoiced each August, the current Annual Service Fee for digitally publishing the Board's Licensed Materials.

#### **V. Termination of the Update Service**

As provided in *Section VII – Termination in the License Agreement*, the Board may cancel the Update Service by providing written notice.

PROPOSAL

**Acknowledgment**

***The undersigned acknowledge that this is an Addendum to a License Agreement with Neola, Inc. and by his/her signature, acknowledges his/her individual authority to bind his/her respective party to the duties and obligations defined herein.***

Clay County School Board

Neola, Inc.

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Amanda J. Clapp, Esquire

Title: Board Chair

President/Board Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest

\_\_\_\_\_  
signature

Printed Name: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

***Please note, this Agreement will be considered void if not executed by April 30, 2023***

**Addendum D**  
**District Designees and Contact Information**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
 Primary Contact       Site Administrator       IT Contact       Billing Contact

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
 Primary Contact       Site Administrator       IT Contact       Billing Contact

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
 Primary Contact       Site Administrator       IT Contact       Billing Contact

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
 Primary Contact       Site Administrator       IT Contact       Billing Contact

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_  
 Primary Contact       Site Administrator       IT Contact       Billing Contact

**Site Administrator (Super Publisher)**

The staff member is designated to manage the District’s BoardDocs site regarding site setup and options, adding and removing users for accessing, viewing, and editing content. The District’s Site Administrator (Super Publisher) will be the primary contact with BoardDocs support.

**IT Staff Member**

The staff member is authorized to work with the Neola IT staff and BoardDocs staff to optimize the connection for working on Neola’s materials on the BoardDocs platform.

**Primary Contact**

The staff member is designated to coordinate the District’s work regarding the services for which the District has contracted under this License Agreement with Neola, including, but not limited to, assigning tasks to the District staff, serving as the primary contact for the designated Neola Associates, and communicating with Neola’s Production Office.

**Billing Contact**

The staff member is designated to coordinate with Neola’s Accounting department to make payments under this License Agreement.

**Addendum E – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INTELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

**(Please read instructions below before completing Certification)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (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.

ORGANIZATION NAME: **Neola, Inc.**

SPONSOR AGREEMENT NUMBER OR PROJECT NAME: **Bylaw, Policy and Procedure Development**

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S): **Amanda J. Clapp, President**

SIGNATURE(S) \_\_\_\_\_

DATE \_\_\_\_\_

1. By signing and submitting this form, the prospective lower tier participant is providing the certification above in accordance with these instructions.
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 which 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 form 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 form that it will include this 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 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 Nonprocurement 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.

PROPOSAL

## ***Addendum F***

### **CLAY SCHOOL BOARD PUBLIC RECORDS ADDENDUM**

CONTRACTOR'S RESPONSIBILITY FOR COMPLIANCE WITH CHAPTER 119, FLORIDA STATUTES. Section 119.0701(1)(a), F.S. defines a "contractor" as "an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2)." To the extent CONTRACTOR fits within the foregoing definition, pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

- A. Keep and maintain public records required by the School Board to perform the service.
  1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)
  2. Records include 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 or in connection with the transaction of official business with the School Board. Contractor's records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.
- B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board's request for records, School Board shall enforce the provisions in accordance with the contract.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.

D. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF CLAY COUNTY, CUSTODIAN OF PUBLIC RECORDS AT**

Name:

Title:

Address:

Email:

Phone Number:

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved: \_\_\_\_\_

**Addendum G - STATE OF FLORIDA VENDOR  
CERTIFICATION REGARDING E-VERIFY**

Respondent Vendor Name: Neola, Inc.

Vendor FEIN: 34-1286532

Vendor's Authorized Representative Name and Title: Amanda J. Clapp, President

Address: 3914 Clock Pointe Trail, Ste. 103

City: Stow State: Ohio ZIP: 44224

Phone Number: 330-926-0514

Email Address: clappaj@neola.com

Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor prior to entering into a Contract involving labor or providing goods or services to the Clay County School - District (CCSD) or Clay County School - Board (CCSB). CCSD or CCSB may request or require evidence of registration with E-Verify. Contractor shall also include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for CCSD or CCSB on its behalf, register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing labor or providing goods or services for CCSD or CCSB. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing labor or providing goods or services for CCSD or CCSB on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with CCSD or CCSB and will furnish a copy of such affidavit as may be required or requested. Further, it is understood and accepted that a Contract may be terminated for failure to comply with the requirements of § 448.095 Florida Statutes and the Contractor shall be ineligible for award for a period of at least one (1) year.

Certified By: \_\_\_\_\_  
AUTHORIZED SIGNATURE

Print Name and Title: Amanda J. Clapp, President

Date: \_\_\_\_\_

**Addendum H - STATE OF FLORIDA VENDOR  
CERTIFICATION REGARDING SCRUTINIZED  
COMPANIES LISTS**

Respondent Vendor Name: Neola, Inc.

Vendor FEIN: 34-1286532

Vendor's Authorized Representative Name and Title: Amanda J. Clapp, President

Address: 3914 Clock Pointe Trail, Ste. 103

City: Stow State: Ohio ZIP: 44224

Phone Number: 330-926-0514

Email Address: clappaj@neola.com

Section 287.135, Florida Statutes prohibits or limits agencies from contracting with companies, for goods or services, that are participating in a boycott of Israel, are on the Scrutinized Companies that Boycott Israel list, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria. Both lists are created pursuant to Section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the sector entitled "Respondent Vendor Name" is not participating in a boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and has not been engaged in business operations in Cuba or Syria. I understand that pursuant to Section 287.135, Florida Statutes, the submission of false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_  
AUTHORIZED SIGNATURE

Print Name and Title: Amanda J. Clapp, President

Date: \_\_\_\_\_

March 7, 2024 - Regular School Board Meeting

**Title**

C21 - Prequalification of Contractors

**Description**

Section 1013.46 of Florida Statutes requires School Boards to pre-qualify contractors prior to their being able to bid on construction projects for the district. The rules for pre-qualification are stipulated in the State Requirements for Educational Facilities (SREF). The attached list identifies the contractors to be approved this month. As this is an annual requirement, the attached list may contain both new contractors and contractors seeking to renew their pre-qualification status. Per Florida Statutes, only those contractors currently pre-qualified at the time of bidding may bid on a School Board construction project.

**Gap Analysis**

Contractor Pre-Qualification is an annual requirement.

**Previous Outcomes**

CCDS complies with contractor pre-qualification as required by Florida Statutes and SREF (State Requirements for Educational Facilities).

**Expected Outcomes**

CCDS will remain in compliance by certifying the contractors recommended for pre-qualification meet the requirements of Section 1013.46 FS, the State Requirements for Educational Facilities (SREF) and School Board Policy.

**Strategic Plan Goal**

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

**Recommendation**

Approve the attached Contractor Pre-qualification list.

**Contact**

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

Dr. Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

None.

**Review Comments**

**Attachments**

☞ [Table for Board Backup Contractor Prequal, 3.7.24](#)

## SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Michael Kemp, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and Beth Clark. The pre-qualification certification is valid for one year from the end of the month in which Board approval is obtained.

COMPANY	TRADE CATEGORY	BOND LIMIT	EXPIRATION DATE
Blackwater Construction Services, LLC	General Contractor	\$4,000,000.00	March 31, 2025
Foresight Construction Group, Inc.	General Contractor	\$15,000,000.00	March 31, 2025
Gateway Contracting, Inc.	General, Mechanical and Plumbing Contractor	\$15,000,000.00	March 31, 2025
Gary S. Bailey, Inc.	Building Contractor	\$3,000,000.00	March 31, 2025
Life Safety Designs, Inc.	Alarm System Contractor	\$10,000,000.00	March 31, 2025
Register Roofing & Sheet Metal, Inc.	General and Roofing Contractor	\$10,000,000.00	March 31, 2024
Security and Fire Electronics, Inc.	Electrical and Alarm System Contractor	\$750,000.00	March 31, 2025
STG Contracting Group, Inc.	General Contractor	\$70,000,000.00	March 31, 2025
The Rose Group, LLC	General Contractor	\$300,000.00	March 31, 2025
Thorne Metal Systems, Inc.	Roofing Contractor	\$4,000,000.00	March 31, 2025

March 7, 2024 - Regular School Board Meeting

**Title**

C22 - Middleburg High School Restroom Renovations Contract Award

**Description**

This project is listed in the Educational Facilities Work Plan. The selection was conducted in accordance with Florida Statute 287.055. The project was advertised for three (3) consecutive weeks with The Clay Today. The Bid Opening was held February 13, 2024 at 2:00 p.m. The project had four (4) qualified bidders.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

Renovation of Middleburg High School restrooms.

