School Board of Clay County

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

November 5, 2026 - Regular School Board Meeting

Date: Nov 05 2026 (6:00 p.m.)

Student Showcase (Orange Park Junior High School)

Invocation (David Tarkington, First Baptist Church of Orange Park)

Pledge of Allegiance

Call to Order

Recognitions and Awards

1. Athletic Recognitions

2. Athletics Check Presentation to Making Strides

3. Recognition of Florida Department of Education's Designated Schools of Excellence

4. Recognition of the 2026-2027 Clay County Principal of the Year

5. Recognition of the 2026-2027 Clay County Assistant Principal of the Year

Presenters

6. Quarterly Presentation of Office of Safe School Data

School Showcase (Orange Park Junior, Principal Tania Auguste)

Student Speaker

7. Student Speaker

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

8. Public Comment on Specific Agenda Items

Discussion Agenda

School Board Member

9. D1 - Public Hearing to Adopt Proposed Revisions as Advertised to School Board Policies

- Notice of Public Hearing.pdf
- Policy Revisions.pdf

Human Resources

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10. D2 - Human Resources Special Action A

11. D3 - Human Resources Special Action B

Consent Agenda

12. C1 - Deletion of Certain Items Report - October 2026

DELETION ANALYSIS OCTOBER 2026- 2027.pdf

MONTHLY DELETION REPORT OCTOBER 2026.pdf

Superintendent

13. C2 - Minutes of School Board Special Meeting on September 10, 2026; School Board Workshop on September 22, 2026; Student Hearings and Regular Meeting on October 1, 2026

Student Hearings 10-1-26 - CONFIDENTIAL.pdf (Confidential)

Agenda Plus - September 10, 2026 - Special Meeting (Public Hearing on Budget).pdf

Agenda Plus - October 1, 2026 - Regular School Board Meeting.pdf

Agenda Plus - September 22, 2026 - School Board Workshop.pdf

14. C3 - Proposed Employee Work Calendar for 2027-2028

DRAFT Employee Work Calendar - 2027-2028.pdf

15. C4 - Proposed Student Calendar for 2028-2029 School Year

DRAFT Student Calendar 2028-2029 (1).pdf

16. C5 - Approval of Clay Education Foundation Board of Directors

Clay Education Foundation- Board Roster 2026-2027.pdf

School Board Member

17. C6 - School Board Member Out-of-County Travel Expenses Estimated to Attend FSBA/FADSS 81st Annual Joint Conference

Human Resources

18. C7 - Personnel Consent Agenda

Personnel Consent Agenda - November 5, 2026.pdf

19. C8 - Proclamation #27-07 to Establish November 16-20, 2026 as National Education Week and November 18, 2026 as Educational Support Professionals' Day

Proclamation 27-07 National Education Week.pdf

Instruction-Academic Services

20. C9 - Elementary Student Out of State Travel

2627 Wild Adventures 043027.pdf

21. C10 - School Advisory Council (SAC) Membership Review

Clay SAC Rosters 2026-2027.pdf

Instruction-Exceptional Student Education

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22. C11 - Mental Health Provider Services Agreement with Clay Behavioral Health Center, Inc.

270035 Clay Behaviorial Health Center In School Therapists Contract Review Packet.pdf

Instruction-K-12 Academic

23. C12 - K-12 Academic Services Out of State and Overnight Student Travel

Student Travel November 2026.pdf

Instruction-Climate and Culture

24. C13 - Proclamation #27-08 School Psychologist Week

Proclomation #27-08 (Psychology Week).pdf

Business Affairs

25. C14 - Proposed Allocation Changes for 2026-2027

11526-26-27-allocation-summary November.pdf

Business Affairs-Accounting

26. C15 - Monthly Financial Reports September 2026

SEP-26 FINANCIALS (1).pdf

27. C16 - Budget Amendment Report for September 30, 2026

Budget Impact Statement Sept 2026.pdf

Operations

28. C17 - BusPlanner Software Agreement #3485 Amendment 3

260099 BusPlanner Board Agenda

29. C18 - Florida Department of Highway Safety and Motor Vehicles Data Exchange Memorandum of Understanding

Operations-Facilities

30. C19 - Prequalification of Contractors

Contractor Prequalification by Month - November 2026.pdf

31. C20 - Lake Asbury Elementary School Classroom Addition Contract Award (C-42-23/24)

LAE Classroom Addition Construction Man...Contract - Allstate (3).pdf

32. C21 - Change Order #4 (Reconciliation of GMP) for Rideout Elementary School Classroom Addition (C-43-23/24)

RB C-43-2324 GMP CO#4 & Justification.pdf

33. C22 - Change Order #3 for Ridgeview High School Fire Alarm Repair/Replacement (C-52-25/26)

RB C-52-2526 CO#3 & justification signed.pdf

34. C23 - Substantial Completion of Shadowlawn Elementary School Fire Alarm Repair/Replacement (C-61-25/26)

RB 20261105- Substantial Completion Form 26_27 - SLE Fire Alarm R-R - 2026.07.28.pdf

35. C24 - Final Completion of Rideout Elementary School Fire Alarm Repair/Replacement (C-76-25/26)

RB Final Completion Form 26_27 - ROE Fire Alarm R-R - 2026.09.23.pdf

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36. C25 - Change Order #4 for Lakeside Junior High School HVAC & Roof Repair/Replacement (C-72-24/25)

RB C-72-2425 CO#4 & justification 20261105.pdf

37. C26 - Supplemental Spot Survey 8.2 to the Current Educational Plant Survey

Spot Survey 8.2 Recommendations.pdf

38. C27 - Resolution to Dispose of .58 Acres at Swimming Pen Creek Elementary School

PB Resolution26-FPC-09, Appraisal & Survey 20261105.pdf

39. C28 - Keystone Heights High School - CTE Lab Upgrades Contract Award (C-35-25/26)

KHS CTE Lab Upgrades Contract

40. C29 - Change Order #3 for Middleburg High School - Single Key Access Initiative (C-27-22/23)

Change Order #3 MHS Single Key Access Initiative

41. C30 - Final Completion of Middleburg High School - Single Key Access Initiative (C-27-22/23)

Final Completion Form - MHS Single Key Access Initiative

42. C31 - Substantial and Final Completion of Keystone Heights High School HVAC Repair/Replacement (C-35-24/25)

JM C-35-2425 KHH HVAC R-R Sub & Final Completion 20261105.pdf

Adoption of Consent Agenda

43. Adoption of Consent Agenda

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

44. Public Comment on Non-Specific Agenda Items

CCEA Update (Victoria Kidwell)

CESPA Update (Dianna Boase)

Superintendent's Update and Presentations

45. Superintendent's Update and Presentations

School Board Attorney Remarks

School Board Member Remarks

46. School Board Member Remarks

Adjournment

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November 5, 2026 - Regular School Board Meeting

Title

Athletic Recognitions

Description

Athletic presentation will recognize the Athlete and Coach of the Month.

Athlete of the Month

-September and October- 2 recipients - 5 min

Coach of the Month

-September and October- 2 recipients - 5 min

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

Christina Thompson, District Athletics Director, christina.thompson@myoneclay.net

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Athletics Check Presentation to Making Strides

Description

The athletics department will present Making Strides with a check from October PINK OUT games. The Jaguars PREP community partnership will also be recognized at this event.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Recognition of Florida Department of Education's Designated Schools of Excellence

Description

The Florida Department of Education has formally recognized the following schools as a "2025-2026 School of Excellence". Each school earning this designation had its percentage of possible points earned in its school grade calculation in the 80th percentile or higher for schools comprised of the same grade groupings for at least two of the last three school years:

2025-2026 Schools of Excellence

- -Fleming Island High
- -Oakleaf High
- -Orange Park Elementary
- -Paterson Elementary
- -Fleming Island Elementary
- -Thunderbolt Elementary
- -Shadowlawn Elementary
- -Discovery Oaks Elementary

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Recognition only

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Recognition of the 2026-2027 Clay County Principal of the Year

Description

Superintendent Broskie will recognize Amanda Strickland, Principal of Charles E. Bennett Elementary for being selected as Principal of the Year.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Recognition of the 2026-2027 Clay County Assistant Principal of the Year

Description

Superintendent Broskie will recognize Kara Hoffman, Wilkinson Elementary School for being selected as Clay County's Assistant Principal of the Year.

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Quarterly Presentation of Office of Safe School Data

Description

Safety and Security will present a quarterly report to the public containing our Office of Safe Schools' visit data. Data to be included in each report is the number and percentage of schools that were inspected or reinspected by the state during that quarter and the number and percentage of inspected schools that had no school safety requirement deficiencies.

Gap Analysis

N/A

Previous Outcomes

The Safety and Security Department has previously presented non-specific findings at school board meetings.

Expected Outcomes

During a school board workshop on October 27, 2026 (closed to the public), Matthew Boyack, Director of Safety and Security, presented quarterly data updates regarding CCDS safety and security.

Strategic Plan Goal

Safe and Positive Learning Environment (Goal #4) - Strengthen the overall physical and emotional environment to foster an environment of safety and belonging for students, staff, and all stakeholders.

Recommendation

Presentation only.

Contact

Matthew Boyack, Director of Safety & Security, matthew.boyack@myoneclay.net

Financial Impact

None

Review Comments

Attachments

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November 5, 2026 - Regular School Board Meeting

Title
Student Speaker

Description
Student Speaker: Kaleena F. from Oakleaf High School

Gap Analysis
N/A

Previous Outcomes
Students have always been invited to speak during public comment. Starting in June 2026, the agenda will include a dedicated time for a student speaker to share their perspectives on a topic of their choosing.

Expected Outcomes
To receive firsthand student perspectives in order to enhance board awareness and ensure student-centered decision-making.

Strategic Plan Goal
Student Success (Goal #1): Engage all students to attain the necessary skills and knowledge to be future-ready graduates.

Family and Community Engagement (Goal #3): Engage families and the community in the educational process to create robust learning opportunities and partnerships that support and prepare students to be successful throughout the K-12 educational experiences, leading to graduation and beyond.

Recommendation
Presentation only

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

Financial Impact
None

Review Comments

Attachments

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November 5, 2026 - Regular School Board Meeting

Title

Public Comment on Specific Agenda Items

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

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November 5, 2026 - Regular School Board Meeting

Title

D1 - Public Hearing to Adopt Proposed Revisions as Advertised to School Board Policies

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Description

School board policies outline rules to ensure the efficient operation of the school district, providing the framework to support educational programs, school finance, staff recruitment, administration of student services, employee-related rules, and the construction and maintenance of facilities.

The proposed revisions and adoptions are intended to update and ensure alignment of school board policies with state law, federal law, State Board of Education Rules, and other applicable rules and regulations. The Board is authorized to adopt and revise policies under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

- 0122.1 Member Powers
- 0124 Standards of Ethical Conduct
- 0147.1 Travel and Expenses
- 0149 Access to Records
- 0149.3 Board-Staff Communications
- 0168 Minutes
- 1130 Appointment, Assignment, Transfer and Promotion of Admin
- 1211 Whistleblower Protection
- 2421 Career and Technical Education
- 2431 Interscholastic and Intrascholastic Athletics
- 2431.01 Participation by Transfer Students
- 3120 Employment of Instructional Staff
- 3120.03 Athletic Coaches
- 3120.08 Part-time Extra-Curricular Personnel
- 3124 Drug-Free Workplace
- 3130 Appointment, Assignment, Transfer and Promotion of Instructional Staff
- 3211 Whistleblower Protection
- 3220 Evaluation of Instructional Personnel
- 4120 Employment of Support Staff
- 4120.03 Athletic Coaches
- 4120.08 Part-time Extra-Curricular Personnel
- 4124 Drug-Free Workplace
- 4130 Appointment, Assignment, Transfer and Promotion of Support Staff
- 4211 Whistleblower Protection
- 5223 Absences for Religious Instruction
- 5335 Care of Students with Chronic Health Conditions
- 5410.01 Promotion, Acceleration, Placement and Retention
- 5430 Class Rank
- 5514 Use of Personal Transportation Devices
- 5780 Student/Parent Rights
- 5830 Student Fundraising
- 6152 Student Fees, Fines and Charges
- 6520 Payroll Deductions
- 6605 Crowdfunding
- 6608 Accountability And Oversight of Fundraiser and Crowdfunding Disbursements
- 6610 School Internal Funds
- 7217 Weapons
- 8100 Interlocal Agreements
- 8330 Student Records
- 8405 School Safety and Security
- 8407 Safe School Officers
- 8470 Registered Sexual Predators/Offenders

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-8475 Criminal Background Screening for Contractor

-8810 The American Flag, the Flag of the State of FL, and the Official Mooto of the State of FL

-9211 Direct-Support Organizations

-9215 School Support Organizations

-9211 RESCIND: Booster Clubs and Other Outside Support Organizations

Gap Analysis

All board policies are reviewed periodically to ensure they are up to date and compliant with current applicable laws and regulations.

Previous Outcomes

Revisions to board policies have been adopted by the Board as needed and/or required in the past.

Expected Outcomes

The proposed revisions to board policies will be adopted by the Board and implemented appropriately.

Strategic Plan Goal

Goal 1: Student Success
Goal 2: Talent Recruitment, Development, and Retention
Goal 3: Family and Community Engagement
Goal 4: Safe and Positive Learning Environment
Goal 5: Fiscal and Operational Efficiency

Recommendation

Approve the proposed revisions to Board policies following the public hearing on November 5, 2026.

Contact

Erin Skipper, Board Chair, erin.skipper@myoneclay.net

Jeremiah Blocker, School Board Attorney, jeremiah.blocker@myoneclay.net

Financial Impact

Review Comments

Attachments

- Notice of Public Hearing.pdf
- Policy Revisions.pdf

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SCHOOL BOARD OF CLAY COUNTY, FLORIDA

APPROVAL TO ADVERTISE/NOTICE OF PUBLIC HEARING TO APPROVE REVISIONS TO SCHOOL BOARD POLICIES AND BYLAWS

Approval to Advertise: The School Board of Clay County, Florida ("the Board") approves the advertisement of revisions to School Board Bylaws 0122.1, 0124, 0147.1, 0149, 0149.3, and 0168, revisions to School Board Policies 1130, 1211, 2421, 2431, 2431.01, 3120, 3120.03, 3120.08, 3124, 3130, 3211, 3220, 4120, 4120.03, 4120.08, 4124, 4130, 4211, 5223, 5335, 5410.01, 5430, 5514, 5780, 5830, 6152, 6520, 6605, 6608, 6610, 7217, 8100, 8330, 8405, 8407, 8470, 8475, 8810, and 9215, the adoption of School Board Policy 9211, and the rescission of School Board Policy 9211.

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

Access to Text of Proposed Amendments: The full text of the proposed revisions to School Board Bylaws 0122.1, 0124, 0147.1, 0149, 0149.3, and 0168, revisions to School Board Policies 1130, 1211, 2421, 2431, 2431.01, 3120, 3120.03, 3120.08, 3124, 3130, 3211, 3220, 4120, 4120.03, 4120.08, 4124, 4130, 4211, 5223, 5335, 5410.01, 5430, 5514,5780, 5830, 6152, 6520, 6605, 6608, 6610, 7217, 8100, 8330, 8405, 8407, 8470, 8475, 8810, and 9215, the adoption of School Board Policy 9211, and the rescission of School Board Policy 9211 is available for inspection and copying by the public in the Office of the Superintendent for Clay County District Schools, located at 900 Walnut Street, Green Cove Springs, Florida 32043. The full text is also available via the School District's website at www.oneclay.net under the School Board Meeting Links, School Board Agendas - October 1, 2026. The Superintendent is authorized to correct technical errors in grammar, numbering, section designations, and cross-references as may be necessary to reflect the intention of such Policy amendments.

Rule-Making Authority: The Board is authorized to adopt and modify School Board Policies under sections 120.54, 120.81, 1001.32, 1001.41, and 1001.43 of the Florida Statutes.

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

No statement or estimated regulatory costs has been prepared. Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower regulatory alternative, must do so in writing within 21 days of this notice.

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

Public Hearing: The Board intends to formally adopt revisions to School Board Bylaws 0122.1, 0124, 0147.1, 0149, 0149.3, and 0168, revisions to School Board Policies 1130, 1211, 2421, 2431, 2431.01, 3120, 3120.03, 3120.08, 3124, 3130, 3211, 3220, 4120, 4120.03, 4120.08, 4124, 4130, 4211, 5223, 5335, 5410.01, 5430, 5514, 5780, 5830, 6152, 6520, 6605, 6608, 6610, 7217, 8100, 8330, 8405, 8407, 8470, 8475, 8810, and 9215, the adoption of School Board Policy 9211, and the rescission of School Board Policy 9211 following a public hearing. **The public hearing shall be held on Thursday, November 5, 2026**, during the course of a Regular Board meeting, which begins at **6:00 p.m.** and takes place in the Boardroom at the Teacher In-service Training Center at Fleming Island High School, 2233 Village Square Parkway, Orange Park, Florida.

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

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

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VOL. 27, NO. 1, JUNE 2026

po0122.1

Revised Bylaw - Vol. 27, No. 1, June 2026 - MEMBER POWERS

0122.1 - **MEMBER POWERS**

School Board members as individuals do not separately possess the powers that reside in the Board. Board members shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member, except when such statement or action is pursuant to specific official instructions of the Board.

A Board member has the right to comment publicly during or outside of a Board meeting on any matter of Board business, except for student and employee disciplinary hearings that are specifically addressed in F.S. 1006.07 and 1012.34, respectively, or other matters prohibited by law.

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VOL. 27, NO. 1, JUNE 2026

po0124

Revised Bylaw - Vol. 27, No. 1, June 2026 - STANDARDS OF ETHICAL CONDUCT

0124 - **STANDARDS OF ETHICAL CONDUCT**

Members of the School Board recognize their individual duty to promote the best interests of the District. Public schools as a whole and each Board member shall adhere to the following educational and ethical standards.

Board members must have a sincere desire to serve the educational needs of the community. Decisions must be based on the best interests of students and not on political or personal interests.

Board members recognize their individual duty to promote the best interests of the District. In doing so, members of the Board shall be guided by the *Principles of Professional Conduct for the Education Profession in Florida*, F.A.C. 6A-10.081, which outlines the following ethical principles:

A. Board members value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

B. Board members share the primary professional concern for the student and for the development of the student's potential. Members of the Board will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.

C. Board members strive to achieve and sustain the highest degree of ethical conduct because they are aware of the importance of maintaining the respect and confidence of their colleagues, of students, of parents, and of other members of the community.

Members of the Board shall strive to fulfill the following obligations:

A. Obligation to the student requires that members of the Board do what is necessary and appropriate so that:

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1. students are protected from conditions harmful to learning and/or to the students' mental and/or physical health and/or safety is protected as well.

2. students are not unreasonably restrained from independent action in pursuit of learning.

3. students are not unreasonably denied access to diverse points of view.

4. subject matter relevant to a student's academic program is not intentionally suppressed or distorted.

5. students are not intentionally exposed to unnecessary embarrassment or disparagement.

6. students are not intentionally provided classroom instruction in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

7. students are not intentionally provided classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted by F.A.C. 6A-1.09401, or is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

8. student's legal rights are not intentionally violated.

9. parents are not discouraged or prohibited parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

10. students are not harassed or discriminated against on the basis of race, color, nationality or ethnic origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, political beliefs, social and family background, military status, ancestry, or genetic information and each student is protected from harassment or discrimination.

11. District staff members, administrators, or officials do not exploit a relationship with a student for personal gain or advantage.

12. personally identifiable information obtained in the course of professional service is kept in confidence unless disclosure serves professional purposes or is required by law.

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13. the Board member shall not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. the Board member shall not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

B. Obligation to the public requires that the members of the Board do what is necessary and appropriate so that:

1. District staff members, administrators, and officials distinguish between personal views and those of the District.

2. facts concerning an educational matter are not intentionally distorted or misrepresented in direct or indirect public expression.

3. institutional privileges are not used for personal gain or advantage. (see also Bylaw 0141.2, *Conflict of Interest*)

4. District staff members, administrators, and officials do not accept a gratuity, gift, or favor that might influence professional judgment. (see also Bylaw 0141.2, *Conflict of Interest*)

5. District staff members, administrators, and official do not offer a gratuity, gift, or favor to obtain special advantages. (see also Bylaw 0141.2, *Conflict of Interest*)

C. Obligation to the profession of education requires that members of the Board do what is necessary and appropriate so that:

1. all District staff members, administrators, and official maintain honesty in all professional dealings.

2. a District staff member, administrator, or official is not denied professional benefits or advantages or participation in any professional organization not on the basis of race, color, national or ethnic origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, political beliefs, social and family background, military status, ancestry, or genetic information.

3. District staff members, administrators, or officials do not interfere with a District staff member's, administrator's, or official's exercise of political or civil rights and responsibilities.

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4. a District staff member, administrator, or official does not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, so that each District staff member, administrator, or official is protected from such harassment or discrimination.

5. a District staff member, administrator, or official does not make malicious or intentionally false statements about another District staff member, administrator, or official.

6. a District staff member, administrator, or official does not use coercive means or promises of special treatment to influence professional judgments of a colleague.

7. a District staff member, administrator, or official does not misrepresent one's own professional qualifications.

8. District staff members, administrators, or officials do not submit fraudulent information on any document in connection with professional activities.

9. District staff members, administrators, or officials do not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. District staff members, administrators, or officials do not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. a District staff member, administrator, or official does not assist with entry into or continuance in the profession of any person known to be unqualified in accordance with the *Principles of Professional Conduct for the Education Profession in Florida*, other applicable Florida statutes, State Board of Education rules, and Board policies.

12. a District staff member, administrator, or official self-reports within forty-eight (48) hoursto a District authority, as determined by the Superintendent, any arrest for a felony or misdemeanor offense listed in F.S. 435.04, including any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such self-report is not to be considered an admission of guilt nor shall such self-report be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, Board members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a

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pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

13. a District staff member, administrator, or officials understand their duty to report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

14. a District staff member, administrator, or official does not seek reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

D. Members of the Board shall not have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature that is in substantial conflict with the proper discharge of his/her duties in the public interest. (see also Bylaw 0141.2, *Conflict of Interest*)

E. Each Board member must recognize that decisions must be made by the Board as a whole and that when made, these decisions must be supported by the entire Board.

F. All Board members shall adhere to the principles enumerated above.

Mandatory Training

Members of the Board shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory *Code of Ethics for Public Officers and Employees* (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by the completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Members of the Board are also required to complete training annually on the standards of ethical conduct established in this bylaw.

Gifts

Members of the Board may not solicit any gift or knowingly accept, directly or indirectly, a gift valued in excess of $50 or an honorarium from a person, vendor, potential vendor or other entity doing business with the Board, from a political committee, or from a lobbyist (and related individuals and entities) who lobbies the reporting individual's agency (see F.S. 1001.421). "Vendor" is defined by F.S. 112.3148 relating to gifts and F.S. 112.3149 relating to honoraria to mean a business entity doing business directly with an agency, such as renting, leasing, or selling realty, goods, or services. The term "gift" has the same meaning

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as in F.S. 112.312(12). This prohibition applies as well to relatives, as defined in F.S. 112.312(21).

In addition to the foregoing, members of the Board shall not solicit or accept anything of value including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

Board members are further required to follow all Florida laws applicable to the solicitation or acceptance of gifts, including F.S. 112.313 and 112.3148. Board members must review these laws upon taking office and are encouraged to do so periodically during the course of their term in office.

Stolen Valor

Candidates for, and members of the Board, the Superintendent, and Board employees shall not knowingly misrepresent military service for material gain as set forth in F.S. 112.3131. These prohibitions include, but are not necessarily limited to, the following:

A. misrepresenting by making false, fictitious, or fraudulent statements or representations, directly or indirectly, that they are or were:

    1. a service member or veteran of the Armed Forces of the United States;

    2. the recipient of a decoration, medal, title, or honor from the Armed Forces of the United States or otherwise related to military service, including, but not limited to those listed in F.S. 112.3131;

    3. a holder of an awarded qualification or military occupational specialty, including, but not limited to, any of those listed in F.S. 112.3131; or

    4. that they actively served in the Armed Forces of the United States during a wartime era, regardless of whether there was a declared war, or served in combat operations in a warzone, or were a prisoner of war.

B. wearing the uniform or any medal or insignia authorized for use by members or veterans of the Armed Forces of the United States which they are not authorized to wear.

"Material gain" means anything of value, regardless of whether the value is monetary, remunerative, or tangible, which is received by or given to, or is intended to be received by or given to, an individual. The term includes, but is not limited to, food, lodging, compensation, travel expenses, placards, public benefits, public relief, financial relief, obtaining or retaining employment or a promotion in such individual's current employment or public employment, including gaining a position in state or local

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government with authority over another person, regardless of whether the individual receives compensation or renumeration for their service in the position; obtaining or retaining State or local public office through election or appointment; or any thing in which or for which a tangible benefit was gained, even if the value of such benefit is de minimis.

Responsibilities Related to Allegations of Misconduct

Pursuant to F.S. 1001.42(7), a Board member may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Board member knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel or school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of this provision will result in the forfeit of the Board member's salary for one (1) year.

Appointment or Employment of Relative

DRAFTING NOTE - SB 572 (2026) amended F.S. 112.3135 (2)(c) to specify that the restriction on the employment of relatives "does not prohibit the board, council, commission, or collegial body on which an elected public official serves from appointing, employing, promoting, or advancing a relative who is an elected public official serving on the same board, council, commission, or collegial body to a leadership position thereof." Based on this language, it is unclear whether the exception to the prohibition applies to the Board as a whole or individual members of the Board. Thus, the Board may want to confer with its legal counsel regarding the application of this exception to the actions of the Board and its members.]

Pursuant to F.S. 1012.23(2), Board members may not appoint or employ a relative, as defined in F.S. 112.3135, to work under their direct supervision. This limitation does not apply to employees appointed or employed before the election or appointment of the Board member.

This does not prohibit the Board on which an elected public official serves from appointing, employing, promoting, or advancing a relative who is an elected public official serving on the same Board to a leadership position thereof.

Revised 11/6/25

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F.S. 112.312
F.S. 112.313
F.S. 112.3131
F.S. 112.3142
F.S. 112.3148
F.S. 112.3149
F.S. 112.317
F.S. 1001.42(6)
F.S. 1001.421
F.S. 1012.23
F.A.C. 6A-10.081

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VOL. 27, NO. 1, JUNE 2026

po0147.1

Revised Bylaw - Vol. 27, No. 1, June 2026 - TRAVEL AND EXPENSES

0147.1 - **TRAVEL AND EXPENSES**

Members of the School Board have a duty to promote the best interests of the District and are expected to engage in meaningful professional development to enhance their leadership abilities and fulfill their responsibilities. In doing so, members of the Board may need to travel from time-to-time in the county, out of the county, and/or out of the State.

Members of the Board seeking reimbursement for travel must utilize District-approved forms.

In-County Travel

[DRAFTING NOTE: Pursuant to F.S. 112.061(14)(a)(3), the Board may, through the adoption of policy, establish rates that vary from the mileage rates established in F.S. 112.061(7)(d) so long as those rates are not less than the statutorily established rate of twenty-nine cents ($0.29) that was in effect for the 2005-2006 fiscal year.]

Travel on official business performed within Clay County by members of the Board shall be reimbursed at the maximum rate allowed by F.S. Chapter 112.061; said mileage shall be determined by actual driving directions, if travel performed by personal automobile. Such point of origin may be the Board member's place of residence, consistent with provisions of F.S. 1001.39.

Reimbursable in-county travel for members of the Board is defined as that travel performed as part of a Board member's duties.

Out-of-County Travel (Within the State of Florida)

Expenditures for travel outside the District or for cellular phones, cellular phone service, personal digital assistants, or any other mobile wireless communication device or service, including text messaging, whether through purchasing, leasing, contracting, or any other

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method, are not permitted if any of the financial conditions outlined in F.S. 1011.051, and as set forth in Policy 6233, exist.

If such a financial condition does not exist, when approved in advance, expenses for out-of-county travel for members of the Board members shall be paid at the rate allowed by State law. Copies of receipts for lodging, transportation, tolls, registration fees, and parking must be attached to the traveler's request for reimbursement.

Travel outside the county that exceeds $500.00 requires prior approval by the Board to confirm that such travel is for official business of the District and complies with rules of the State Board of Education.

Out-of-State Travel

Expenditures for travel outside the State or for cellular phones, cellular phone service, personal digital assistants, or any other mobile wireless communication device or service, including text messaging, whether through purchasing, leasing, contracting, or any other method, are not permitted if any of the financial conditions outlined in F.S. 1011.051, and as set forth in Policy 6233, exist.

If such a financial condition does not exist, ~~when approved in advance,~~ and the threshold of $500.00 for prior approval will not be met expenses for out-of-State travel for members of the Board shall be paid at the rate allowed by State law.

Any request by a member of the Board member to travel outside of Florida must include an itemized list detailing all anticipated travel expenses including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. The public shall have an opportunity to speak on any member of the Board specific travel agenda item prior to the Board taking action on whether to approve or deny the travel request.

Any out-of-state travel that exceeds $500.00 requires prior approval by the Board to confirm that such travel is for official business of the District and complies with rules of the State Board of Education.

Travel Costs Paid or Reimbursed from Federal Funds

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

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Participation in Virtual Trainings and Conferences

Similar to in-person trainings and conferences, participation by a Board member in a virtual training or conference is defined as official business performed as part of a Board member's duties when all of the following apply:

A. The main purpose of the virtual training or conference is in connection with the official business of the District and directly related to the performance of the statutory duties and responsibilities of the Board member participating.