**Strategic Plan Goal**

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

**Recommendation**

Award the construction contract to Thomas May Construction Company, the low bidder meeting specifications in the base bid amount of \$350,907.00.

**Contact**

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

Dr. Michael Kemp, Director for Facility Planning and Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

These funds are available and budgeted in the Educational Facilities Work Plan.

**Review Comments**

**Attachments**

- ☞ [Contract for MHS Restroom Renovations](#)



 **AIA® Document A101® – 2017****Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

**AGREEMENT** made as of the Seventh day of March in the year Two Thousand Twenty-four

*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:

*(Name, legal status, address and other information)*

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

and the Contractor:

*(Name, legal status, address and other information)*

Thomas May Construction Company  
310 College Drive  
Orange Park, Florida 32065  
Ph: 904-272-4808

for the following Project:

*(Name, location and detailed description)*

MHS Restroom Renovations  
3750 County Road 220  
Middleburg, FL 32068

The Architect:

*(Name, legal status, address and other information)*

Bhide & Hall Architects, P.A.  
1329 Kingsley Avenue, Suite C  
Orange Park, FL 32073  
Ph: 904-264-1919

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:50:55 ET on 02/19/2024 under Order No.2114509962 which expires on 02/14/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:  
(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:  
(Insert a date or a means to determine the date of commencement of the Work.)

May 31, 2024

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

Init.

(Check one of the following boxes and complete the necessary information.)

Not later than ( ) calendar days from the date of commencement of the Work.

By the following date: August 5, 2024

§ 3.3.2 N/A

(Table Deleted)

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Three hundred and fifty thousand, nine hundred and seven dollars only. (\$ 350,907.00 ), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates – N/A

(Paragraph Deleted)

(Table Deleted)

(Paragraphs Deleted)

(Table Deleted)

§ 4.3 Allowances, if any, included in the Contract Sum: N/A

(Paragraph Deleted)

(Table Deleted)

§ 4.4 Unit prices, if any: N/A

(Paragraph Deleted)

(Table Deleted)

§ 4.5 Liquidated damages, if any:

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:50:55 ET on 02/19/2024 under Order No.2114509962 which expires on 02/14/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

*(Insert terms and conditions for liquidated damages, if any.)*

In as much as failure to complete the project within the time fixed in the Agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed, according to the definition of "substantial completion" in Section 00800 of the Specifications, or within such further time, if any, as in accordance with the provisions of the contract documents shall be allowed for substantial completion, the Contractor shall pay to the Owner as liquidated damages for such delay, and not as a penalty, (One thousand) (\$1,000.00) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion shall have been fully accomplished, and (Five hundred) (\$500.00) for each and every calendar day elapsing between date fixed for Final Completion and the date such Final Completion shall have been fully accomplished. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the Contractor to the Owner under the provisions of the contract documents, except for Contractor's delays.

§ 4.6 Other: N/A

*(Paragraph Deleted)*

## ARTICLE 5 PAYMENTS

### § 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

Contractors are encouraged to submit their applications on the same day of each month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect on the day selected by the contractor and approved, the Owner shall make payment of the certified amount to the Contractor not later than twenty-five (25) business days. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than twenty-five (25) business days after the Architect receives the Application for Payment.

*(Paragraph Deleted)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

Init. / AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:50:55 ET on 02/19/2024 under Order No.2114509962 which expires on 02/14/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

- .1 Take that portion of the contract sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of five percent (5%). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201-2017, General Conditions of the Contract for Construction.
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off site at a location agreed upon in writing), less retainage of five percent (5%), offsite storage of materials shall be in an insured facility approved by the owner's project manager..
- .3 Subtract the aggregate of previous payments made by the owner; and
- .4 Subtract amounts, if any, for which the architect has withheld or nullified a Certification for Payment as provided in Section 9.5 of AIA Document A201-2017.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

**§ 5.1.7 Retainage**

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Retainage in the amount of five percent (5%) will be withheld in accordance with Florida Statute 255.078 (2023)

*(Paragraphs Deleted)*

*(Paragraphs Deleted)*

*(Paragraphs Deleted)*

Init.

(Paragraphs Deleted)

**§ 5.2 Final Payment**

**§ 5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

**§ 5.2.2** The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

All requirements are satisfied in accordance with the specification and all paragraphs in specification section 01 78 00 Contract Closeout – of the Project Manual.

(Paragraphs Deleted)

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(Paragraph Deleted)

**§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

- Arbitration pursuant to Section 15.4 of AIA Document A201–2017
- Litigation in a court of Clay County, Florida
- Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:50:55 ET on 02/19/2024 under Order No.2114509962 which expires on 02/14/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiaccontracts.com.

User Notes:

**ARTICLE 7 TERMINATION OR SUSPENSION**

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

*(Paragraph Deleted)*

*(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)*

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:  
*(Name, address, email address, and other information)*

David Kramer  
Clay County District Schools  
925 Center Street  
Green Cove Springs, FL 32043  
Ph: 904-336-6849

§ 8.3 The Contractor’s representative:  
*(Name, address, email address, and other information)*

Keith Ward  
Thomas May Construction Company  
310 College Drive  
Orange Park, FL 32065  
Ph: 904-272-4808

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

**§ 8.5 Insurance and Bonds**

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

**§ 8.6**

*(Paragraph Deleted)*

N/A

§ 8.7 Other provisions: N/A

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 This Agreement is comprised of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor  
*(Paragraph Deleted)*

.2 AIA Document A201™–2017, General Conditions of the Contract for Construction

*(Paragraphs Deleted)*

.5 Drawings

Number	Title	Date
See Attached Exhibit ‘A’	List of Drawings	01/04/2024

.6 Specifications

Section	Title	Date	Pages
See Attached Exhibit ‘B’	Specifications – Table of Contents	01/04/2024	200

.7 Addenda, if any:

Number	Date	Pages
Addendum 01	02/06/2024	02

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

*(Paragraphs Deleted)*

*(Paragraph Deleted)*

*(Table Deleted)*

Init.



| (Table Deleted)

| (Paragraphs Deleted)

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

| Ashley Gilhousen Board Chair  
\_\_\_\_\_  
(Printed name and title)

  
\_\_\_\_\_  
CONTRACTOR (Signature)

Keith Ward President  
\_\_\_\_\_  
(Printed name and title)

DRAFT

Init.

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 14:50:55 ET on 02/19/2024 under Order No.2114509962 which expires on 02/14/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.  
User Notes:

## Middleburg High School Restroom Renovations

School District of Clay County

SDCC Project No. C-20-23/24

AIA A101-2017

### EXHIBIT "A"

List of Contract Drawings: Dated Jan 4, 2024

#### General

G001 Cover Sheet

#### Architectural

A001 Abbreviations and General Notes

A101 Overall Floor Plan

A201 Restroom Area - B

A202 Restroom Area - E

A203 Alternate 1 Restroom Area – K

A204 Alternate 2 Restroom Area – L

#### Mechanical

M101 HVAC General Notes, Legends, Schedules and Details

M201 HVAC Floor Plans: Restroom 'B'

M202 HVAC Floor Plans: Restroom 'E'

M203 HVAC Floor Plans: Restrooms 'K' & 'L'

#### Plumbing

P101 Plumbing General Notes, Legend, Basis of Design & Details

P201 Plumbing Floor Plans: Restroom 'B'

P202 Plumbing Floor Plans: Restroom 'E'

P203 Plumbing Floor Plans: Restrooms 'K' & 'L'

#### Electrical

E1.0 Electrical Legend, Notes, and Details

E2.1 Partial Floor Plan Existing Electrical

E3.1 Partial Floor Plan New Electrical

E4.1 Electrical Specifications

END OF LIST

# Middleburg High School Restroom Renovations

School District of Clay County

SDCC Project No. C-20-23/24

AIA A101-2017

## EXHIBIT "B"

Specifications Table of Contents: Dated Jan 4, 2024

### DIVISION 0:

### PROCUREMENT AND CONTRACTING REQUIREMENTS

Section 00 00 90	Description of the Work
Section 00 11 16	Invitation to Bid
Section 00 20 00	Public Entity Crimes/Scrutinized Companies
Section 00 21 13	Instructions to Bidders
Section 00 41 00	Bid Proposal Form
Section 00 43 36	List of Subcontractors
Section 00 52 00	Agreement Forms
Section 00 61 00	Bonds and Certificates
Section 00 72 00	General Conditions
Section 00 73 00	Supplementary Conditions
Section 00 86 00	Purchasing of Project Documents
Section 00 90 00	Special Conditions