B. The virtual training or conference provides a direct educational or other benefit supporting the work and public purpose of the participating Board member.

C. The duties and responsibilities of the participating Board member are compatible with the objectives of the virtual training or conference.

Any request by a member of the Board to participate in a virtual training or conference must include an itemized list detailing all anticipated expenses including, but not limited to, the anticipated costs of registration and meeting materials.

Expenses for participation in virtual trainings and conferences that exceeds $250 requires prior approval by the Board to confirm that such participation is for official business of the District and complies with rules of the State Board of Education.

If a financial condition pursuant to F.S. 1011.051 does not exist, expenses for participation in a virtual training or conference for members of the Board shall be reimbursed at the rate allowed by State law.

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F.S. 112.061
F.S. 1001.39
F.S. 1011.051
F.A.C. 6A-1.056
2 C.F.R. 200.474

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VOL. 27, NO. 1, JUNE 2026

po0149

Revised Bylaw - Vol. 27, No. 1, June 2026 - ACCESS TO RECORDS

0149 - **ACCESS TO RECORDS**

Individual members of the School Board do not possess the powers that reside in the Board, but no member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

Upon request, a Board member has the right to be given free and timely access to all District documents necessary to fulfill the Board member's duties and responsibilities required under the Florida Constitution and the Florida Early Learning-20 Education Code. Access to documents that are confidential or exempt from public disclosure must be provided in compliance with applicable law. Any document provided to a Board member must be offered to all Board members.

Board members may request any document or information, except for documents or information that the Board member would be prohibited by law from accessing, from District staff with the permission of the Superintendent or other members of the administration, where such permission may not be unreasonably withheld.

~~Access to District personnel records shall be subject to Board policy and State statute.~~

Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members to fulfill their legal responsibilities in making decisions on such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal, or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

F.S. 1001.366

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VOL. 27, NO. 1, JUNE 2026

po0149.3

Revised Bylaw - Vol. 27, No. 1, June 2026 - BOARD-STAFF COMMUNICATIONS

0149.3 - **BOARD-STAFF COMMUNICATIONS**

The School Board is a policy making body and its individual members do not have authority to direct the day-to-day operations of the District or its employees. Nevertheless, the Board believes that open channels of communication between itself and the staff will benefit the District. The preferred line of official District communication should, however, be through the Superintendent.

A. Staff Communications to the Board

All communications regarding official business of the District from staff members to the Board or its committees should be preferably submitted through the Superintendent. The Superintendent shall forward such communications received from staff members to the Board no later than seven (7) days following receipt.

If a staff member chooses to communicate directly with the Board regarding District business, then that communication should be sent to all members of the Board and the Superintendent should be copied as well.

This communication protocol is not intended to deny any staff member his/her constitutional right of free speech or the right to appeal to or otherwise address the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff ~~will~~ should generally be communicated through the Superintendent, who shall also keep staff members informed of the Board's concerns and actions. A Board member may consult with the District's chief financial officer on general matters related to the budget and sources and uses of District funds, and have reasonable access, upon the Board member's request, to any detail or line item in any proposed or approved budget or in any financial transaction by the District.

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C. Social Interaction

Both staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they interact at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members are not authorized to act on behalf of the Board unless in open public session or when specifically vested with such authority, it will be considered to be unacceptable conduct for individual Board members to discuss with members of the staff personnel grievances or other complaints if procedures to seek remedy for such grievances or complaints have been established in Board policy or in the collective bargaining agreement.

F.S. 1001.366

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VOL. 27, NO. 1, JUNE 2026

po0168

Revised Bylaw - Vol. 27, No. 1, June 2026 - MINUTES

0168 - **MINUTES**

The Superintendent shall act as secretary and shall cause to be kept official minutes of all its meetings showing the time and place, the members present, the subjects considered, a summary of the deliberations sufficient enough for the public to understand the basis for the School Board's actions, the actions taken, the vote of each member on roll-call votes, and any other information required to be shown in the minutes by law, which shall be available to the public. All attachments for agenda items considered at the Board meeting, such as vendor contracts or budget documents, must be kept as a public record with the minutes of each meeting.

The minutes of Board meetings shall be considered at the next regular meeting where they shall be read (unless waived by law), corrected, and approved. The approved minutes shall be signed by the Superintendent and the Chairman.

Recordings shall be made of each meeting of the Board as an administrative aid and shall be preserved as public documents of the Board as required by State statute.

The approved minutes shall be filed in the Board office in a prescribed minutes book as a permanent record of official Board proceedings.

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F.S. 1001.42

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VOL. 27, NO. 1, JUNE 2026

po1130

Revised Policy - Vol. 27, No. 1, June 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS

1130 - **APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF ADMINISTRATORS**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the success of the District.

Appointment and Assignment

The Superintendent shall submit written recommendations with regard to the appointment and assignment of administrators for Board action.

The Board shall act not later than three (3) weeks following the receipt of State mandated testing scores and data, including school grades, or June 30th, whichever is later, on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendations for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Superintendent may temporarily reassign employees when it is determined that it is in the employee's and/or School District's best interest(s).

Promotion and Transfer

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Pursuant to State law, the Superintendent's primary consideration in recommending an individual for promotion must be the individual's demonstrated effectiveness pursuant to F.S. 1012.34.

When need be, the Superintendent shall submit written recommendations with regard to the promotion or transfer of administrative staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for the transfer or promotion of an administrative staff member for good cause.

Duties, Days, and Hours

The Superintendent shall communicate the duties, days, and hours of the various classifications of administrators.

A. Administrative staff shall perform the duties required by Florida statutes and Board policy, as well as all other generally accepted administrative duties such as supervision of bus loading zones, chaperoning students, and other reasonable duties as may be assigned by the administrator's immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of an administrator's contract and just cause for disciplinary action.

B. Administrative staff are responsible for student control and supervision at any location during school-sponsored activities.

C. Administrators shall not permit their family or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision.

These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same school/department except by permission of the Superintendent. In the event that an administrator, due to some unusual

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circumstance, may have been placed in the same school/department with a relative, the administrator may continue in the position until reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. Relatives may be employed in the same school/department when specifically recommended by the administrator and approved by the Superintendent on the grounds that it is to the advantage of the District.

B. Under no circumstances shall a person supervise the work of a relative.

Likewise, administrators may not nominate for employment, or directly supervise, relatives at the same work location. The administrator of any District entity or office shall disclose to the Superintendent any relative for whom the administrator is responsible with respect to employment decisions, payroll authorization, or job performance evaluations. All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

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F.S. 112.3135
F.S. 1001.32
F.S. 1012.22
F.S. 1012.23
F.S. 1012.2315
F.S. 1012.27
F.S. 1012.28
F.S. 1012.34
F.S. 1012.795
F.S. 1012.796

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VOL. 27, NO. 1, JUNE 2026

po1211

Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION

1211 - **WHISTLEBLOWER PROTECTION**

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. ~~Pursuant to State law, the Board expects administrative~~ Administrative staff members ~~to~~ must report in a signed, written report, the following to the Superintendent:

A. Any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare; and

B. ~~to their immediate supervisors. Additionally, pursuant to State law, administrative staff members are expected to report~~ A ~~a~~ny act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~

Any employee making such a report in a signed, written report shall not be ~~protected from~~ subjected to dismissal, discipline, ~~retaliation, or reprisal~~ or any other adverse personnel action as defined in F.S. 112.3187 for making such report ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.~~ unless the employee knows the information to be false

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely,

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employees may be are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the Superintendent ~~report confirmed in writing to their immediate supervisor.~~

If the alleged misconduct that is reported involves a Board member or the Superintendent, the signed, written report is to be filed directly with the Board Attorney who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by an administrative staff member pursuant to this policy, an investigation shall be conducted by the Superintendent or Board Attorney ~~consistent with the procedures described in F.S. 112.3189.~~

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F.S. 112.3187
~~F.S. 112.3189~~

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VOL. 27, NO. 1, JUNE 2026

po2421

Revised Policy - Vol. 27, No. 1, June 2026 - CAREER AND TECHNICAL EDUCATION

2421 - **CAREER AND TECHNICAL EDUCATION**

The School Board recognizes that education is a function of both knowledge and the application of knowledge. Education that ties abstract ideas to practical applications also prepares students to use their minds, as well as preparing them to be citizens, parents, and members of a civilized culture. Career and Technical Education and academic education are complementary, rather than exclusive.

Career and Technical Education (CTE) will provide experiences that complement and reinforce academic concepts that are particularly amenable to contextualized learning in a distinct career area and provide occupationally specific skills.

The Board shall provide career and technical education program offerings that include, but are not limited to:

A. job preparatory courses designed to provide students with the competencies necessary for effective entry into an occupation;

B. exploratory courses designed to give students initial exposure to skills and attitudes associated with a broad range of occupations in order to assist them in making informed decisions regarding their future academic and occupational goals;

C. career education instruction which is designed to strengthen and integrate basic academic skills and career/technical skills and occupational awareness;

D. accelerated career and technical programs such as career dual enrollment designed to enable high school students to earn elective credit toward graduation and postsecondary credit toward an A.S. degree or a technical certificate.

Additionally, the District shall host a career fair during the school year and establish a process to provide students in grades 11 and 12 the opportunity to meet or interview with potential employers during the career fair. The career fair must be held on the campus of the high school, except that a group of high schools in the District or the District and other school districts may hold a joint career fair at an alternative location to satisfy this requirement. A joint career fair must be held at a location within reasonable driving

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distance for students at all participating schools. The career fair must be held during the school day and may use Florida's online career planning and work-based learning system as part of the career fair activities. Alternatively, the District may consult with local workforce development boards, advisory committees, and business groups to determine free or cost-effective methods to provide other career and industry networking opportunities during the school day for secondary students, and exposure for elementary and secondary students to a representative variety of industries, business, and careers.

Any effort to recruit students to participate in a particular career and technical program shall follow applicable State and Federal laws regarding the provision of information.

Career and technical education program offerings are available to middle and high school students.

Procedures for program operation in accordance with applicable labor laws are incorporated in the Florida Department of Education, Curriculum Frameworks, and Student Performance Standards.

Career and Professional Academies; Career-Themed Courses

The District shall offer career and professional academies at the middle and high school levels, and at least two (2) career-themed courses. A "career and professional academy" is a research-based program that integrates a rigorous academic curriculum with an industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Florida Commerce. Students completing career and professional academy programs must receive a standard high school diploma, the highest available industry certification, and opportunities to earn postsecondary credit if the academy partners with a postsecondary institution approved to operate in the state.

A "career-themed course" is a course, or a course in a series of courses, that leads to an industry certification identified in the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education. Career-themed courses have industry-specific curriculum aligned directly to priority workforce needs established by the regional workforce board or the Department of Florida Commerce. Students completing a career-themed course will be provided opportunities to earn postsecondary credit if the credit for the career-themed course can be articulated to a postsecondary institution approved to operate in the State.

The Board expects career and professional academies offered in the District's high schools to provide rigorous and relevant career-themed courses that articulate to postsecondary-level coursework and provide students with the opportunity to receive a standard high school diploma or the Florida Gold Seal CAPE Scholars award, the opportunity to earn industry certification, the opportunity to attain the Florida Gold Seal CAPE scholarship, and the opportunity to earn postsecondary credit.

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The Board further provides the opportunity for middle school students who successfully complete the curriculum of the career and professional academies or a career-themed course to transfer to a high school career and professional academy or a career-themed course currently operating within the District. Students who complete such courses at the middle school level shall have the opportunity to earn an industry certificate, high school credit, and participate in career planning, and business leadership development activities. The District shall inform students and parents during course selection for middle school of the career and professional academy or career-themed courses available within the District. Middle grade students may not earn more than two (2) CAPE Digital Tool certificates per school year.

The Board encourages the Superintendent to forge partnerships with local businesses in the development of career and professional academies. These partnerships will help prepare students for the State's workforce needs, as well as help attract, expand, and retain targeted, high-value industry and jobs in the community.

The District's career and professional academies should increase student academic achievement and graduation rates through integrated academic and career curriculum. Each middle school career exploration program, middle and high school career, and professional academies leading to industry certification, and high school graduation requirements shall be aligned.

Each career and professional academy and career-themed course at the high school level must:

A. provide a rigorous standards-based academic curriculum integrated with a career curriculum; consider multiple styles of student learning; promote learning by doing through application and adaptation; maximize the relevance of the subject matter; enhance each student's capacity to excel; and include an emphasis on work habits and work ethics.

B. include one or more partnerships with postsecondary institutions, businesses, industry, employers, economic development organizations, or other appropriate partners from the local community. Such partnerships with postsecondary institutions shall be delineated in articulation agreements and include any career and professional academy courses or career-themed courses that earn postsecondary credit. Such agreements may include articulation between the secondary school and public or private two (2) year and four (4) year postsecondary institutions and technical centers. Such partnerships can provide opportunities for:

1. instruction from highly skilled professionals who possess industry-certification credentials for courses they are teaching;

2. internships, externships, and on-the-job training;

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3. a postsecondary degree, diploma, or certificate;

4. the highest available level of industry certification;

5. maximum articulation of credits pursuant to F.S. 1007.23 upon program completion.

C. promote and provide opportunities for students enrolled in a career and professional academy or a career-themed course to attain, at a minimum, the Florida Gold Seal CAPE scholarship pursuant to F.S. 1009.536.

D. provide instruction in careers designated as high-skill, high-wage, and high-demand by the regional workforce development board, the chamber of commerce, economic development agencies, or the Department of Florida Commerce.

E. deliver academic content through instruction relevant to the career, including intensive reading and mathematics intervention required by F.S. 1003.428, with an emphasis on strengthening reading for information skills.

F. offer applied courses that combine academic content with technical skills.

G. provide instruction resulting in competency, certification, or credentials in workplace skills, including, but not limited to, communication skills, interpersonal skills, decision-making skills, the importance of attendance and timeliness in the work environment, and work ethics.

Each career and professional academy at the middle school level must:

A. lead to careers in occupations aligned to the CAPE Industry Certified Funding List approved under rules adopted by the State Board of Education.

B. integrate content from core subject areas.

C. integrate career and professional academy or career-themed course content with intensive reading and mathematics pursuant to F.S. 1003.428.

D. coordinate with high schools to maximize opportunities for middle school students to earn high school credit.

E. provide access to virtual instruction courses provided by virtual education providers legislatively authorized to provide part-time instruction to middle school students. The virtual instruction courses must be aligned to State curriculum standards for middle school career and professional academy courses or career-themed courses, with priority given to students who have required course deficits.

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F. provide instruction from highly skilled professionals who hold industry certificates in the career area in which they teach.

G. provide personalized student advisement that includes a parent-participation component.

An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with F.S. Chapter 446, Job Training, is exempt from the provisions of F.S. 1004.91 relating to career preparatory instruction.

High School Credit for Career and Technical Student Organization Participation

Students in grades 6 through 12 may earn one (1) high school credit upon providing their school with verifiable documentation showing an accumulation of at least 135 hours of participation in career and technical student organization activities that occur outside of regular class time. The 135-hour threshold may be accumulated over the course of one (1) or more academic years.

A. "Career and technical education program" means a comprehensive program of secondary instruction for which a curriculum framework has been adopted in accordance with F.A.C. 6A-6.0571.

B. “Career and technical student organizations” or “CTSOs” are organizations for students enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program to develop knowledge and skills by participating in activities, events, and competitions.

CTSO experiences and activities may count toward a high school credit if they provide the opportunity for students to apply academic and technical content to career experiences. These activities may include events, projects, competitions, and workshops, including preparation or practice time for such activities, supervised agricultural experiences, or any other activity that meets the definition of work-based learning under F.S. 446.0915, that is related to a CTSO.

To apply for a high school credit, a student, including a transfer student, must provide the CTE Office with the following forms of verifiable documentation of demonstrable CTSO participation no later than April 30th:

A. dates/times the student participated in a career or technical student organization activity outside of regular class time;

B. the name of the student organization;

C. time sheets, sign-in sheets, or other time reports;

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D. a signed statement from the administrator or supervisor of the student organization verifying that the student has completed the reported number of hours.

Within thirty (30) school days of receipt of the student's documents related to CTSO participation, the District's CTE Office/school administrator will review the documentation and notify the student if the student's CTSO participation meets the requirements of F.A.C. 6A-1.09442 and this policy.

CTSO advisors, CTSO teachers, and other relevant District personnel will be provided training on the requirements to award credit for CTSO participation.

Industry Certification in Industry-Certified Career Education Programs

Secondary schools offering career-themed courses and career and professional academies shall enable students in such programs to earn industry certification in an industry that is:

A. within an industry that addresses a critical local or Statewide economic need;

B. linked to an occupation that is included in the workforce system's targeted occupation list; or

C. linked to an occupation that is identified as emerging.

To earn industry certification, the student must demonstrate the required proficiency on an assessment evaluated by an independent, third-party certifying entity using predetermined standards for knowledge, skills, and competencies.

Strategic Plan to Address Local and Regional Workforce Demands

Florida statutes require each Board to develop, in collaboration with regional workforce boards, economic development agencies, and postsecondary institutions approved to operate in the state, a strategic three (3) year plan to address and meet local and regional workforce demands. If involvement of a regional workforce board or an economic development agency in the strategic plan development is not feasible, the Board, with the approval of the Department of Florida Commerce, shall collaborate with the most appropriate regional business leadership board.

The Board authorizes the Superintendent to collaborate with one (1) or more neighboring counties in the development of the strategic plan, and, upon approval of the plan, to offer career-themed courses, as defined in F.S. 1003.493(1)(b), or a career and professional academy as a joint venture.

The strategic plan must describe in detail provisions for the efficient transportation of students, the maximum use of shared resources, access to courses aligned to State curriculum standards through virtual education providers legislatively authorized to

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provide part-time instruction to middle school students, and an objective review of proposed career and professional academy courses and other career-themed courses to determine if the courses will lead to the attainment of industry certifications included on the CAPE Industry Certified Funding List pursuant to rules adopted by the State Board of Education.

The strategic three (3) year plan shall be constructed and based upon the elements set forth in F.S. 1003.491. Each strategic plan shall be reviewed, updated, and jointly approved every three (3) years by the School District, regional workforce boards, economic development agencies, and State-approved postsecondary institutions.

Maintenance of Records for Workforce Education Programs Funded with State Appropriations

If the District receives State appropriations for workforce education, it will maintain adequate and accurate records, including a system to record District workforce education funding and expenditures, to maintain the separation of postsecondary workforce education expenditures and secondary workforce education expenditures. These records will be submitted to the FLDOE in accordance with rules of the State Board of Education.

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Legal
F.S. 1011.803
F.S. 1003.493
F.S. 445.004
F.S. 445.006
F.S. 446 et seq.
F.S. 450.081
F.S. 1000.05
F.S. 1001.42
F.S. 1003.01
F.S. 1003.41
F.S. 1003.4156
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VOL. 27, NO. 1, JUNE 2026

po2431

Revised Policy - Vol. 27, No. 1, June 2026 - INTERSCHOLASTIC AND INTRASCHOLASTIC ATHLETICS

2431 - **INTERSCHOLASTIC - AND INTRASCHOLASTIC ATHLETICS**

The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. A program of interscholastic athletics for students is an integral part of the total school experience and benefits the community as a whole. The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics. Participation in the District's interscholastic athletics programs by a student is a privilege, not a right.

The program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students from high schools in this District with those from a high school in another district.

Competition involving junior high schools and high schools shall be in accordance with the Florida High School Athletic Association's (FHSAA's) bylaws.

Since the primary purpose of the interscholastic athletics program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels.

An interscholastic athletic contest is any competition between organized teams or individuals of different schools in a sport recognized by the FHSAA, and therefore shall be subject to all regulations pertaining to such contests. The interscholastic athletics program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as coaches and advisors.

Interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the District alone. It should also offer an opportunity for career and educational

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development. The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

Appropriate adult supervision consistent with Florida law shall be provided to all students. All supplemental/paid athletic coaches and sponsors of extra-curricular activities involving outdoor practices or events shall complete annual training in exertional heat stroke (EHS) identification, prevention, and response, including effective administration of cooling zones.

Eligibility and Regulation

All junior highs and high schools shall be members of the FHSAA and governed by its rules and regulations. All ~~District~~ participating students (including transfer students) shall satisfy the eligibility requirements established by the FHSAA, Florida law, Board Policy 2431.01 and Policy 5610.05.

~~Students~~ Eligible students may be enrolled in the District, a private school, charter school (including full-time virtual charter schools), alternative school, Florida Virtual School (FLVS), home education students enrolled in a full-time virtual instruction program under F.S. 1002.45, or educated at home under F.S. 1002.41. Eligible students are permitted to participate in a District interscholastic or intrascholastic sport and must fulfill the same academic and nonacademic requirements as any other participant, ~~-~~ in accordance with F.S. 1006.15 .~~-~~

An eligible student may participate in interscholastic and intrascholastic athletic activities at the District school in which they are enrolled. An eligible student may participate at a different school if their school does not offer the same activity (or the student is in a home education program), and the other school is in the same school district in which the student resides. If no public schools (traditional and charter) in the School District in which the student resides offer the activity, and an agreement cannot be reached with a private school that is appropriate for the student's grade level located outside of their school district then the student may participate at a public, charter, or private school that is appropriate for the student's grade level located outside of their school district, but the school must be in an adjacent school district.

A student who participates in an interscholastic or intrascholastic activity at a District public school and who transfers from that school during the school year must be allowed to continue to participate in the activity at that school for the remainder of the school year if:

A. during the period of participation in the activity, the student continues to meet the requirements specified in F.S. 1006.15.

B. the student continues to meet the same standards of acceptance, behavior, and performance which are required of other students participating in the activity, except for enrollment requirements at the school at which the student participates.

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C. the parents of the student participating in the activity provide for the transportation of the student to and from the school at which the student participates. The school the student attends, the school at which the student participates in the activity, and the Board are exempt from civil liability arising from any injury that occurs to the student during such transportation.

The Principal of each District school shall be responsible for determining each participant's eligibility pursuant to State law, the rules of this Board, and the bylaws of the FHSAA. Any school that allows an ineligible student to participate shall be subject to the penalties set forth in Florida law and the bylaws of the FHSAA. (see also Policy 2431.01)

The interscholastic athletics program requires as follows:

A. Prior to any type of participation (including summer workouts, conditioning, open facilities, tryouts and/or practices),

1. each participant shall ~~submit to a thorough physical~~ satisfactorily pass a medical examination ~~by an approved physician~~ each year that is administered only by a practitioner licensed under F.S. Chapters 458, 459, or 460, or F.S. 464.012, or by a practitioner who holds an active equivalent licensure issued by the State in which the medical evaluation is performed, and is in good standing with the practitioner's regulatory board, unless the parent objects in writing based on religious tenets or practices in accordance with F.S. 1006.20 ;

2. and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. ~~A physical evaluation shall be valid for a period not to exceed one (1) calendar year from the date of practitioner's signature.~~ Medical evaluations must be dated June 1st or later of the current school year.

3. and beginning in the 2026-2027 school year and thereafter, the first time a student who is in grades 9 through 12 participates in an interscholastic athletic competition or is a candidate for an interscholastic athletic team, the student shall complete at least one (1) electrocardiogram screening that meets the requirements of F.S. 1006.165. A student shall be granted an exception to the electrocardiogram requirement if the parent of the student objects in writing to the student receiving an electrocardiogram because the electrocardiogram is contrary to the student's religious tenets or practices or if a physician licensed underF.S. Chapter 458 or Chapter 459 in good standing with the Board of Medicine or Board of Osteopathic Medicine, as applicable, provides a certificate of medical exception.

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B. The District must pursue public and private partnerships to provide low-cost electrocardiograms to the student. A student athlete is exempt from the requirements in F.S. 1006.20 if the student resides in a school district that is unable to obtain a public or private partnership to provide an electrocardiogram at a rate of less than $50 per student.

C. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical professional who has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)d, the District shall not be liable for any student with a health condition who has been authorized to play by the parent(s) if the parent(s) of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to their religious tenets or practices.

D. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

E. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

F. The Superintendent and District school Principals will require that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate.

G. Prior to any type of participation, each participant shall be cleared for participation by the athletic director.

In order to support the FHSAA's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;

B. reinforce the concept that participation in athletic activities are a privilege, not a right;

C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;

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D. support and recognize participants, coaches, school administrators, and fans who display good sportsmanship; and

E. recognize the value of school athletic activities as a vital part of education.

Participation by Agreement

An individual District public school student who is otherwise eligible to participate in interscholastic extra-curricular activities may either participate in any such activity at any public school in the District in which the student resides unless the activity is provided by the student's traditional public school. Such student must:

A. meet the same standards of acceptance, behavior, and performance that are required of other students in extra-curricular activities at the school at which the student wishes to participate.

B. before participation, register with the school the student's intent to participate in interscholastic extra-curricular activities as a representative of the school. The student must be able to participate in curricular activities if that is a requirement for an extra-curricular activity.

Insurance

Any insurance provided by the District for participants in athletics must be provided for all eligible students.

Records

The athletic director or other appropriate administrator of each school, appointed by the principal, shall maintain the records necessary for eligibility, compliance, and participation for all eligible students participating in interscholastic or intrascholastic activities at the school. Any school that has a student who is seeking to participate in these activities at another school must make all records related to that student, including, but not limited to, academic, financial, disciplinary, and attendance records, available upon request of the FHSAA or other governing organization.

Activity Fees for Eligible Students Participating in Interscholastic and Intrascholastic Athletic Activities

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Each public school may assess an activity fee to an enrolled student participating in interscholastic or intrascholastic athletic activities. Each school must publish a complete list of fees by activity on its website before the beginning of each school year.

Each public school may also assess such an activity fee to a student who is not enrolled but is eligible to participate pursuant to F.S. 1001.32. If a fee is assessed, it shall not exceed the greater of the following:

C. the fee that students enrolled at the school pay to participate in the activity; or,

D. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

E.

Home education students pursuant to F.S. 1002.41 or a public school student participating at a public school at which they are not enrolled may only be assessed the fee paid by students enrolled at the school.

Annually by July 1st, any fees developed pursuant to this policy must be approved by the Board and subsequently reported to the Florida Department of Education (FLDOE) in accordance with applicable State Board of Education rules and F.S. 1001.43.

Transportation

The parent of the student participating in the interscholastic or intrascholastic athletic activity must provide for the transportation of the student to and from the school at which the student participates. The school in which the student is enrolled, the school at which the student participates in the activity, and the Board are exempt from civil liability arising from any injury that occurs to the student during such transportation.

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Recruiting Prohibited/Penalties

The Board recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions, and an appeals process for athletic recruiting violations. These penalties and sanctions may be applied by the FHSAA against a member school, student athletes, and coaches. In addition to FHSAA penalties and sanctions, District employees found to have engaged in the improper recruitment of a student athlete may be subject to disciplinary action, up to and including termination.

A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

Eligibility Appeals

If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the FHSAA's Bylaws.

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Legal
F.S. 1002.20
F.S. 1006.15
F.S. 1006.165
F.S. 1006.195
F.S. 1006.20

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VOL. 27, NO. 1, JUNE 2026

po2431.01

Revised Policy - Vol. 27, No. 2, June 2026 - PARTICIPATION BY TRANSFER STUDENTS

2431.01 - **PARTICIPATION BY TRANSFER STUDENTS**

The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a transfer student to participate in the District's interscholastic athletic program.

Pursuant to the bylaws of the FHSAA, a "transfer" occurs when a student makes any change in schools after establishing residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility categories set forth in the Florida High School Athletic Association's (FHSAA's) bylaws and meets all other eligibility requirements.

A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements.

However, A ~~a~~ student may not participate in ~~a sport~~ sports at two (2) different schools during the same school year, ~~if the student participated in that same sport at another school during that school year~~, unless the student meets one (1) of the following criteria:

A. ~~Dependent children~~ is a dependent child of active duty military personnel whose move resulted from military orders.

B. ~~Children who have~~ has been relocated due to a foster care placement in a different school zone.

C. ~~Children who move~~ has moved due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

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D. ~~Authorized for good cause.~~ has been granted approval by the applicable governing organization's executive director.

~~For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the Principal that one (1) of the following applies:~~

A. ~~move to a new residence;~~

~~The student moves to a new home address due to a move by the student and a person or person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school and student meets all other eligibility requirements. A student cannot reside at more than one address, and only the student's current residence may be used for eligibility purposes. Evidence of a move are as follows but not limited to:~~

1. ~~all personal belongings are moved from the former residence;~~
2. ~~mail is received at the new residence;~~
3. ~~all utilities are transferred to the new residence;~~
4. ~~driver's license, voter registration and other forms of legal identification are changed to their new residence.~~

~~Forms of address verification – examples include, but are not limited to:~~

a. ~~homestead exemption information;~~

b. ~~utility bill, including service address;~~

c. ~~proof of purchase of home;~~

d. ~~current lease agreement.~~

B. ~~student's program choice begins after 9th grade;~~

C. ~~previous school of enrollment is categorized as a failing school;~~

D. ~~student undergoes a necessary relocation beyond the student's or parent's control;~~

E. ~~student established a separate household at a different address due to emancipation by marriage, court order, or reaching the age of majority and is totally financially independent;~~

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F. ~~student is a ward of the State and is required to relocate;~~

G. ~~student must return to public school from private school due to financial hardship of the family;~~

H. ~~reassignment by the Superintendent;~~

I. ~~the District office and the student's previous and new schools' principals certify that the transfer is in the best interest of the student, is not the result of disciplinary action, and is not the result of recruitment;~~

J. ~~student is the child of a School District employee entitled to school choice;~~

K. ~~any student who participated in fall football season at one school and then is approved transfer to a newly enrolled school per the District's enrollment policy, will be allowed to participate in spring football.~~

~~The Principal of each school in the District shall be responsible for enforcing the FHSAA's bylaws and policies in their school. The Principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the FHSAA shall be submitted to the FHSAA prior to the student participating in any sport season.~~

The governing organization must provide a determination of eligibility to the requesting student within fourteen (14) days after a request is made.