### DIVISION 1:

### GENERAL REQUIREMENTS

Section 01 04 00	Coordination, Inspection and Protection
Section 01 04 20	Direct Purchasing
Section 01 11 00	Summary of Work
Section 01 25 00	Substitutions
Section 01 29 76	Progress Payments
Section 01 29 83	Testing Laboratory
Section 01 30 00	Submittals
Section 01 31 00	Job Site Administration
Section 01 32 26	Progress Reporting
Section 01 35 63	FGBC Requirements and Procedures
Section 01 41 00	Codes, Permits, and Fees

AIA 101 – 2017

Page 1 of 3

EXHIBIT "B"

Section 01 50 00 Temporary Facilities  
Section 01 56 23 Barriers  
Section 01 66 00 Materials, Storage, and Protection  
Section 01 73 29 Cutting and Patching  
Section 01 74 00 Cleaning  
Section 01 78 00 Contract Closeout  
Section 01 78 39 Project Record Documents

**DIVISION 4:**

**MASONRY**

Section 04 22 00 Concrete Masonry Unit Work

**DIVISION 7:**

**THERMAL AND MOISTURE PROTECTION**

Section 07 92 00 Sealants and Caulking

**DIVISION 8:**

**OPENINGS**

Section 08 14 16 Flush Wood Doors

**DIVISION 9:**

**FINISHES**

Section 09 01 30.91 Restorative Bonding  
Section 09 90 00 Painting

**DIVISION 10:**

**SPECIALTIES**

Section 10 21 13 Solid Plastic Toilet Partitions  
Section 10 28 13.13 Toilet Accessories

**DIVISION 22:**

**PLUMBING**

Section 22 50 10 Basic Plumbing Requirements  
Section 22 51 90 Plumbing Identification  
Section 22 54 00 Plumbing

**DIVISION 23:**

**HEATING, VENTILATING & AIR CONDITIONING (HVAC)**

Section 23 50 10 Basic Mechanical Requirements

Section 23 51 90 Mechanical Identification  
Section 23 58 65 Fans  
Section 23 58 90 Ductwork  
Section 23 59 40 Air Inlets and Outlets  
Section 23 59 90 Testing, Adjusting and Balancing

**DIVISION 26/27:**

**ELECTRICAL**

Section 26 01 50 Basic Electrical Materials and Methods  
Section 26 05 19 Conductors and Cables  
Section 26 05 26 Grounding and Bonding  
Section 26 05 29 Hangers and Supports for Electrical Systems  
Section 25 05 33 Raceways and Boxes  
Section 26 05 53 Electrical Identification  
Section 26 51 19 Interior Lighting  
Section 27 51 23 Public Address

**DIVISION 31:**

**EARTHWORK**

Section 31 31 16 Termite Control

END OF LIST

March 7, 2024 - Regular School Board Meeting

**Title**

C23 - Schematic/Preliminary/Final (Phase I, II, and III) Plans and Specifications for Wilkinson Junior High School Fire Alarm Replacement

**Description**

Each phase or 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 Wilkinson Junior High School Fire Alarm Replacement.

**Contact**

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

Dr. Michael Kemp, Director, Facility Planning and Construction (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

As budgeted in the Educational Facilities Work Plan for \$500,000.00. The architect's cost estimate is \$500,000.00.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C24 - Lakeside Junior High School Restroom/Locker Room Renovations Contract Award

**Description**

This project is listed in the Educational Facilities Work Plan. The selection was conducted in accordance with Florida Statute 287.055. The project was advertised for three (3) consecutive weeks with The Clay Today. The bid opening was held February 8, 2024 at 2:00 p.m. The project had two (2) qualified bidders.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

Completion of Lakeside Junior High School Restroom/Locker Room Renovations.

**Strategic Plan Goal**

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

**Recommendation**

Award the construction contract to the low bidder meeting specifications, Gary Bailey, Inc., the base bid in the amount of \$719,411.00.

**Contact**

Bryce Ellis, Assistant Superintendent Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

These funds are available and budgeted in the Educational Facilities Work Plan.

**Review Comments**

**Attachments**

[☉ LSJ Restroom.Locker Room Renovations Contract.pdf](#)

Lakside Junior High School  
Locker Room./Restroom Renovations

Bid Tabulation

Opened by: *Elaine B. weeks*  
 Tabulated by: *Greg Giuffre*  
 Posted by: *Julie Mandile*  
 Witnessed by: *[Signature]*  
 Time/Date: *2/8/2024 2:00pm*

Project Number: C-25-20/21  
 Bid Opening Date: February 8, 2024 - 2:00 pm  
Bid Opening Location:  
 Purchasing Conference Room  
 800 Center Street  
 Green Cove Springs, FL 32043

CONTRACTOR	PRE-QUAL	PRE-BID MTG	BID BOND	LIST OF SUBS	PUB ENT CRIME	TRENCH SAFETY	ADDENDA			BASE BID	ALTERNATES			TOTAL
							#1	#2	#3		#1	#2	#3	
Gary S. Bailey, Inc.	✓	✓	✓	✓	✓	NA	✓	NA	NA	\$719,411.00	NA	NA	NA	\$719,411.00
Thomas May Construction Co., Inc.	✓	✓	✓	✓	✓	NA	✓	NA	NA	\$767,350.00	NA	NA	NA	\$767,350.00
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	
						NA		NA	NA		NA	NA	NA	

NOTE: Any actual or prospective bidder who disputes the reasonableness or competitiveness of terms and conditions of the invitation to bid or contract award recommendation shall file a Notice to Protest with Superintendent of Schools within 72 hours of receipt of bid solicitation or posting of the bid tabulation with recommendation and must file a formal written protest within ten (10) days following the filing of Notice to Protest. Failure to observe such timelines will constitute a waiver of proceedings and of right to protest - Chapter 120, Florida Statutes. The School Board requires a protestor to post bond in accordance with Florida Statutes, Section 255.0516 F.S. refer to Specification Section 00100, Part 27 - Bid Protest for additional requirements.

**RECOMMENDATION:** Award the construction contract to the low bidder meeting specifications, Gary Bailey, Inc., the base bid in the amount of \$719,411.00.



# AIA<sup>®</sup> Document A101<sup>®</sup> – 2017

## **Standard Form of Agreement Between Owner and Contractor** where the basis of payment is a Stipulated Sum

**AGREEMENT** made as of the 7th day of March in the year 2024  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:  
(Name, legal status, address and other information)

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

and the Contractor:  
(Name, legal status, address and other information)

Gary S. Bailey, Inc.  
5201 C.R. 218  
Middleburg, Florida 32068  
Telephone Number: (904) 291-2291

for the following Project:  
(Name, location and detailed description)

Lakeside Junior High School Restroom/Locker Room Renovations (C-25-20/21)  
2750 Moody Avenue  
Orange Park, Florida 32073

The Architect:  
(Name, legal status, address and other information)

Brian Boatright Architect, Inc.  
914 Plainfield Avenue  
Orange Park, Florida 32073

The Owner and Contractor agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101<sup>®</sup>-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201<sup>®</sup>-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**TABLE OF ARTICLES**

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

**EXHIBIT A INSURANCE AND BONDS**

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others. In accordance with the project plans and specifications. The Contractor shall execute the entire work for the Base Bid as awarded by the School District of Clay County on March 7, 2024.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ 3.1** The date of commencement of the Work shall be:  
*(Check one of the following boxes.)*

The date set forth in a Notice to Proceed issued by the Owner.

*(Paragraphs deleted)*

**§ 3.2** The Contract Time shall be measured from the date of commencement, as established in the Notice to Proceed.

**§ 3.3 Substantial Completion**

**§ 3.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

*(Paragraphs deleted)*

The Work to be performed under this contract shall be commenced after receipt of the Notice to Proceed. The Work shall be substantially complete no later than August 5, 2024. The Work shall be finally completed no later than September 4, 2024.