The Principal ~~or designee~~ must annually submit all eligibility reports electronically and sign all eligibility correspondence. The P ~~p~~rincipal ~~or designee~~ shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

Recruiting Prohibited/Penalties

The Board recognizes that the recruitment of student athletes is strictly prohibited by F.S. 1006.20. The FHSAA, through its bylaws, has prescribed penalties, sanctions and an appeals process for athletic recruiting violations. A student may not be declared ineligible based on violation of recruiting rules unless the student or parent has falsified any enrollment or eligibility document or accepted any benefit or any promise of benefit if such benefit is not generally available to the school's students or family members or is based in any way on athletic interest, potential, or performance.

Eligibility Appeals

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If the governing organization ~~Principal~~ determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the governing organization's ~~FHSAA's~~ bylaws.

T.C. 11/6/25

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Handbook and Bylaws of the Florida High School Athletic Association
F.S. 1002.20
F.S. 1006.15
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F.S. 1006.20

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VOL. 27, NO. 1, JUNE 2026

po3120

EMPLOYMENT OF INSTRUCTIONAL STAFF

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

3120 - **EMPLOYMENT OF INSTRUCTIONAL STAFF**

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel.

The Board may establish reciprocal certification agreements with other Florida school districts whose employment and/or certification requirements are comparable to those of this District.

The Board shall require a candidate for employment with an out-of-district certificate not comparable to District certification to complete all requirements for initial employment and certification.

The Superintendent shall also conduct employment history checks of all candidates for instructional staff positions. The employment history check shall include, but not be limited to, contacting any previous employer, reviewing each affidavit of separation from previous employers pursuant to FS 1012.31, and screening the candidate through the use of the screening tools described in State law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any instructional staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for educator certification or employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

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B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

C. they are ineligible based on a security background investigation under F.S.435.04;

The Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a District school.

D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or

E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

The Board shall approve employment, upon the recommendation of the Superintendent.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

Upon Board approval of employment, each instructional staff member shall execute a written contract as required by State law and Policy 3128 - *Contracts: Instructional Personnel*.

INSTRUCTIONAL PERSONNEL

Qualifications of instructional personnel shall be as required by law and Florida Administrative Code. To be eligible for appointment in any position in the District, a person must be of good moral character; must have attained the age of eighteen (18) years; and must, when required by law, hold a certificate or license issued under rules of the state Board of Education or the Department of Children and Family Services, except when employed pursuant to F.S. 1012.55 or under the emergency provisions of F.S. 1012.24. Previous residence in this State shall not be required in any school of the State as a prerequisite for any person holding a valid Florida certificate or license to serve in an instructional capacity.

Any employee who does not achieve a passing score on any subtest of the general knowledge examination will be provided information regarding the availability of State-level and District-level supports and instruction to assist him/her in achieving a passing score. Such information will include, but is not limited to, State-level test information

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guides, School District preparation resources, and preparation courses offered by State universities and Florida college system institutions.

CERTIFICATION

A. State Certification

For purposes of this policy, “primary instructor” refers to any instructional employee of a Florida public school district who provides direct support in the learning process by planning, delivering, and evaluating instruction, including through virtual or blended environments, for all students during the entire class period.

Teachers who teach in classes for which FEFP funds are earned shall be certified teachers as defined in F.S. 1012.56 and the Florida State Board of Education Administrative Rule, F.A.C. 6A-1.0503 and 6A-1.0502.

B. In-Field

To be considered "in-field", a primary instructor must meet one of the following qualifications:

1. the teacher is assigned to a course covering subject matter for which the teacher holds a certificate per F.S. 1012.55; or

2. demonstrates sufficient subject matter expertise as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

F.S. 1012.42

C. District Certification

It is the intent of the Board that nondegreed vocational instructional personnel possess the credentials, knowledge, and/or expertise necessary to provide quality education in the District. The purpose of District certification is to provide evidence of instructional qualifications in order to protect the interest of students, parents, and the public. The requirements for District certification may be found in the Board Nondegreed Vocational Employment and Certification Procedures.

The Board may revoke a District certificate for cause. The application fee for the District Vocational Certificate shall be the same as a State-issued Educator's Certificate.

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D. District Adjunct Teaching Certification

The District may issue an adjunct teaching certificate to any applicant who fulfills the requirements of State law and who has subject-area expertise in the subject to be taught. An applicant will be considered to have expertise in the subject matter to be taught if the applicant demonstrates sufficient subset-area mastery through passage of a subject-area test. An adjunct teaching certificate may be for a part-time or full-time teaching position; however, an adjunct teaching certificate issued for a full-time teaching position is valid for no more than five (5) years and is nonrenewable.

Annually, the District will report to the FLDOE the number of adjunct teaching certificates issued for part-time and full-time teaching positions pursuant to this provision.

CERTIFICATED PERSONNEL

Any person employed in a position requiring certification shall possess a valid certificate issued pursuant to Florida law or issued by the Board.

ALTERNATIVE CERTIFICATION

The alternative certification program is a competency-based program designed to expand the pool of educators to include non-education majors committed to making a positive impact on student achievement. The procedures for this program may be found in the District Alternative Certification Program.

LICENSED PERSONNEL

Speech pathologists, occupational therapists, physical therapists, and audiologists will receive contracts, salary, and benefits. To be eligible for employment these individuals must hold a license to practice in the State of Florida.

Heroes in the Classroom

An honorably discharged or retired military veteran or retired first responder who commits to joining the teaching profession as a full-time classroom teacher is eligible for a one-time sign-on bonus administered by the Florida Department of Education (FLDOE), subject to legislative appropriation. An eligible veteran or first responder may receive an additional bonus for teaching a course in a high-demand teacher need area, as identified by the FLDOE. For any such eligible veteran or first responder employed by it, the Board will provide any necessary information requested by the DOE and, in a manner established by the FLDOE, notify the eligible veteran or first responder that employment may impact their pension from a previous employer.

Nondisclosure or Confidentiality Agreements

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Employees shall not be required or otherwise incentivized to sign a nondisclosure or confidentiality agreement, and the District shall not impose conditions on employment to circumvent this prohibition.

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VOL. 27, NO. 1, JUNE 2026

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Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES

3120.03 - **ATHLETIC COACHES**

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to those who voluntarily render service and who are not employed by any public school district in this State.)

All employed public school coaches shall be certified in Cardiopulmonary Resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines".

In addition to the requirements for certification provided for in Policy 3120, athletic coaches shall complete all FHSAA-required courses and/or meet all Department of Education (DOE) requirements.

Each athletic coach and sponsor of extra-curricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA Bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;

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4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 100 6 .165

F.S. 1006.20

F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
F.A.C. 6A-4.0282

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F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
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VOL. 27, NO. 1, JUNE 2026

po3120.08

Revised Policy - Vol. 27, No. 1, June 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL

3120.08 - **PART-TIME EXTRA-CURRICULAR PERSONNEL**

Part-time extra-curricular personnel may be employed in positions paid on the instructional supplemental salary schedule . Such persons will not be eligible for employee benefits.

Additional Requirements for Employment of Athletic Coaches Who are Not Full-Time Employees of the School Board

Persons who are not full-time employees of the Board and hold an athletic coach's certificate or athletic trainer's license issued by the State of Florida, may be recommended by the Superintendent and appointed by the Board to perform designated secondary school coaching and training responsibilities, and the contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association (FHSAA), and the policies of the Board and administrative procedures established by the Superintendent.

All employed public school coaches shall be certified in cardiopulmonary resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence based emergency cardiovascular care guidelines."

Each athletic coach and sponsor of extracurricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good

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faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;

2. written consent is obtained from the student's parent before any personal funds are provided to the student;

3. only one (1) head coach per athletic team may use personal funds;

4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

F.S. 1012.01
F.S. 1012.55(2)
F.A.C. 6A-1.0502(11)

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F.S. 1012.01
F.S. 1012.55(2)
F.A.C. 6A-1.0502(11)

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VOL. 27, NO. 1, JUNE 2026

po3124

DRUG-FREE WORKPLACE

ADOPTED Jun 5, 2025

3124 - **DRUG-FREE WORKPLACE**

~~The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's instructional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.~~

~~A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:~~

A. ~~reports for duty or performs work while having an alcohol concentration of 0.02 or greater~~
B. ~~reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug~~
C. ~~refuses to submit to drug and/or alcohol testing~~
D. ~~alters or attempts to alter or unduly influence alcohol and/or drug testing results~~
E. ~~failure to pass reasonable suspicion testing~~

The School Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board does not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, or any drug paraphernalia as the term is defined by law, by any member of the District's staff, visitor or

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vendor at any time while on District property or while involved in any District-related activity or event.

Drug Testing

In furtherance of this policy, the Board conducts drug testing of its job applicants and employees, pursuant to Federal and State law.

Board employees who operate Board vehicles and have a commercial driver's license or perform safety-sensitive functions are subject to the drug testing procedures in Policy 4162.

"Drug" means an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in a way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes prescription marijuana.

Types of Drug Testing

A. Job Applicant Drug Testing

For the purpose of this policy, "job applicant" means a person who has applied for a position with the Board and has been offered employment conditioned upon successful completion of a drug test. Applicants will be informed in advance of the requirement of a negative drug screen as a condition of employment. The drug screen must be conducted within thirty (30) days prior to employment, and within twenty-four (24) hours of receiving the notice to report from Human Resources. A refusal to submit to a drug test or a positive confirmed drug test may be a basis for refusing to hire a job applicant.

B. Reasonable Suspicion Drug Testing

For the purpose of this policy, "reasonable suspicion" means the reasonable belief that an employee is using or has used drugs in violation of this policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee.

1. observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;

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2. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;

3. a report of drug use, provided by a reliable and credible source;

4. evidence that an individual has tampered with a drug test during his/her employment with the Board;

5. information that an employee has caused, or contributed to, an accident while at work; or

6. evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premises; or while operating the Board's vehicles, machinery, or equipment.

C. Routine Fitness-for-Duty Drug Testing

A drug screening will be required as part of an employee fitness-for-duty medical examination that is scheduled routinely for all members of an employment classification or group.

D. Follow-up Drug Testing

If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the Board will require the employee to submit to a drug test as a follow-up to such program. Follow-up testing will be conducted at least once a year for a two (2) year period after completion of the program, with no advance notice of follow-up testing dates.

Drugs Tested

The Board may test for the following drugs:

A. alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor

B. an amphetamine

C. a cannabinoid (THC/marijuana)

D. cocaine

E. phencyclidine (PCP)

F. a hallucinogen

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G. methaqualone

H. an opiate (fentanyl, oxycodone, methadone)

I. a barbiturate (phenobarbital)

J. a benzodiazepine (Valium, Xanax, Klonopin)

K. a synthetic narcotic

L. a designer drug

M. a metabolite of any of the substances listed above

Confidential Report to Medical Review Officer (MRO)

An employee may confidentially report to an MRO their use of prescription or non-prescription medications, either before or after being tested.

Right to Consult with the MRO

An employee has the right to consult with an MRO for technical information regarding prescription or non-prescription medication.

Employee Self-Report

Board employees who self-report substance abuse problems, prior to any incident requiring the employee's drug testing, will, upon the first self-report, be afforded employee assistance with the District's Employee Assistance Program. Depending upon the substance involved, this may necessitate the employee requesting a leave from their position while in treatment. This leave will be charged to the employee's accrued time or will be unpaid. Actions taken upon an employee's subsequent self-reports will be at the discretion of Human Resources.

Positive Confirmed Test Result

An employee who receives a positive confirmed test result may contest or explain the result to the MRO after receiving notification of the test result. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO will report a positive test result to the Board.

Refusal and Adulterated Specimen

A refusal to submit to a drug screen will be considered a positive test result, and the employee will be subject to disciplinary action, up to and including termination. An

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employee or applicant who refuses to submit to an alcohol or controlled substance test does so by:

A. failing to provide adequate breath for testing without a valid medical explanation after being notified of the requirement for breath testing;

B. failing to provide adequate urine for controlled substance testing without a valid medical explanation after being notified of the requirement for urine testing; or

C. engaging in conduct that clearly obstructs the testing process.

D. refusing to submit to drug and/or alcohol testing.

An adulterated specimen is considered a refusal to participate in a drug screen (i.e., a positive test).

Disciplinary Sanctions

Disciplinary sanctions, if appropriate, will be implemented in accordance with Board policy, applicable Florida statutes, and State Board of Education rules.

A job applicant found to test positive for illegal drug(s) or abuse of legal drug(s) will not be considered for employment by the Board.

A Board employee found to test positive for illegal drug(s) or abuse of legal drug(s) will be immediately subject to disciplinary procedures.

Notice of Administrative or Civil Action

It is the responsibility of the employee to notify the laboratory of any administrative or civil action brought pursuant to Florida law or this policy.

Confidentiality

Laboratory results and test results will not appear in an employee's general personnel records. Information of this nature will be contained in a separate, confidential medical file that will be appropriately maintained by the Human Resources Department. The reports or test results may be disclosed to Board administrators on a strictly need-to-know basis and to the tested employee upon request. Disclosures without the employee's consent may also occur when the information:

A. is compelled by law or by judicial or administrative process;

B. has been placed at issue in a formal dispute between the Board and the employee;

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C. is to be used in administering an employee benefit plan; or

D. is needed by medical personnel for the diagnosis or treatment of the employee in the event the employee is unable to authorize disclosure.

Resources Available

Information regarding the Employee Assistance Program can be found in the OneClay Portal under the Benefits tile.

Notice of Policy

A notice of drug testing will be included on vacancy announcements for positions with the Board.

This policy is adopted pursuant to F.S. 440.102. The Board will follow the procedures outlined in AP 1124, *Drug-Free Workplace Technical Guide*, in implementing this policy.

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Legal
F.S. 440.101
F.S. 440.102
20 U.S.C. 3224A
20 U.S.C. Omnibus Transportation Testing Act of 1991
20 U.S.C. 701-706, Rehabilitative Act 1973
20 U.S.C. 86-201
20 U.S.C. 3171 et seq.
29 U.S.C. 705(2)
29 U.S.C. 794
29 U.S.C. 794a
34 C.F.R. Part 85
34 C.F.R. Part 86
34 C.F.R. Part 104
34 C.F.R. 34-86.201
41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988
Vocation Rehabilitation Act of 1973
Drug-Free Schools and Communities Act of 1986

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VOL. 27, NO. 1, JUNE 2026

po3130

APPOINTMENT AND ASSIGNMENT OF INSTRUCTIONAL STAFF

ADOPTED Jun 5, 2025 · REVISED Jul 23, 2026

3130 - **APPOINTMENT AND ASSIGNMENT OF INSTRUCTIONAL STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Appointment and Assignment

When developing his/her their recommendations for appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to the principal's school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Board authorizes the Superintendent to reassign employees when the Superintendent determines that it is in the employee's and/or School District's best interest(s).

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Assignment to Schools Graded "D" or "F"

Pursuant to statutory requirements, the percentage of inexperienced teachers, teachers in need of improvement, or out-of-field teachers assigned to schools graded "D" or "F" under State law shall not be greater than the District average. As used in this policy, "inexperienced teacher" means a teacher who has been teaching for three (3) years or less. Such assignments shall be consistent with the collective bargaining agreement.

A newly hired instructional staff member may be assigned to a school that has earned a grade of "F' in the previous year, or any combination of three (3) consecutive grades of "D" or "F" in the previous years, if the individual:

A. has received an "effective" or "highly effective" rating in the immediate prior year's performance evaluation;

B. has successfully completed or is enrolled in a teacher preparation program, is provided with high-quality mentoring during the first two (2) years of employment, holds a professional certificate and holds a probationary contract; or

C. holds a probationary contract, holds a professional certificate and has successful teaching experience, and if, in the judgment of the school principal students would benefit from the placement of that individual.

The Superintendent will annually certify to the Commission of Education that these requirements are being met.

Assignment to Teacher Preparation Programs

All instructional personnel who supervise or direct teacher preparation students during field experience courses or internships in which candidates demonstrate an impact on student learning growth must have evidence of "clinical educator" training, a valid professional certificate and at least three (3) years K-12 teaching experience and must have earned an "effective" or "highly effective" rating on the prior year's performance evaluation or be a peer evaluator under the District's evaluation system. All instructional personnel who supervise or direct teacher preparation students during internships in kindergarten through third grade or who are enrolled in a teacher preparation program for a certificate area identified pursuant to F.S. 1012.585(3)(f) must have a certificate of endorsement in reading.

Teachers Teaching Out-of-Field

"Out-of-field" means a teacher is assigned to a course covering subject matter outside the field for which the teacher holds a certificate pursuant to F.S. 1012.55 or for which the

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teacher has not demonstrated sufficient subject matter expertise pursuant to F.S. 1012.42 and as determined by F.A.C. 6A-1.0503, (2)(a)-(h).

A. Out-of-Field Teacher Plan

The Superintendent shall prepare a plan to assist any teacher teaching out-of-field with priority consideration to be given in professional learning activities.

The plan must include provisions that require out-of-field teachers to participate in a certification or staff development program designed to provide the teachers with the competencies required for their assigned duties.

The plan must also include duties of administrative personnel and other instructional personnel to provide students with instructional services.

B. Approval of Out-of-Field Teachers

A teacher considered out-of-field per F.A.C. 6A-1.0503, (1)(c), shall be approved by the Board to teach out-of-field after a determination that a teacher with appropriate certification coverage is not available. All evidence of such qualifications and approval must be reflected in the individual's official personnel record; however, such approval may be granted by the Board only under one (1) of the conditions listed in F.A.C. 6A-1.0503, (3) (a)-(c).

C. Notification Requirements and Transfer Requests

When a teacher is assigned instructional duties in a class containing subject matter outside the field in which the teacher is certified, outside the field that was the applicant's minor field of study, or outside the field in which the applicant has demonstrated sufficient subject area expertise, as determined by the State Board of Education rule (F.A.C. 6A-1.0503), the parents of all students in the class shall be notified in writing of such assignment.

The Board shall report out-of-field teachers on the District's website within thirty (30) days before the beginning of each semester.

Duties, Days, and Hours

The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of instructional personnel.

A. Instructional staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such

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duties in an acceptable manner shall constitute a violation of the instructional staff member's contract and just cause for disciplinary action.

B. Instructional staff members are responsible for student control and supervision at any location on campus or during school-sponsored activities.

C. Instructional staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same administrative unit except by permission of the Superintendent. In the event that an instructional staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the instructional staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.

B. Under no circumstances shall a person supervise the work of a relative.

All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

Revised 11/6/25
Revised 7/23/26

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F.S. 112.3135
F.S. 1001.32
F.S. 1004.04
F.S. 1012.22
F.S. 1012.23
F.S. 1012.2315
F.S. 1012.27
F.S. 1012.28
F.S. 1012.42
F.S. 1012.795
F.S. 1012.796
F.A.C. 6A-1.0503

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VOL. 27, NO. 1, JUNE 2026

po3211

Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION

3211 - **WHISTLEBLOWER PROTECTION**

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. ~~Pursuant to State law, the Board expects~~ I ~~i~~nstructional staff members ~~to~~ must report in a signed, written report, the following to the Superintendent:

A. any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare ~~to their immediate supervisors.~~

B. ~~Additionally, pursuant to State law, instructional staff members are expected to report~~ A ~~a~~ny act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~

Any employee making such a report in a signed, written report shall not be s ubjected to dismissal, ~~protected from~~ discipline, ~~retaliation, or reprisal~~ or any other adverse personnel action as defined in F.S. 112.3187 for making such report ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.u~~ nless the employee knows the information to be false.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely,

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employees may be ~~are~~ subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a signed, written report to the Superintendent ~~confirmed in writing to their immediate supervisor.~~

If the alleged misconduct that is reported involves a Board member or the Superintendent, the signed, written report is to be filed directly with the Board Attorney, who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by an instructional staff member pursuant to this policy, an investigation shall be conducted by the Superintendent or Board Attorney ~~consistent with the procedures described in F.S. 112.3189.~~

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F.S. 112.3187
F.S. 112.3189

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VOL. 27, NO. 1, JUNE 2026

po3220

Revised Policy - Vol. 27, No. 1, June 2026 - EVALUATION OF INSTRUCTIONAL PERSONNEL

3220 - **EVALUATION OF INSTRUCTIONAL PERSONNEL**

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the District. Except for classroom teachers who are newly hired in the District a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the School Board and assigned to his/her school. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Superintendent and approved by the Board, and approved, as required by State law, by the Florida Department of Education (FLDOE).

Instructional Personnel Evaluation System

The performance evaluation system must be based upon sound educational principles and contemporary research in effective educational practices. The District's performance evaluation system is not limited to basing unsatisfactory performance of instructional personnel and school administrators solely upon student performance, but may include other criteria to evaluate instructional personnel performance, or any combination of student performance and other criteria. All personnel must be fully informed of the criteria, data sources, methodologies, and procedures associated with the evaluation process before the evaluation takes place. Additionally, the Principal shall assist the teachers within the school to use student assessment data, as measured by student learning growth gains pursuant to State law for self-evaluation and improvement.

The evaluation system for instructional personnel will:

A. be designed to support effective instruction and student learning growth, and performance evaluation results must be used when developing District and school-level improvement plans;

B. provide appropriate instruments, procedures, timely feedback, and criteria for continuous quality improvement of the professional skills of instructional

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personnel, and performance evaluation results must be used when identifying professional learning ~~development;~~

C. include a mechanism to examine performance data from multiple sources, including opportunities for parents to provide input into employee performance evaluations when appropriate;

D. identify those teaching fields for which special evaluation procedures and criteria are necessary;

E. differentiate among four (4) levels of performance as follows:

1. highly effective

2. effective

3. needs improvement

4. unsatisfactory

F. provide for training and monitoring programs based upon guidelines provided by the Department of Education to ensure that all individuals with evaluation responsibilities understand the proper use of the evaluation criteria and procedures.

Evaluation Procedures and Criteria

Evaluation procedures and criteria must comply with, but are not limited to, the following:

A. Performance of Students

At least one-third (1/3) of the performance evaluation of instructional personnel must be based upon the data and indicators of student performance of the teacher's students as determined by the District in accordance with F.S. 1012.34(7). The performance of students shall also include growth or achievement data of the teacher's students for at least three (3) years or, if less than three (3) years is available, the years for which data are available. The proportion of growth or achievement data may be determined by instructional assignment.

For classroom teachers of grades and subjects for which their students' performance is not assessed by Statewide standardized assessments, the District shall use the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

For instructional personnel who are not classroom teachers, the District shall use

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the methodology set forth in the District's evaluation plan that is submitted to and approved by the FLDOE to measure the student's performance upon which to base one-third (1/3) of the performance evaluation.

Pursuant to State law, the proportion of growth or achievement data in the District-determined student performance measures may be determined by instructional assignment.

B. Instructional Practice

At least one-third (1/3) of the performance evaluation must be based upon instructional practice. Evaluation criteria used when annually observing classroom teachers, as defined in F.S. 1012.01(2)(a) must include indicators based upon each of the Florida Educator Accomplished Practices adopted by the State Board of Education. For instructional personnel who are not classroom teachers or certified school counselors, evaluation criteria must be based upon indicators of the Florida Educator Accomplished Practices and may include specific job expectations related to student support. For certified school counselors, evaluation criteria must be based upon indicators of the Florida School Counseling Standards adopted by the State Board of Education. This section does not preclude a school administrator from visiting and observing classroom teachers throughout the school year for purposes of providing mentorship, training, instructional feedback, or professional learning.

C. Other Indicators of Performance

The remainder of a performance evaluation may include, but is not limited to, professional and job responsibilities as recommended by the State Board of Education or identified by the Board.

The individual responsible for supervising the employee must evaluate the employee's performance. The evaluation system may provide for the evaluator to consider input from other personnel trained under F.S. 1012.34(2). The Superintendent may use the evaluation for the purpose of reviewing the employee's contract. The evaluator must provide access to the employee no later than ten (10) days after the evaluation takes place. The evaluator must discuss the evaluation report with the employee. The employee shall have the right to initiate a written response to the evaluation, and the response shall become a permanent attachment to his or her personnel file.

An instructional staff member shall be given access to a copy of any documents relating to his/her performance that are to be placed in the personnel file.

A portion of each instructional staff member's compensation shall be based on the employee's performance evaluation as required by State law.

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In addition, the Superintendent shall annually report the evaluation results of instructional staff members using the four (4) levels of performance set forth in State law to the FLDOE. The results shall be provided by the school and shall be disaggregated by classroom teachers, as defined in State law and all other instructional personnel, also as defined in State law.

The Superintendent shall also notify the FLDOE of any instructional staff members who receive two (2) consecutive unsatisfactory evaluations.

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F.S. 1012.01
F.S. 1012.22
F.S. 1012.28
F.S. 1012.31
F.S. 1012.34
F.A.C. 6A-5.030
F.A.C. 6A-5.0411

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VOL. 27, NO. 1, JUNE 2026

po4120

Revised Policy - Vol. 27, No. 1, June 2026 - EMPLOYMENT OF SUPPORT STAFF

4120 - **EMPLOYMENT OF SUPPORT STAFF**

A support employee is a person employed in a continuing position on a daily schedule after having completed a ninety (90) calendar day probationary period. Employees who have not completed such period of employment may be discharged without recourse and shall not be subject to the provisions of the grievance procedure for bargaining unit employees.

Support positions are those listed in the applicable bargaining unit agreement as well as some nonbargaining positions.

The Superintendent shall conduct employment history checks of all candidates for educational support staff positions. The employment history check shall include, but not be limited to, contacting any previous employer and reviewing each affidavit of separation from previous employers pursuant to F.S. 1012.31, and screening the candidate through the use of the screening tools described in Florida law. If contact with (a) previous employer(s) cannot be made, the Superintendent shall document the efforts made to do so.

Any educational support staff member's misstatement of fact material to qualification for employment or the determination of salary shall be considered to constitute grounds for dismissal.

A candidate shall be disqualified from employment in any position that requires direct contact with students if the candidate is ineligible for such employment under F.S. 1012.315, or if the candidate has been terminated or resigned in lieu of termination for sexual misconduct with a student.

A person is ineligible for employment in any position that requires direct contact with students if:

A. they are on the disqualification list maintained by the Florida Department of Education under F.S. 1001.10(4)(b);

B. they are registered as a sex offender as described in 42 U.S.C. 9858f(c)(1)(C);

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C. they are ineligible based on a security background investigation under F.S.435.04;

The Agency for Health Care Administration, the Agency for Health Care Administration shall determine the eligibility of employees in any position that requires direct contact with students in a District school.

D. they would be ineligible for an exemption under F.S. 435.07(4)(c); or

E. they have been convicted or found guilty of, have had adjudication withheld for, or have pled guilty or nolo contendere to (1) any criminal act in another state or under Federal law which, if committed in Florida, constitutes a disqualifying offense under F.S. 435.04(2) or (2) any delinquent act committed in Florida or any delinquent or criminal act committed in another state or under Federal law which, if committed in Florida, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under F.S. 943.0435.

Individuals who apply for employment are governed by the law and rules in effect at the time of application for employment, provided that continuity of employment is maintained.

The Board shall approve employment, upon the recommendation of the Superintendent.

Any support staff member's misstatement of fact material to qualifications for employment or the determination of salary shall be considered to constitute grounds for dismissal.

All support personnel shall become familiar with the policies of the Board and other such policies, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the District. Any support staff member employed by the Board who shall be guilty of any willful violation of the policies of the Board shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Board may prescribe.

Nondisclosure or Confidentiality Agreements

Employees shall not be required or otherwise incentivized to sign a nondisclosure or confidentiality agreement, and the District shall not impose conditions on employment to circumvent this prohibition.

~~Revised 11/6/25~~

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F.S. 1001.10
F.S. 1012.01
F.S. 1012.315

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F.S. 1012.37
F.S. 1012.40
F.S. 1012.56
F.A.C. 6A-1.0502(11)
20 U.S.C. 6301
42 U.S.C. 9858f

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VOL. 27, NO. 1, JUNE 2026

po4120.03

Revised Policy - Vol. 27, No. 1, June 2026 - ATHLETIC COACHES

4120.03 - **ATHLETIC COACHES**

Each person who is employed and renders service as an athletic coach in any District school shall hold a valid temporary or professional certificate or an athletic coaching certificate. The athletic coaching certificate may be used for either full-time or part-time positions. (The provisions of this policy do not apply to those who voluntarily render service and who are not employed by any public school district in this State.)

All employed public school coaches shall be certified in cardiopulmonary resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines".

In addition to the requirements for certification provided for in Policy 4120, athletic coaches shall complete all FHSAA-required courses and/or meet all Department of Education (DOE) requirements.