*(Table deleted)*

*(Paragraph deleted)*

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Seven Hundred Nineteen Thousand Four Hundred and Eleven Dollars (\$ 719,411.00 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2 Alternates**

§ 4.2.1 Alternates, if any, included in the Contract Sum:

*(Paragraphs deleted)*

No alternates are included.

*(Table deleted)*

*(Paragraphs deleted)*

*(Table deleted)*

*(Paragraphs deleted)*

§ 4.4 Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
Unit Price No. 1: Luxury Vinyl Plank Flooring	SF	\$11.50
Unit Price No. 2: Epoxy Flooring	SF	\$19.75
Unit Price No. 3: Acoustical Ceiling & Grid	SF	\$10.60
Unit Price No. 4: Wall Paint	SF	\$3.63

§ 4.5 Liquidated damages, if any:

*(Insert terms and conditions for liquidated damages, if any.)*

In as much as failure to complete the project within the time fixed in the Agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed, according to the definition of "substantial completion" in Section 00800, Article 9.11, of the Specifications, or within such further time, if any, as in accordance with the provisions of the contract documents shall be allowed for substantial completion, the Contractor shall pay to the Owner as liquidated damages for such delay, and not as a penalty, one thousand dollars (\$ 1,000) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion shall have been fully accomplished, and five hundred dollars (\$ 500) for each and every calendar day elapsing between date fixed for Final Completion and the date such Final Completion shall have been fully accomplished. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the Contractor to the Owner under the provisions of the contract documents, except for Contractor’s delays.

*(Paragraphs deleted)*

**ARTICLE 5 PAYMENTS**

**§ 5.1 Progress Payments**

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

The School District of Clay County will make payments based on Florida Statute 218, Timely Payments for Purchases of Construction Services.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

Contractors are encouraged to submit their applications on the same day each month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect on the day selected by the Contractor and approved, the Owner shall make payment of the certified amount to the Contractor not later than twenty-five (25) business days. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than twenty-five (25) business days after the Architect receives the Application for Payment.

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of five percent (5%). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201–2017, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of five percent (5%), offsite storage of material shall be in an insured facility approved by the owner's project manager;
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201–2017.

§ 5.1.6.2 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

.1

*(Paragraphs deleted)*

Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to five percent (5%) of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims.

#### § 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Retainage in the amount of five percent (5%) will be withheld in accordance with Florida Statute 255.078.

*(Paragraphs deleted)*

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

**§ 5.2 Final Payment**

**§ 5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

**§ 5.2.2** The Owner's final payment to the Contractor shall be made no later than twenty-five (25) days after the issuance of the Architect's final Certificate for Payment, or as follows:

All requirements are satisfied in accordance with the specifications and all paragraphs in Section 01700 – Contract Closeout – of the Project Manual.

*(Paragraphs deleted)*

**ARTICLE 6 DISPUTE RESOLUTION**

**§ 6.1 Initial Decision Maker**

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

**§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201-2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

*(Paragraphs deleted)*

Litigation in a court of competent jurisdiction in Clay county.

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

**ARTICLE 7 TERMINATION OR SUSPENSION**

**§ 7.1** The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2017.

*(Paragraphs deleted)*

**§ 7.2** The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2** The Owner's representative:

*(Name, address, email address, and other information)*

Greg Giuffre, Project Manager  
925 W. Center St, Green Cove Springs, FL 32043  
Telephone Number: (904) 336-6821

§ 8.3 The Contractor's representative:  
 (Name, address, email address, and other information)

Jason Bailey, Project Manager  
 Gary S. Bailey, Inc.  
 5201 C.R. 218  
 Middleburg, Florida 32068  
 Telephone Number: (904) 291-2291

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Contractor shall provide a performance and payment bond as set forth in Specification Section 00600, Bonds and Certifications, and elsewhere in the Contract Documents.

(Paragraphs deleted)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2
- .3

(Paragraphs deleted)  
 Drawings

Number	Title	Date
A1	Cover Sheet	1-5-2024
A2	Code Summary	1-5-2024
A3	Life Safety Plan	1-5-2024
A4	Notes	1-31-2024 (Addendum 1)
A5	Demolition Plan	1-5-2024
A6	Floor Plan	1-5-2024
A7	Reflected Ceiling Plan	1-31-2024 (Addendum 1)
A8	Flooring Plan	1-5-2024
A9	Interior Elevations	1-5-2024
A10	Schedules, Sections & Details	1-5-2024

- .4 Specifications

(Paragraphs deleted)

See Table of Contents attached hereto and incorporated herein as Exhibit "A"

- .5 Addenda, if any:

Number	Date	Pages
1	1-31-2024	9

(Paragraph deleted)

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract

Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

Ashley Gilhousen, Board Chair  
\_\_\_\_\_  
(Printed name and title)

*GARY BAILEY*  
\_\_\_\_\_  
CONTRACTOR (Signature)

Gary Bailey, President  
\_\_\_\_\_  
(Printed name and title)

DRAFT

**TABLE OF CONTENTS**

**LAKESIDE JUNIOR HIGH RESTROOM/LOCKER ROOM RENOVATIONS**

Owner:

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

**BRIAN BOATRIGHT ARCHITECT, INC.**

914 Plainfield Ave  
Orange Park, Florida 32073

**DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS**

- 00001 Table of Contents
- 00009 Description of the Work
- 00010 Notice to Bidders (Invitation to Bid)
- 00100 Instructions to Bidders
- 00200 Public Entity Crimes
- 00300 Bid Proposal Form
- 00400 List of Subcontractors Form
- 00500 Agreement and Completion Forms
- 00600 Bonds and Certificates
- 00700 AIA General Conditions
- 00800 Supplemental Conditions
- 00810 Progress Payments
- 00860 Project Documents
- 00900 Special Conditions

**DIVISION 1 - GENERAL REQUIREMENTS**

- 01010 Summary of Work
- 01026 Unit Prices
- 01040 Coordination, Inspection and Protection
- 01042 Direct Purchasing
- 01060 Codes, Permits and Fees
- 01070 Cutting and Patching
- 01150 Substitution Requests (only permitted during Bidding)
- 01200 Job Site Administration
- 01300 Submittal Procedures (Digital)
- 01320 Progress Reporting
- 01410 Testing Laboratory Services
- 01500 Temporary Facilities
- 01530 Protective Barriers
- 01531 Temporary Fencing
- 01620 Materials, Storage and Protection
- 01700 Project Close-out
- 01710 Cleaning
- 01721 Project Record Documents
- 01730 Operation and Maintenance Manuals

**DIVISION 2 - SITEWORK & DEMOLITION**

- 02070 Selective Demolition



**DIVISION 3 - CONCRETE**

03300 Concrete

**DIVISION 4 - MASONRY**

04220 Concrete Masonry Units

**DIVISION 5 - METALS - Not Used**

**DIVISION 6 - CARPENTRY**

06100 Rough Carpentry  
06200 Finish Carpentry  
06412 Laminate Casework (Flush Inset)  
06650 Solid Polymer Fabrications (Corian)

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

07921 Sealants

**DIVISION 8 - DOORS, WINDOWS AND TRIM**

08110 Steel Doors  
08111 Steel Frames  
08211 Wood Doors  
08710 Finish Hardware

**DIVISION 9 - FINISHES**

09120 Ceiling Suspension System  
09150 Acoustical Ceilings  
09365 Luxury Vinyl Plank Flooring  
09672 Quartz Acrylic Flooring  
09900 Paint  
09910 Special Coatings

**DIVISION 10 - SPECIALTIES**

10160 Plastic Toilet Partitions  
10440 Interior Signage (**Addendum 1**)  
10500 Lockers  
10670 Storage Shelving System  
10800 Toilet Accessories

**DIVISION 11 - EQUIPMENT - Not Used**

**DIVISION 12 - FURNISHINGS - Not Used**

**DIVISION 13 - SPECIAL CONSTRUCTION - Not Used**

**DIVISION 14 - CONVEYING SYSTEMS - Not Used**

**DIVISION 15 - MECHANICAL**

15010 Plumbing Renovation

**DIVISION 16 - ELECTRICAL**

16511 Interior Lighting

END OF TABLE OF CONTENTS

DRAFT

March 7, 2024 - Regular School Board Meeting

**Title**

C25 - Classroom Addition Oakleaf Junior High School Construction Manager Contract Award

**Description**

The process to appoint a Construction Manager At-Risk for the purposes of conducting preconstruction services and constructing the classroom addition at Oakleaf Junior High School is in accordance with the State Requirements for Educational Facilities (SREF), Florida Statutes, and Board Policy.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

With Construction Manager At-Risk, the district benefits by having the contractor available during the design process to validate cost estimates and value engineer design details, which in turn streamlines the construction schedule.