Each athletic coach and sponsor of extracurricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;

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4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;

5. personal funds are not used for recruiting purposes; and,

6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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F.S. 1012.55
F.S. 1012.55(2)
F.A.C. 6A-4.004
F.A.C. 6A-4.0282

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VOL. 27, NO. 1, JUNE 2026

po4120.08

Revised Policy - Vol. 27, No. 1, June 2026 - PART-TIME EXTRA-CURRICULAR PERSONNEL

4120.08 - **PART-TIME EXTRA-CURRICULAR PERSONNEL**

Part-time extra-curricular personnel may be employed in positions paid on the support supplemental salary schedule. Such persons will not be eligible for employee benefits.

All employed public school coaches shall be certified in cardiopulmonary resuscitation ("CPR"), first aid, and the use of an Automated External Defibrillator ("AED"). Such certification must be "consistent with national evidence-based emergency cardiovascular care guidelines".

Each athletic coach and sponsor of extracurricular activities involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including effective administration of cooling zones.

Use of Personal Funds by the Head Coach of an Athletic Team

If permitted in accordance with FHSAA bylaws, the head coach of an athletic team may support the welfare of a student they coach by using personal funds to provide, in good faith, effects such as food, transportation, and recovery services, so long as the following requirements are met:

1. current FHSAA bylaws permit the use of personal funds;
2. written consent is obtained from the student's parent before any personal funds are provided to the student;
3. only one (1) head coach per athletic team may use personal funds;
4. the head coach follows all reporting requirements set forth in FHSAA's bylaws;
5. personal funds are not used for recruiting purposes; and,

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6. the maximum amount of personal funds a head coach may use per athletic team per year does not exceed $15,000.

The Superintendent shall develop appropriate District reporting and disclosure procedures, liability waivers, and other local controls.

F.S. 1006.165

F.S. 1006.20

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F.S. 1012.01
F.S. 1012.55
F.A.C. 6A-10502(11)

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VOL. 27, NO. 1, JUNE 2026

po4124

DRUG-FREE WORKPLACE

ADOPTED Jun 5, 2025

4124 - **DRUG-FREE WORKPLACE**

~~The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act.~~

~~In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.~~

~~A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:~~

A. ~~reports for duty or performs work while having an alcohol concentration of 0.02 or greater~~
B. ~~reports for duty or performs work while testing positive for using a prohibited drug, or while being under the influence of a prohibited drug~~
C. ~~refuses to submit to drug and/or alcohol testing~~
D. ~~alters or attempts to alter or unduly influence alcohol and/or drug testing results~~
E. ~~failure to pass reasonable suspicion testing~~

The School Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board does not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, or any drug paraphernalia as the term is defined by law, by any member of the District's staff, visitor or

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vendor at any time while on District property or while involved in any District-related activity or event.

Drug Testing

In furtherance of this policy, the Board conducts drug testing of its job applicants and employees, pursuant to Federal and State law.

Board employees who operate Board vehicles and have a commercial driver's license or perform safety-sensitive functions are subject to the drug testing procedures in Policy 4162.

"Drug" means an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. This definition also includes all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used in a way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes prescription marijuana.

Types of Drug Testing

A. Job Applicant Drug Testing

For the purpose of this policy, "job applicant" means a person who has applied for a position with the Board and has been offered employment conditioned upon successful completion of a drug test. Applicants will be informed in advance of the requirement of a negative drug screen as a condition of employment. The drug screen must be conducted within thirty (30) days prior to employment, and within twenty-four (24) hours of receiving the notice to report from Human Resources. A refusal to submit to a drug test or a positive confirmed drug test may be a basis for refusing to hire a job applicant.

B. Reasonable Suspicion Drug Testing

For the purpose of this policy, "reasonable suspicion" means the reasonable belief that an employee is using or has used drugs in violation of this policy, drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee.

1. observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;

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2. abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;

3. a report of drug use, provided by a reliable and credible source;

4. evidence that an individual has tampered with a drug test during his/her employment with the Board;

5. information that an employee has caused, or contributed to, an accident while at work; or

6. evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premises; or while operating the Board's vehicles, machinery, or equipment.

C. Routine Fitness-for-Duty Drug Testing

A drug screening will be required as part of an employee fitness-for-duty medical examination that is scheduled routinely for all members of an employment classification or group.

D. Follow-up Drug Testing

If the employee in the course of employment enters an employee assistance program for drug-related problems, or a drug rehabilitation program, the Board will require the employee to submit to a drug test as a follow-up to such program. Follow-up testing will be conducted at least once a year for a two (2) year period after completion of the program, with no advance notice of follow-up testing dates.

Drugs Tested

The Board may test for the following drugs:

A. alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor

B. an amphetamine

C. a cannabinoid (THC/marijuana)

D. cocaine

E. phencyclidine (PCP)

F. a hallucinogen

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G. methaqualone

H. an opiate (fentanyl, oxycodone, methadone)

I. a barbiturate (phenobarbital)

J. a benzodiazepine (Valium, Xanax, Klonopin)

K. a synthetic narcotic

L. a designer drug

M. a metabolite of any of the substances listed above

Confidential Report to Medical Review Officer (MRO)

An employee may confidentially report to an MRO their use of prescription or non-prescription medications, either before or after being tested.

Right to Consult with the MRO

An employee has the right to consult with an MRO for technical information regarding prescription or non-prescription medication.

Employee Self-Report

Board employees who self-report substance abuse problems, prior to any incident requiring the employee's drug testing, will, upon the first self-report, be afforded employee assistance with the District's Employee Assistance Program. Depending upon the substance involved, this may necessitate the employee requesting a leave from their position while in treatment. This leave will be charged to the employee's accrued time or will be unpaid. Actions taken upon an employee's subsequent self-reports will be at the discretion of Human Resources.

Positive Confirmed Test Result

An employee who receives a positive confirmed test result may contest or explain the result to the MRO after receiving notification of the test result. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO will report a positive test result to the Board.

Refusal and Adulterated Specimen

A refusal to submit to a drug screen will be considered a positive test result, and the employee will be subject to disciplinary action, up to and including termination. An

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employee or applicant who refuses to submit to an alcohol or controlled substance test does so by:

A. failing to provide adequate breath for testing without a valid medical explanation after being notified of the requirement for breath testing;

B. failing to provide adequate urine for controlled substance testing without a valid medical explanation after being notified of the requirement for urine testing; or

C. engaging in conduct that clearly obstructs the testing process.

D. refusing to submit to drug and/or alcohol testing.

An adulterated specimen is considered a refusal to participate in a drug screen (i.e., a positive test).

Disciplinary Sanctions

Disciplinary sanctions, if appropriate, will be implemented in accordance with Board policy, applicable Florida statutes, and State Board of Education rules.

A job applicant found to test positive for illegal drug(s) or abuse of legal drug(s) will not be considered for employment by the Board.

A Board employee found to test positive for illegal drug(s) or abuse of legal drug(s) will be immediately subject to disciplinary procedures.

Notice of Administrative or Civil Action

It is the responsibility of the employee to notify the laboratory of any administrative or civil action brought pursuant to Florida law or this policy.

Confidentiality

Laboratory results and test results will not appear in an employee's general personnel records. Information of this nature will be contained in a separate, confidential medical file that will be appropriately maintained by the Human Resources Department. The reports or test results may be disclosed to Board administrators on a strictly need-to-know basis and to the tested employee upon request. Disclosures without the employee's consent may also occur when the information:

A. is compelled by law or by judicial or administrative process;

B. has been placed at issue in a formal dispute between the Board and the employee;

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C. is to be used in administering an employee benefit plan; or

D. is needed by medical personnel for the diagnosis or treatment of the employee in the event the employee is unable to authorize disclosure.

Resources Available

Information regarding the Employee Assistance Program can be found in the OneClay Portal under the Benefits tile.

Notice of Policy

A notice of drug testing will be included on vacancy announcements for positions with the Board.

This policy is adopted pursuant to F.S. 440.102. The Board will follow the procedures outlined in AP 1124, *Drug-Free Workplace Technical Guide*, in implementing this policy.

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F.S. 440.101
F.S. 440.102
34 C.F.R. 34-86.201
34 C.F.R. Part 85
34 C.F.R. Part 86
34 C.F.R. Part 104
20 U.S.C. 3224A
20 U.S.C. 86-201
20 U.S.C. 701-706 Rehabilitative Act 1973
20 U.S.C. 3171 et seq.
20 U.S.C. Omnibus Transportation Testing Act of 1991
29 U.S.C. 705(20)
29 U.S.C. 794
29 U.S.C. 794a
41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988 Vocational Rehabilitation Act of 1973
Drug-Free Schools and Communities Act of 1986

VOL. 27, NO. 1, JUNE 2026

po4130

Revised Policy - Vol. 27, No. 1, June 2026 - APPOINTMENT, ASSIGNMENT, TRANSFER, AND PROMOTION OF SUPPORT STAFF

4130 - **APPOINTMENT AND ASSIGNMENT OF SUPPORT STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the success of the District.

Appointment and Assignment

When developing his/her recommendation for appointments of support staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of support staff for Board action.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

It is only for the purposes of initial appointment and assignment and re-appointment and assignment, that the term "good cause" means the Board has determined any of the following: that the nominated employee fabricated or materially exaggerated their credentials or background; that the nominated employee does not meet the minimum requirements for the position; or that the nominated employee's educator certificate has been revoked by another state.

The Board authorizes the Superintendent to reassign employees when the Superintendent determines that it is in the employee’s and/or School District’s best interest(s).

Duties, Days, and Hours

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The Superintendent shall make known through administrative channels the duties, days, and hours of the various classes of support staff.

A. Support staff members shall perform the duties required by Florida statutes, Board policy, and the collective bargaining agreement, as well as other reasonable duties as may be assigned by their immediate supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the support staff member's contract and just cause for disciplinary action.

B. Support staff members are responsible for student control and supervision at any location on campus or during school sponsored activities.

C. Support staff members shall not permit their family members or friends by their presence to interfere with the performance of their duties during working hours.

Employment and Supervision of Relatives (Nepotism)

For purposes of this policy, a "relative" is an individual included within the definition of "relative" set forth in F.S. 112.3135, which includes the following individuals: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Neither the superintendent nor a Board member may appoint or employ a relative to work under their direct supervision. These limitations do not apply to employees appointed or employed before the election or appointment of the superintendent or a Board member.

Two (2) or more relatives shall not work in the same school/department except by permission of the Superintendent. In the event that a support staff member, due to some unusual circumstance, may have been placed in the same working unit with a relative, the support staff member may continue in the position until s/he can be reassigned to a position of comparable grade, pay, and reasonable personal convenience.

A. A relative may be employed in the same school when specifically recommended by the principal and approved by the Superintendent on the grounds that it is to the advantage of the school.

B. Under no circumstances shall a person supervise the work of a relative.

All employees shall disclose to the Superintendent, the names of all relatives working at the same work location. Failure to immediately make such disclosures shall be grounds for disciplinary action, up to and including termination.

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Work location is defined to include payroll cost center or any administrative unit under the direct supervision of a permanent employee of the District.

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F.S. 112.3135
F.S. 1012.22
F.S. 1012.23
F.S. 1012.27
F.S. 1012.28
F.A.C. 6A-1.070

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VOL. 27, NO. 1, JUNE 2026

po4211

Revised Policy - Vol. 27, No. 1, June 2026 - WHISTLEBLOWER PROTECTION

4211 - **WHISTLEBLOWER PROTECTION**

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. ~~Pursuant to State law, the Board expects~~ S s upport staff members ~~to~~ must report in a signed, written report, the following to the Superintendent: a

A. a ny violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare ~~to their immediate supervisors.~~ ; and

B. ~~Additionally, pursuant to State law, support staff members are expected to report~~ any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

~~It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.~~

~~After such a report is made, the immediate supervisor will ask that the employee's report be put in writing.~~ Any employee making such a report in a signed, written report shall not be ~~protected from~~ subjected to dismissal, discipline, ~~retaliation, or reprisal~~ or any other adverse personnel action as defined in F.S. 112.3187 for making such report ~~as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.~~ unless the employee knows the information to be false.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are

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aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report ~~confirmed in writing to their immediate supervisor~~.

If the alleged misconduct that is reported involves a Board member or the Superintendent, the signed, written report is to be filed directly with the Board Attorney who is hereby authorized to engage outside counsel to conduct the investigation concerning the alleged misconduct.

Upon receipt of a legally sufficient report made by a support staff member pursuant to this policy, an investigation shall be conducted by the Superintendent or Board Attorney ~~consistent with the procedures described in F.S. 112.3189.~~

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F.S. 112.3187
~~F.S. 112.3189~~

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VOL. 27, NO. 1, JUNE 2026

po5223

Revised Policy - Vol. 27, No. 1, June 2026 - ABSENCES FOR RELIGIOUS INSTRUCTION

Revised Policy - Vol. 27, No. 1

[NOTE: This policy is required by State law and the Florida Administrative Code.]

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

It is the policy of the School Board to cooperate with those parents , guardians, and eligible students who wish to ~~provide for~~ participate in religious instruction during the school day for their children but also recognizes its responsibility to enforce the attendance requirements set forth in the State-mandated Student Progression Plan.

Upon receipt of a signed, written request ~~(Form 5223 F1)~~ from the parent/guardian or adult student, the Board will grant permission and allow exceptions to the student's attendance at school for religious instruction outside the school building by a religious group, church, or denomination. The signed, written request shall include the following:

A. a statement attesting that the religious instruction ~~is not provided at a time that conflicts with the student's attendance at school~~ does not take place during instruction in core curricula courses as defined in F.S. 1003.01 ;

B. a statement of acceptance by the parent/guardian or adult student for any liability that might arise as a result of the student's conduct while on this release;

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C. a statement that the parent/guardian/eligible student will indemnify and hold the Board harmless with respect to any liability arising from conduct which does not occur on property under the controal or supervision of the Board; and,

D. a statement of acknowledgement by the parent/guardian or adult student ~~t~~ that the District is not responsible for any harm to the student or student's property that occurs while the student is away from Board property during the release.

Upon receipt of the signed, written request and provided the religious group, church, or denomination responsible for the religious instruction submits evidence, in writing, of the student's registration for religious instruction, as well as written weekly records documenting the student's attendance at such instruction for each day of release, the student shall be considered to have an excused absence during such release for religious instruction.

Prior to approving the request, the principal shall confirm that the student is enrolled in sufficient courses to allow for promotion or graduation ~~and that the student's grades are adequate for promotion or graduation~~. Students participating in religious instruction shall have ~~( ) _____ school day(s)~~ **(** X **)** the same number of days as any other student who receives an excused absence **( )** ~~_____ [END OF OPTIONS]~~ to make up any examination, study, or assignment which has been missed due to an excused absence.

The principal may terminate the student's permission for non-attendance. The parent/guardian or adult student may appeal the principal's decision ~~s~~ to terminate permission for the student to be released for religious instruction to the Superintendent.

The religious instruction shall be the responsibility of the religious group, church, or denomination and transportation shall be the responsibility of the parent/guardian, adult student, or the religious institution.