**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**

Appoint D.E. Scorpio Corporation as Construction Manager At-Risk for the construction services for the Classroom Addition at Oakleaf Junior High at a fee not to exceed 0.25% for preconstruction services and 4.5% for construction services.

**Contact**

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

The District's estimated construction cost is \$18,000,000.00. The fee for Construction Manager At-Risk (\$45,000.00 preconstruction (0.25%); \$810,000.00 construction services (4.5%)) will be based upon the final GMP (Guaranteed Maximum Price) for the Classroom Addition at Oakleaf Junior High School.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C26 - Classroom Addition Lake Asbury Junior High School Construction Manager Contract Award

**Description**

The process to appoint a Construction Manager At-Risk for the purposes of conducting preconstruction services and constructing the classroom addition at Lake Asbury Junior High School is in accordance with the State Requirements for Educational Facilities (SREF), Florida Statutes, and Board Policy.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

With Construction Manager At-Risk, the district benefits by having the contractor available during the design process to validate cost estimates and value engineer design details, which in turn streamlines the construction schedule.

**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**

Appoint Parrish McCall as Construction Manager At-Risk for the construction services for the Classroom Addition at Lake Asbury Junior High at a fee not to exceed 0.25% for preconstruction services and 4.5% for construction services.

**Contact**

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

The District's estimated construction cost is \$18,000,000.00. The fee for Construction Manager At-Risk (\$45,000.00 preconstruction (0.25%); \$810,000.00 construction services (4.5%)) will be based upon the final GMP (Guaranteed Maximum Price) for the Classroom Addition at Lake Asbury Junior High School.

**Review Comments**

**Attachments**

[☉ CCSD LAJ Classroom Addition - CM Contract PMC Signed.pdf](#)

**STANDARD FORM OF AGREEMENT  
BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA  
AND  
CONSTRUCTION MANAGER WHERE THE CONSTRUCTION MANAGER  
IS ALSO THE CONSTRUCTOR ON AN AT RISK BASIS**

THIS AGREEMENT made this 7 day of March in the year 2024 between the **SCHOOL BOARD OF CLAY COUNTY, FLORIDA**, hereinafter called the OWNER, and **Parrish McCall Constructors, Inc.**, hereinafter called the CONSTRUCTION MANAGER,

That WHEREAS OWNER intends to construct **A Classroom Addition at Lake Asbury Junior High School**, hereinafter called the project, and

WHEREAS the CONSTRUCTION MANAGER affirms he is properly qualified and licensed to render the professional services required by this agreement in the State of Florida and the County of Clay.

NOW, THEREFORE, the OWNER and the CONSTRUCTION MANAGER for the consideration of provisions, mutual promises, covenants and conditions hereinafter set for or recited, agree as follows:

- I. The CONSTRUCTION MANAGER agrees to perform, for the above named project, professional services as herein set forth and in accordance with the terms and conditions of this agreement.
- II. The OWNER agrees to compensate the CONSTRUCTION MANAGER for professional services rendered in accordance with the terms and conditions of this agreement as follows:
  - A. Preconstruction Services: This agreement specifies a fixed fee of **\$45,000.00** for preconstruction services which is based on **.25%** of the budgeted funds for the cost of the work.
  - B. Construction Services: This agreement is to be on an at risk basis with a fee of **4.5%** of the cost of the work.
  - C. Period of Service: The CONSTRUCTION MANAGER shall commence work on the date of this agreement and shall Substantially Complete **July 18, 2025**. The project shall attain Final Completion Ninety (90) days after the Substantial Completion date.
- III. The CONSTRUCTION MANAGER warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSTRUCTION MANAGER, to solicit or secure this AGREEMENT, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONSTRUCTION MANAGER, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this AGREEMENT.

IV. The CONSTRUCTION MANAGER and OWNER agree that the TERMS AND CONDITIONS of this AGREEMENT, pages 1 through 13, are hereby made a part of this AGREEMENT as is included herein.

IN WITNESS WHEREOF the parties hereto have executed this AGREEMENT the day and year first above written.

THE SCHOOL BOARD OF CLAY  
COUNTY, FLORIDA


By: \_\_\_\_\_  
Ashley Gilhousen, Chairman

WITNESSES (As to School Board)

\_\_\_\_\_  
\_\_\_\_\_

Attest:  
\_\_\_\_\_  
David S. Broskie, Superintendent of Schools

CONSTRUCTION MANAGER

By:  \_\_\_\_\_  
Parrish McCall, Constructors, Inc.  
Bill Pearson, President

WITNESSES (As to Construction Manager)


**TERMS AND CONDITIONS OF AGREEMENT BETWEEN  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND  
CONSTRUCTION MANAGER**

**ARTICLE I**

**GENERAL**

**PROVISIONS**

**1.1 RELATIONSHIP OF PARTIES**

- A. The Construction Manager accepts the relationship of trust and confidence established with the Owner by this agreement, and covenants with the Owner to furnish the Construction Manager's reasonable skill and judgment and to cooperate with the Architect in furthering the interests of the Owner. The Construction Manager shall furnish plan and specification review, value engineering, construction administration and management services and use the Construction Manager's best efforts to perform the project in an expeditious and economical manner consistent with the interests of the Owner. The Owner shall endeavor to promote harmony and cooperation among the Owner, Architect, Construction Manager, and other persons or entities employed by the Owner for the project.

**ARTICLE II**

**CONSTRUCTION MANAGER'S RESPONSIBILITY**

**2.1 PRE-CONSTRUCTION PHASE**

- A. The first responsibility of the Construction Manager is to assist the Owner and Architect in maintaining the cost of the project within the established budget of \$18,000,000.00 which is the total amount available for the cost of the work.
- B. The Construction Manager shall comply with all directives and instructions issued by the Owner and shall incorporate them into the project if within the terms and conditions of this agreement. He shall further comply with the Florida Building Code and State Requirements for Educational Facilities in effect at the time of entering into this agreement.
- C. If the Owner, Architect, and Construction Manager agree, the construction phase may commence before the pre-construction phase is completed, in which case both phases shall proceed concurrently.
- D. If needed, the Construction Manager, with the Architect, shall jointly schedule and attend regular meetings with the Owner in order to discuss and decide on alternatives to the current plans and specifications to reduce the project to within budget.
- E. The Construction Manager shall make recommendations to the owner and Architect regarding the phased issuance of plans and specifications to facilitate phased construction of the work, taking into consideration such factors as economies, time of performance,

availability of labor and materials and provisions for temporary facilities.

- F. The Construction Manager shall seek to develop subcontractor interest in the project and shall furnish to the Owner for their information a list of possible subcontractors, including suppliers who are to furnish materials or equipment fabricated to a special design, from whom proposals will be requested for each principal portion of the work. The Owner will promptly reply in writing to the Construction Manager if either knows of any objection to such subcontractor or supplier. The receipt of such list shall not require the Owner to investigate the qualifications of proposed subcontractors or suppliers, nor shall it waive the right of the Owner or Architect later to object to or reject any proposed subcontractor or supplier.
- G. The Construction Manager shall comply with applicable laws, regulations and special requirements of the agreement documents regarding competitive bidding of subcontractors, suppliers and equal employment opportunity.
- H. Within **30** days after the Construction Manager receives final construction documents, the Construction Manager will submit its proposed guaranteed maximum price (GMP) to the Owner. The parties will agree, subject to Board approval, on the Contract Price as soon as practical after the Construction Manager submits the proposed guaranteed maximum price. The GMP proposal, to become an amendment to this agreement, will be presented to the School Board at the next available meeting for approval.

## **2.2 CONSTRUCTION PHASE**

- A. This phase shall commence on the Owner's first authorization to the Construction Manager to award a subcontract or undertake construction work with the Construction Manager's own forces, or issue a purchase order for materials or equipment required for the work.
- B. The Owner is tax exempt from sales tax on the purchase of construction materials. The Owner has elected to exercise this right to purchase directly various construction materials, supplies, and equipment that may be a part of this Contract. Such direct purchase shall be without any additional cost to the Owner. The Owner shall, via Purchase Orders (PO), purchase the materials and the Construction Manager shall assist the Owner in the preparation of the purchase orders. The materials shall be purchased from the Vendors selected by the Construction Manager for the price originally negotiated by the Construction Manager. See project specifications for complete details and information.
- C. Those portions of the work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or by other appropriate agreements with the Construction Manager. The Construction Manager shall obtain bids from subcontractors and from suppliers of materials or equipment fabricated to a special design for the work. The bids shall be opened in the presence of and in a location agreed to by the Owner's representative. The Owner shall then determine, with the advice of the Construction Manager and subject to the reasonable objection of the Architect, which bids will be accepted. The Owner may designate specific persons or entities from whom the Construction Manager shall obtain



- bids; however, because the guaranteed maximum price has been established, the Owner may not prohibit the Construction Manager from obtaining bids from other qualified bidders. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.
- D. The Construction Manager shall schedule and conduct meetings at which the Owner, Architect, Construction Manager and appropriate subcontractors can discuss the status of the work. The Construction Manager shall prepare and promptly distribute meeting minutes.
  - E. The Construction Manager shall provide monthly written reports to the Owner and Architect on the progress of the entire work. The Construction Manager shall maintain a daily log containing a record of weather, subcontractors working on the site, number of workers, work accomplished, problems encountered, and other similar relevant data as the Owner may reasonably require. The log shall be available to the Owner and Architect.
  - F. The Construction Manager shall develop a system of cost control for the work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and submit the variances to the Owner at quarterly intervals.

### **ARTICLE III**

#### **OWNER'S RESPONSIBILITIES**

##### **3.1 INFORMATION AND SERVICES**

- A. The Owner shall provide full information in a timely manner regarding the requirements of the project, the Owner's objectives for the project and any other aspect about the project the Construction Manager may request.

##### **3.2 TESTS, SURVEYS, AND REPORTS**

- A. The Owner shall provide, as requested by the Construction Manager, the following:
  1. Boundary Survey
  2. Topological Survey
  3. Environmental Survey
  4. Geotechnical Survey
  5. Soil Boring Report

##### **3.3 OWNER'S DESIGNATED REPRESENTATIVE**

- A. The Owner's designated representative is **Jeffery Marks**.

## ARTICLE IV

### COMPENSATION AND PAYMENT FOR PRECONSTRUCTION PHASE SERVICES

The Owner shall compensate and make payment to the Construction Manager for preconstruction phase services as follows:

#### 4.1 COMPENSATION

- A. For the services rendered during the preconstruction phase, \$45,000.00, which is .25% of the funds budgeted for the cost of the work.

#### 4.2 PAYMENTS

- A. Payments for Preconstruction Services shall be submitted on the School District's Standard Payment Schedule and shall be made in proportion to services performed so that the compensation at the completion of each Phase shall equal the following percentages of the total basic fee:

Schematic Design Phase...	10%
Preliminary Development Phase...	30%
Final Documents Phase	70%
Submission of Guaranteed Maximum Price	100%

The School Board of Clay County will make payments based on Florida Statute 218, Timely Payment for Purchases of Construction Services.

## ARTICLE V

### COMPENSATION AND PAYMENT FOR CONSTRUCTION PHASE SERVICES

The Owner shall compensate the Construction Manager for construction phase services as follows:

#### 5.1 COMPENSATION

- A. For the services rendered during the construction phase, the total fee based on the sum of the cost of the work.
- B. "Cost of the Work" means costs necessarily incurred by the Construction Manager in the performance of the Work including General Conditions. Such costs shall not be at rates higher than those customarily paid at the place of the Project except with the prior consent of the Owner. The Cost of the Work shall include only the following items:

1. Wages paid, and associated costs incurred by the Construction Manager for taxes, insurance, contributions, assessments and benefits required by law or collective bargaining agreement (and for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions), for construction workers directly employed by the Construction Manager to perform construction of the Work at the Project site or, with the Owner's agreement, at off-site workshops.
2. Any travel and meals must be approved by the Owner.
3. Payments properly made by the Construction Manager to subcontractors for performance of portions of the Work, including any insurance and bond premiums incurred by subcontractors.
4. Costs, including transportation, inspection, testing, storage and handling, of materials, equipment and supplies incorporated or reasonably used in completing the Work.
5. Costs, less salvage value, of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by the workers that are not fully consumed in the performance of the Work and which remain the property of the Construction Manager, including the costs of transporting, inspecting, testing, handling, installing, maintaining, dismantling and removing such items.
6. Rental charges and the costs of transportation, installation, minor repairs and replacements, dismantling and removal of temporary facilities, machinery, equipment and hand tools not customarily owned by the workers, which are provided by the Construction Manager at the Project site, whether rented from the Construction Manager or others, and incurred in the performance of the Work.
7. Cost of removal of debris and waste from the Project site.
8. The reasonable costs and expenses incurred in establishing, operating and demobilizing the site office, including the cost of facsimile transmissions, long distance telephone calls, postage and express delivery charges, telephone service, photocopying and reasonable petty cash expenses.
9. Premiums for insurance and bonds required by this Agreement or the performance of the Work.
10. Fuel and utility costs incurred in the performance of the Work.
11. Sales, use or similar taxes, tariffs or duties incurred in the performance of the Work.
12. Costs for permits, royalties, licenses, tests and inspections incurred by the Construction Manager as a requirement of the Contract Documents.
13. Costs incurred in preventing damage, injury or loss in case of an emergency affecting the safety of persons and property.

14. Other costs reasonably and properly incurred in the performance of the Work to the extent approved in writing by Owner.
15. Costs incurred by the Construction Manager to repair or correct defective, damaged or nonconforming Work, provided (a) such defect, damage or nonconformance was caused by the ordinary mistakes or inadvertence, and not the negligence, of the Construction Manager or its subcontractors; and (b) the costs associated with such defective, damaged or nonconforming Work are not recoverable from insurance or subcontractors.
16. Reasonable and necessary legal expenses arising from the Construction Manager's performance of the Work, provided such costs do not arise from (a) disputes between the Owner and the Construction Manager, or (b) the Construction Manager's breach of any agreement, including any provision of this Agreement.
17. The cost of defending suits or claims for infringement of patent rights arising from the use of a particular design, process, or product required by Owner, paying legal judgments against the Construction Manager resulting from such suits or claims, and paying settlements made with Owner's consent.
18. Construction Manager's on-site project management staff and off-site staff, to the extent such personnel provide services directly in furtherance of the Project.

## **5.2 PAYMENT**

- A. Payment shall be made monthly following presentation of the Construction Manager's invoice and is to be in proportion to the work and services performed. The Owner will make payments based on Florida Statute 218, Timely Payment for Purchases of Construction Services.

## **5.3 GUARANTEED MAXIMUM PRICE**

- A. The sum of the cost of the work and the Construction Manager's fee are guaranteed by the Construction Manager, subject to additions and deductions by changes in the work as approved by the Owner by change order. Costs which would cause the guaranteed maximum price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

## **5.4 CHANGES IN THE WORK**

- A. No change to the scope of the work shall be made without approval of the Owner and the execution and approval of a change order through the School Board of Clay County.
- B. Changes in work that result in a cumulative increase in the Cost of Work of \$300,000.00 or more shall include additional Construction Manager's fee of **4.5%** of said increase. Changes in work that result in a cumulative decrease in the cost of work of \$300,000.00 or more shall include a decrease in Construction Manager's fee of **4.5%**. If the increase in cost of work is due to the fault of the Construction Manager then no additional Construction Manager fees shall be included.

- C. Changes in work that increase the Cost of Work and result in time extension of the project shall include additional costs for Construction Manager's General Conditions. General Conditions shall be itemized. Changes in work that decrease the Cost of Work, will not include a reduction in General Conditions unless there has been a reduction in the days approved for the project or Owner can demonstrate that such decrease will result in reduction in General Conditions or Owner can demonstrate that the decrease in cost of work without a reduction in General Conditions results in inequity to the Owner.

#### **5.5 RETAINAGE**

- A. Five percent (5%) shall be retained on all invoices for payment. Retainage shall be reduced to two and one half percent (2.5%) at Substantial Completion and paid in full at Final Completion.

#### **5.6 FINAL PAYMENT**

- A. Final payment shall be made by the Owner to the Construction Manager when (1) the contract has been fully performed by the Construction Manager; (2) a final application for payment and a final accounting for the cost of the work have been submitted by the Construction Manager and reviewed by the Owner; (3) a final certificate for payment has been issued by the Architect; and all (4) warranties, guarantees, As-Built Drawings, and operating manuals have been received.

### **ARTICLE VII**

#### **LIQUIDATED DAMAGES**

##### **6.1 TIME OF COMPLETION**

- A. In as much as failure to complete the project within the time fixed in the Agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed, or within such further time, if any, as in accordance with the provisions of the contract documents shall be allowed for substantial completion, the Construction Manager shall pay to the Owner as liquidated damages for such delay, and not as a penalty, one thousand dollars (\$1,000.00) for each and every calendar day elapsing between the date fixed for substantial completion and the date such substantial completion is fully accomplished, and five hundred dollars (\$500.00) for each and every calendar day elapsing between date fixed for Final Completion and the date such Final Completion is fully accomplished. Said liquidated damages shall be payable in addition to any excess expenses or costs payable by the Construction Manager to the Owner under the provisions of the contract documents, except for Construction Manager's delays.
- B. This provision for liquidated damages for delay shall in no manner affect the Owner's right to terminate the contract. The Owner's exercise of the right to terminate shall not release the Construction Manager from his obligation to pay said liquidated damages in the amounts set out in the Agreement.

- C. It is further agreed that the Owner may deduct from the balance retained by the Owner under the provisions of Article 4 of the Agreement as the case may be, or such portion thereof as the said retained balance will cover.

## ARTICLE VII

### INSURANCE BONDS

#### 7.1 INSURANCE

- A. Liability Insurance shall include all major divisions of coverage and be on a comprehensive basis including:
1. Premises Operations (including X, C, and U coverages as applicable).
  2. Independent Construction Manager's Protective.
  3. Products and Completed Operations.
  4. Personal Injury Liability with Employment Exclusion deleted. Hazards A, B, and C.
  5. Contractual, including specified provision for Construction Manager's obligation under Paragraph 2.18 (Specific reference to the Contract to be included).
  6. Owned, non-owned and hired motor vehicles.
  7. Broad Form Property Damage including Completed Operations.
  8. Employees as additional insured.
- B. The insurance shall be written for not less than the following limits, or greater if required by law:
1. Worker's Compensation:
    - a. State: Statutory
    - b. Employer's Liability: **\$100,000.00** by accident  
**\$500,000.00** by Disease, Policy Limit  
**\$100,000.00** by Disease, Each Employee
  2. Comprehensive General Liability (Including Premises-Operations; Independent Construction Manager's Protective; Products and Completed Operation Broad Form) (Liability, Contractual Liability)
    - a. Bodily Injury
      1. Each Occurrence **\$1,000,000.00**
      2. Annual Aggregate **\$2,000,000.00**
    - b. Property Damage
      1. Each Occurrence **\$1,000,000.00**
      2. Annual Aggregate **\$2,000,000.00**
  3. Personal Injury
    - a. Each Occurrence **\$1,000,000.00**
  4. Completed Operations and Products Liability shall be maintained for one (1) year after final payment.
  5. Property Damage Liability Insurance shall include coverage for the following hazards:

X, C, U.

6. Comprehensive Automobile Liability (including owned, non-owned, and hired vehicles): Combined Single Limit of Liability for Bodily Injury and Property Damage
  - a. Each Occurrence **\$1,000,000.00**
7. If an exposure exists, Aircraft Liability (owned and non-owned), with limits approved by the Owner shall be provided.

Insurance is to be written on a Commercial General Liability policy form, ACORD form 25S will be acceptable.

The Construction Manager shall not commence any work in connection with this Agreement until he has obtained all of the required types of insurance and such insurance has been approved by the Owner, nor shall the Construction Manager allow any Subcontractor to commence work until his insurance has been so obtained and approved. The Owner shall be named as Additional Insured on the Comprehensive General Liability policy. All insurance policies shall be with insurers qualified and doing business in Florida and having an A.M. Best Rating of A-VII or better.

The Construction Manager shall require the Subcontractor to provide Workmen's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Construction Manager. Such insurance shall comply fully with the Florida Workmen's Compensation Law. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Workmen's Compensation Statute, the Construction Manager shall provide, and cause each Subcontractor to provide, adequate insurance satisfactory to the Owner for the protection of his employees not otherwise protected.

The Construction Manager shall be responsible for purchasing and maintaining an Owner's Protective Liability Insurance Policy.

Until work is completed and accepted by the Owner, the Construction Manager shall purchase and maintain property insurance upon the entire work at the site of the full insurable value thereof.

#### C. Builders Risk Insurance

Unless otherwise provided, the Construction Manager shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made. This insurance shall include interests of the Owner, the Construction Manager, Subcontractors and Sub-subcontractors in the Project.

The Construction Manager's attention is called to the fact that Builder's Risk Insurance usually excludes coverage of theft of materials and equipment stored on the site but not yet installed in the facility. Therefore, it shall be the responsibility of the Construction Manager to protect and to replace any loss of materials or equipment due to such theft, until final acceptance of the project.

The Builder's Risk policy is usually subject to a deductible on each and every loss. In event that a minimal deductible is required by the Insurer, the deductible portion of such loss, for materials or equipment installed in the facility, shall be the responsibility of the Owner; provided, however, such deductibles will be responsibility of the Construction Manager to the extent the loss is caused by the negligence or intentional misconduct of the Construction Manager, any of its Subcontractors or material suppliers, or any other person for whom the Construction Manager is responsible.

The Owner, at the Owner's option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner's property due to fire or other hazards, however caused.

If the Owner requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Construction Manager shall, if possible, include such insurance, and the cost thereof shall be charged to the Owner by appropriate Change Order.

Before an exposure to loss may occur, the Construction Manager shall file with the Owner a copy of each policy that includes insurance coverages required by this Paragraph. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to this Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days prior written notice has been given to the Owner.

The Owner as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest objects in writing within five days after occurrence of loss to the Owner's exercise of this power; if such objection is made, the dispute shall be resolved through legal action

#### D. Certificates of Insurance

The certificates shall be dated, addressed to the Owner and shall set forth the following:

1. Name of Insured
2. Specific Job and Job Number
3. Name of Insurers
4. Number of Policy
5. Effective and Termination Dates
6. The Coverages and Limits
7. Statement that the insurer will mail notice to the Owner at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
8. The Clay County District School Board names as Additional Insured Party on Comprehensive General Liability Certificate Only.



**ARTICLE VIII**

**PERFORMANCE BOND AND PAYMENT BOND**

**8.1 PERFORMANCE AND PAYMENT BOND**

The Construction Manager shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. These bonds must be written by an insurance company having an A.M Best Rating of "A-VIII" or better. Bonds may be obtained through the Construction Manager's usual source and the cost thereof shall be included in the Contract sum. The amount of each bond shall be equal to 100% of the Contract Sum.


The Construction Manager shall deliver the required bonds to the Owner not later than three (3) days following the date of School Board approval of the Guaranteed Maximum Price, or if the Work is to be commenced prior thereto in response to a letter of intent, submit evidence satisfactory to the Owner that such bonds will be furnished.


The Construction Manager shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

**ARTICLE IX**

**ACKNOWLEDGEMENT**

This Agreement has been fully read and is agreed to by:

  
\_\_\_\_\_  
Construction Manager  
Parrish McCall Constructors, Inc  
Bill Pearson, President

  
\_\_\_\_\_  
Date

**ADDENDUM TO THE STANDARD FORM AGREEMENT BETWEEN  
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,  
AND  
CONSTRUCTION MANAGER WHERE THE CONSTRUCTION MANAGER  
IS ALSO THE CONSTRUCTOR ON AN AT RISK BASIS**

The Terms of this Addendum are incorporated into The Standard Form Agreement Between the School Board of Clay County, Florida ("SBCC"), and Construction Manager Where the Construction Manager ("CM") is Also The Constructor on an At Risk Basis (hereinafter "the Agreement"). The incorporated terms are as follows:

1. Contract Documents: The Contract Documents shall include (a) The Agreement;  
(b) The Terms and Conditions of Agreement Between The School Board of Clay County, Florida, and Construction Manager, which Terms are attached to The Agreement and signed by the construction manager; (c) this Addendum; (d) all sections, subsections, and terms of the Project Manual, both volumes 1 and 2, which pertain to the construction of the classroom addition at Lake Asbury Junior High School (e) all terms of the Front End Specifications included in the Project Manual; (f) any and all terms of any AIA Document, including but not limited to A701 and A101, which are incorporated into or referred to in the Project Manual; and (g) any supplemental terms referenced in the Project Manual, which Contract Documents shall include any amendments to said Contract Documents entered or made from time to time by mutual consent of the parties to this Agreement.
2. 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 CM 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.
3. 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, widespread 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.

4. Laws and Venue: 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.

5. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and subcontractors) (go to Clay County District Schools website for fingerprinting procedures). CM represents and warrants to the SBCC that CM is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the *Florida Statutes* regarding background investigations. CM covenants to comply with all requirements of the above-cited statutes at CM's sole expense and shall provide the SBCC proof of such compliance upon request.

6. Certification: By executing this Agreement, CM swears and affirms under penalty of perjury that all its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's fingerprinting procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's fingerprinting 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. CM 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 CM's failure to comply with any of the above.

7. E-Verify: CM 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 CM certifies that it, and any subcontractors 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 CM must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CM that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, *Fla. Stat.*, the SBCC shall terminate this Agreement if it has a good faith belief that the CM has knowingly violated Section 448.09(1), *Fla. Stat.* If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CM, has knowingly violated Section 448.09(1) or 448.095(2), *Fla. Stat.*, the SBCC shall notify the CM and order the CM to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CM pursuant to Section 448.095(2)(c), *Fla. Stat.*, the CM will not be awarded a public contract for at least one year after the date of such termination.

8. Public Records Requirements: CM is required to comply with the Florida Public Records Law, Chapter 119, *Florida Statutes*, in the performance of, CM'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 CM seeks to produce in response to a public records request.

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

d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CM'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 with the SBCC's information technology systems.

e. The SBCC is authorized to collect, use, or release social security numbers (SSN) of CM 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*).


(i). 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]; and


(ii) CM or Contractor 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]

CM'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.

The undersigned hereby affirms that this Addendum has been read and the terms are agreed to in full by:



Construction Manager  
Parrish McCall Constructors, Inc  
Bill Pearson, President



Date

March 7, 2024 - Regular School Board Meeting

**Title**

C27 - Annual Florida Inventory of School Houses (FISH) Certification

**Description**

In accordance with Florida Statutes 1013.31 and State Requirements for Educational Facilities (SREF) Section 6.1, annually, prior to April 1st, each school district must review the Florida Inventory of School Houses (FISH) and certify that it is current and accurate to the Office of Educational Facilities.

**Gap Analysis**

N/A

**Previous Outcomes**

The School Board approved prior years' certifications.

**Expected Outcomes**

It is expected the School Board will approve the certification of the 2024 FISH data.

**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**

Approval of the certification of the 2024 FISH data.

**Contact**

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

Lance Addison, Coordinator of Planning & Intergovernmental Affairs, (904) 336-6852, lance.addison@myoneclay.net

**Financial Impact**

None

**Review Comments**

**Attachments**

📎 [FISH Certification 2024.pdf](#)



OFFICE OF EDUCATIONAL FACILITIES  
FLORIDA INVENTORY OF SCHOOL HOUSES  
CERTIFICATION OF FACILITIES DATA

WHEREAS, Section 1013.03(3), F.S., states in part that the Department of Education must, "Require boards to submit other educational plant inventories data..."

WHEREAS, Section 101331(1)(e), F.S., states in part, "...School districts shall periodically update their inventory of educational facilities...."

WHEREAS, State Requirements for Educational Facilities, Section 6.1(5)(c), requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses and shall certify to the Office that the inventory is current and accurate."

THEREFORE, on behalf of the School Board of Clay County, the authorized representatives whose signatures appear below hereby certify that, to the best of their knowledge, the educational facilities inventory data for the district contained in the Florida Inventory of School Houses is current and accurate pursuant to applicable statutes and rules.

\_\_\_\_\_  
Director of Facilities Planning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

**Email signed form to:** Courtney Carlos  
AnnualFISHCertification@fldoe.org  
Office of Educational Facilities  
Florida Department of Education

March 7, 2024 - Regular School Board Meeting

**Title**

C28 - Clay High School Parking Lot Renovation/Redesign Contract Award

**Description**

This project is listed in the Educational Facilities Work Plan. The selection was conducted in accordance with Florida Statute 287.055. The project was advertised for three (3) consecutive weeks with The Clay Today. The Bid Opening was held February 27, 2024 at 2:00 p.m. The project had ( ) qualified bidders.

**Gap Analysis**

N/A

**Previous Outcomes**

N/A

**Expected Outcomes**

Renovation of Clay High School Parking Lot.

**Strategic Plan Goal**

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

**Recommendation**

Award the construction contract to \_\_\_\_\_, the low bidder meeting specifications in the base bid amount of \$\_\_\_\_\_.

**Contact**

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

Dr. Michael Kemp, Director for Facility Planning and Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

These funds are available and budgeted in the Educational Facilities Work Plan.

**Review Comments**

**Attachments**

March 7, 2024 - Regular School Board Meeting

**Title**

C29 - Change Order #3 for Clay High School Gym 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 the following: materials and labor to provide and upgrade wall mount emergency type light fixtures required by code, install receptacles in the base of new lockers, install glass for two doors, and install doors and associated hardware.

**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 #3

**Contact**

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net,  
Michael Kemp, Director of Facility Planning & Construction, (904) 336-6824, michael.kemp@myoneclay.net

**Financial Impact**

This change order will increase the contract amount by \$19,193.77. Architect fees, contracted at 8.82%, will increase by \$1,692.89 as a result of this change order. These funds are available and budgeted in the Educational Facilities Work Plan.

**Review Comments**

**Attachments**

📎 [CO #3 CHS Gym Renovations.pdf](#)



## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Clay High School Gym Renovation (C-1-21/22)	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: August 3, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003 Date: March 7, 2024
<b>OWNER:</b> <i>(Name and address)</i> School Board of Clay County 900 Walnut Street Green Cove Springs, Florida 32073	<b>ARCHITECT:</b> <i>(Name and address)</i> Brian Boatright Architect, Inc. 914 Plainfield Avenue Orange Park, Florida 32073	<b>CONTRACTOR:</b> <i>(Name and address)</i> Thomas May Construction Company 310 College Drive Orange Park, Florida 32065

**THE CONTRACT IS CHANGED AS FOLLOWS:**



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

The original Contract Sum was	\$ 1,934,000.00
The net change by previously authorized Change Orders	\$ -263,409.05
The Contract Sum prior to this Change Order was	\$ 1,670,590.95
The Contract Sum will be increased by this Change Order in the amount of	\$ 19,193.77
The new Contract Sum including this Change Order will be	\$ 1,689,784.72

The Contract Time will be increased by Three (3) days.  
The new date of Substantial Completion will be September 2, 2024

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

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

<u>Brian Boatright Architect, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Thomas May Construction Company</u> CONTRACTOR <i>(Firm name)</i>	<u>School Board of Clay County</u> OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
<u>Brian O. Boatright, President</u> PRINTED NAME AND TITLE	<u>Keith R. Ward, President</u> PRINTED NAME AND TITLE	<u>Board Chair</u> PRINTED NAME AND TITLE
<u>3-7-24</u> DATE	<u>3-7-24</u> DATE	<u>3-7-24</u> DATE

**SCHOOL BOARD OF CLAY COUNTY  
CHANGE ORDER # 03**

**SBCC PROJECT NAME:** Clay High School Gym Renovations

**SBCC PROJECT NUMBER:** C-1-21/22

---

**ADDITIONAL INFORMATION**

- Materials and labor to provide and replace 8-existing wall mount emergency type light fixtures with new wall mount LED 2-Head emergency lights with battery backup as required by code.	<b>\$ 4,158.84</b>
- Provide material and labor to install 9-standard 120 volt 20 amp GFCI type duplex receptacles in the base of new lockers as per unit pricing established in construction contract dated August 3, 2023	<b>\$ 2,520.00</b>
- Provide labor and materials to install the glass for two pairs of type E wood doors. (Door #109 & #122) and the glass for one single type C wood door. (Door #139)	<b>\$ 6,045.35</b>
- Provide labor and materials to install hollow metal doors and associated hardware to CCDS changes to Hardware Group No.4 in the plans and specifications	<b>\$ 6,469.58</b>
<b>TOTAL CHANGE ORDER AMOUNT:</b>	<b>\$ 19,193.77</b>

**Three (3) additional calendar days will be needed to achieve final completion for this change order. Substantial Completion date is September 2, 2024. Final Completion date is October 2, 2024.**