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No solicitation for attendance at religious instruction shall be permitted on District premises. No staff member shall encourage or discourage participation in any religious instructional program.

Indemnification and Hold Harmless

Before a student may participate in religious instruction under this policy, the religious institution must, in a form acceptable to the Board, agree to indemnify and hold the Board harmless with respect to any liability arising from conduct which does not occur on property under the control or supervision of the Board. The religious institution must further provide evidence of adequate insurance for that purpose as determined by the Board.

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F.S. 1003.21
F.A.C. 6A-1.09514

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VOL. 27, NO. 1, JUNE 2026

po5335

Revised Policy - Vol. 27, No. 1, June 2026 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/interventions may be provided pursuant to a Section 504 Plan (Form 2260.01 F13).

Chronic health conditions, for the purposes of this policy, shall include:

A. "peanut" and other food allergies;

B. allergies;

C. asthma;

D. diabetes;

E. epilepsy and seizure disorders; and

F. other chronic medical conditions.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

A. identification of individuals with chronic health conditions;

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B. development of individual health care action plans;

C. coordination of health care management activities by school staff;

D. communication among school staff who interact with children with chronic health conditions;

E. development of protocols to prevent exposure/episodic reactions;

F. awareness and training of school staff regarding School Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

A. full participation in physical activities when students are well;

B. modified activities as indicated by the student's health care action plan, 504 plan, or Individualized Education Plan (IEP);

C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;

D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

A. procedures to obtain, maintain, and utilize written health care action plans, signed by the child's parents and physician, for each student with a chronic health condition;

B. a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written health care action plan on site;

C. established communication strategies for students to use to tell an adult they may be having a health-related problem;

D. procedures for students to have immediate access to medications in accordance with Policy 5330 and AP 5330 that allow students to self-care and self-administer medications, inhalers, and Epi-pens, as prescribed by a medical professional and approved by parents/guardians;

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E. prevention strategies to avoid causal elements;

F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;

G. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event.

Staff will be trained about chronic health conditions and their control at least annually in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the District pertaining to emergency allergy treatment required by State law must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the Department of Health. The curriculum must include at a minimum:

A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and

B. the proper administration of an epinephrine auto-injector.

Publication of Basic Steps of Responding to an Individual Having a Seizure

As required by F.S. 1002.0626, each school in the District shall display (in a prominent location) a poster developed by the Florida Department of Education (FLDOE) which describes the basic steps of responding to an individual having a seizure.

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F.S. 381.88

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VOL. 27, NO. 1, JUNE 2026

po5410.01

PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION

ADOPTED Jun 5, 2025 · REVISED Nov 6, 2025

5410.01 - **PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION**

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The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The Board shall provide for the placement, acceleration, and progression of students through adopted student progression plans. The District student progression plan includes the standards for evaluating each student's performance, including how well s/he masters the performance standards approved by the State Board of Education. A student will be promoted to the succeeding grade level when s/he has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole grade promotion, midyear promotion or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. (F.S. 1008.25(6)(a))

Progress Monitoring Plans and Remediation

Each student must participate in the Statewide standardized assessment program that is required by F.S. 1008.22. Each student who does not achieve a Level 3 or above on Statewide standardized English language arts assessment; the Statewide standardized mathematics assessment; or the Algebra I end-of-course (EOC) assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic supports to improve the student's performance.

Beginning in the 2022-2023 school year, the end-of-year comprehensive progress monitoring assessment administered pursuant to F.S. 1008.25(9)(b)2. is the Statewide

standardized English Language Arts assessment for students in grades 3 through 10 and the Statewide standardized Mathematics assessment for students in grades 3 through 8.

A student who is not meeting the District or State requirements for satisfactory performance in English language arts and mathematics must be covered by one (1) of the following plans:

A. a Federally required student plan such as an individual education plan;

B. a schoolwide system of progress monitoring for all students, except a student who scores Level 4 or above on the English language arts and mathematics assessments may be exempted from participation by the principal; or

C. an individualized progress monitoring plan.

Any student who has a substantial reading and/or substantial mathematics deficiency as described in F.S. 1008.25 must be covered by a Federally required student plan, such as an IEP or an individualized progress monitoring plan, or both, as necessary. The individualized progress monitoring plan shall be developed within forty-five (45) days after the results of the coordinated screening and progress monitoring system become available. The plan shall, at a minimum, include the following:

A. the student's specific, identified reading or mathematics skill deficiency;

B. goals and benchmarks for student growth in reading or mathematics;

C. a description of the specific measures that will be used to evaluate and monitor the student's reading or mathematics progress;

D. for a substantial reading deficiency, the specific evidence-based will receive;

E. strategies, resources, and materials that will be provided to the student's parent to support the student to make reading or mathematics progress; and, For a student with a substantial reading deficiency, resources must include information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485.

F. any additional services the student's teacher deems available and appropriate to accelerate the student's reading or mathematics skill development.

Substantial Reading Deficiencies/Characteristics of Dyslexia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by a public school who exhibits a substantial deficiency in early literacy skills and any student in kindergarten through grade 3 who exhibits a substantial deficiency in reading or the characteristics

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of dyslexia, based upon screening, diagnostic, progress monitoring, or assessment data; statewide assessments; or teacher observations must be provided intensive, explicit, systematic, and multisensory reading interventions immediately following the identification of the reading deficiency or the characteristics of dyslexia to address his or her specific deficiency or dyslexia. A Voluntary Prekindergarten Education Program student is deemed to exhibit a substantial deficiency in early literacy skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring required pursuant to Florida law.

The District shall implement reading intervention programs approved by the Florida Department of Education in addition to the comprehensive core reading instruction that is provided to all students in the general education classroom. Dyslexia-specific interventions, as defined by rule of the State Board of Education, shall be provided to students who have the characteristics of dyslexia. The reading intervention programs implemented by the District shall do all of the following:

A. provide explicit, direct instruction that is systematic, sequential, and cumulative in language development, phonological awareness, phonics, fluency, vocabulary, and comprehension, as applicable.

B. provide daily targeted small group reading interventions based on student need in phonological awareness, phonics, including decoding and encoding, sight words, vocabulary, or comprehension.

C. be implemented during regular school hours.

A school may not wait for a student to receive a failing grade at the end of a grading period or wait until a plan under this policy is developed to identify the student as having a substantial reading deficiency and initiate intensive reading interventions. In addition, a school may not wait until an evaluation conducted pursuant to F.S. 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional licensed under F.S. Chapter 490 which demonstrates that the student has been diagnosed with dyslexia. Such interventions must be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.

A student's reading proficiency must be monitored and the intensive interventions must continue until the student demonstrates grade-level proficiency in a manner determined by the District, which may include achieving a Level 3 on the Statewide, standardized English Language Arts assessment. Determination of whether a student in a Voluntary Prekindergarten Education Program has a deficiency in early literacy and kindergarten through grade 3 has a substantial deficiency in reading shall be in accordance with State Board of Education guidelines.

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The parent of any student who exhibits a substantial deficiency in reading, as described in the above paragraph, must be immediately notified in writing of the following:

A. that their child has been identified as having a substantial deficiency in reading, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading;

B. a description of the current services that are provided to the child;

C. a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of reading deficiency;

D. the student progression requirements and that if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless the student is exempt from mandatory retention for good cause;

E. strategies, including multisensory strategies and programming, through a read-at-home plan for parents to use in helping their child succeed in reading;

The read-at-home plan must provide access to the resources identified in F.S. 1008.25.

F. that the Statewide, standardized English Language Arts assessment is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the School District in knowing when a child is reading at or above grade level and ready for grade promotion;

G. the District's specific criteria and policies for a portfolio as provided in F.S. 1008.22 and the evidence required for a student to demonstrate mastery of Florida's academic standards for English language arts;

Schools must begin collecting evidence for a portfolio when a student in grade 3 is identified as being at risk of retention of upon the request of the parent, whichever occurs first.

H. the District's specific criteria and policies for midyear promotion;

Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

I. information about the student's eligibility for the New Worlds Reading Initiative under F.S. 1003.485 ~~and the New Worlds Scholarship Accounts under F.S.~~

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~~1002.411~~ and information on parent training modules and other reading engagement resources available through the initiative.

After initial notification, schools shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communication will be in writing and explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement. Upon the request of the parent, the teacher or school administrator shall meet to discuss the student's progress. The parent may request more frequent notification of the student's progress, more frequent interventions or supports, and earlier implementation of the additional interventions or supports described in the initial notification.

To be promoted to grade 4, a student must score a Level 2 or higher on the Statewide standardized English language arts assessment required under F.S. 1008.22 for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the Statewide standardized assessment required under F.S. 1008.22 for grade 3, the student must be retained.

A student who has been retained in third grade due to a reading deficiency shall be promoted mid-year if the student has demonstrated mastery of the State-mandated requirements in reading.

A student may be eligible for a waiver of retention criteria for acceptable good cause as outlined in the student progression plan. A student may be retained at the same grade level/course(s) when the student has not demonstrated satisfactory mastery of the State-mandated requirements in the required subject areas. Parents must be informed in advance of the possibility of retention of a student at a grade level.

Substantial Mathematics Deficiencies/Characteristics of Dyscalculia and Parental Notification

Any student in a Voluntary Prekindergarten Education Program provided by a public school who exhibits a substantial deficiency in early mathematics skills and any student in kindergarten through grade 4 who exhibits a substantial deficiency in mathematics or the characteristics of dyscalculia based upon screening, diagnostic, progress monitoring, or assessment data; Statewide assessments; or teacher observations must:

A. immediately following the identification of the mathematics deficiency, be provided systematic and explicit mathematics instruction to address their specific deficiencies through either:

1. daily targeted small group mathematics intervention based on student need; or

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2. supplemental, evidence-based mathematics interventions before or after school, or both, delivered by a highly qualified teacher of mathematics or a trained tutor.

B. the performance of a student receiving mathematics instruction under Paragraph A must be monitored and instruction must be adjusted based on the student's need.

A school may not wait for a student to receive a failing grade at the end of a grading period or wait until a plan under this policy is developed to identify the student as having a substantial mathematics deficiency and initiate intensive mathematics interventions. In addition, a school may not wait until an evaluation conducted pursuant to F.S. 1003.57 is completed to provide appropriate, evidence-based interventions for a student whose parent submits documentation from a professional licensed under F.S. Chapter 490 which demonstrates that the student has been diagnosed with dyscalculia. Such interventions must be initiated upon receipt of the documentation and based on the student's specific areas of difficulty as identified by the licensed professional.

The mathematics proficiency of a student receiving additional mathematics supports must be monitored and the intensive interventions must continue until the student demonstrates grade-level proficiency in a manner determined by the district, which may include achieving a Level 3 on the Statewide, standardized Mathematics assessment. Determination of whether a student in a Voluntary Prekindergarten Education Program has a deficiency in early mathematics skills or a student in Kindergarten through grade 4 has a substantial deficiency in mathematics will be made in accordance with State Board of Education guidelines. A Voluntary Prekindergarten Education Program student is deemed to exhibit a substantial deficiency in mathematics skills based upon the results of the midyear or final administration of the coordinated screening and progress monitoring pursuant to Florida law.

The parent of any student who exhibits a substantial deficiency in mathematics, as described in the above paragraph, must be immediately notified in writing of the following:

A. that their child has been identified as having a substantial deficiency in mathematics, including a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics;

B. a description of the current services that are provided to the child;

C. a description of the proposed intensive interventions and supports that will be provided to the child that are designed to remediate the identified area of mathematics deficiency;

D. strategies, including multisensory strategies and programming, through a home-based plan the parent can use in helping their child succeed in mathematics. The

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home-based plan must provide access to the resources identified in F.S. 1008.25; and

E. information about the student's eligibility for the District's tutoring services provided by the New Worlds Tutoring Program under F.S. 1008.366.

After the initial notification, the school shall apprise the parent at least monthly of the student's progress in response to the intensive interventions and supports. Such communications must be in writing and must explain any additional interventions or supports that will be implemented to accelerate the student's progress if the interventions and supports already being implemented have not resulted in improvement. Upon the request of the parent, the teacher or school administrator shall meet to discuss the student's progress. The parent may request more frequent notification of the student's progress, more frequent interventions or supports, and earlier implementation of the additional interventions or supports described in the initial notification.

The District shall incorporate into a home-based plan provided to the parent of a student who is identified as having a substantial mathematics deficiency the resources compiled by the Florida Department of Education and the Florida Center for Mathematics and Science Education Research. The resources will be made available online in an electronic format or, at the request of a parent, in a hardcopy format.

Middle Grades Promotion

In order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete the following courses:

A. Three (3) middle grades or higher courses in English Language Arts (ELA).

B. Three (3) middle grades or higher courses in mathematics.

1. Each school that includes middle grades must offer at least one (1) high school-level mathematics course for which students may earn high school credit. Successful completion of a high school-level Algebra I or Geometry course is not contingent upon the student's performance on the Statewide standardized end-of-course (EOC) assessment.

2. To earn high school credit for Algebra I, a middle grades student must take the Statewide standardized Algebra I EOC assessment and pass the course, and in addition, a student's performance on the Algebra I EOC assessment constitutes thirty percent (30%) of the student's final course grade.

3. To earn high school credit for a Geometry course, a middle grades student must take the Statewide standardized Geometry EOC assessment, which

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constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

C. Three (3) middle grades or higher courses in social studies.

1. One (1) of these courses must be at least a one (1) semester civics education course that includes the roles and responsibilities of Federal, State, and local governments; the structures and functions of the legislative, executive, and judicial branches of government; and the meaning and significance of historic documents, such as the Articles of Confederation, the Declaration of Independence, and the Constitution of the United States.

2. Each student's performance on the Statewide standardized EOC assessment in civics education required under F.S. 1008.22 constitutes thirty percent (30%) of the student's final course grade.

3. A middle grade student who transfers in from out of country, out of state, a private school, a personalized education program, or a home education program after the beginning of the second term of grade 8 is not required to meet the civics education requirement for promotion from the middle grades if the student's transcript documents passage of three (3) courses in social studies or two (2) year-long courses in social studies that include coverage of civics education.

D. Three (3) middle grades or higher courses in science.

1. Successful completion of a high school-level Biology I course is not contingent upon the student's performance on the Statewide, standardized EOC assessment required under F.S. 1008.22.

2. However, to earn high school credit for a Biology I course, a middle grade student must take the Statewide, standardized Biology I EOC assessment, which constitutes thirty percent (30%) of the student's final course grade, and earn a passing grade in the course.

E. One course in career and education planning to be completed in grades 6, 7, or 8, which may be taught by any member of the instructional staff. The course must be Internet-based, customizable to each student, and include research-based assessments to assist students in determining educational and career options and goals. The course must result in a completed personalized academic and career plan for the student, which must use, when available, Florida online career planning and work-based learning coordination system. The course must teach each student how to access and update the plan and encourage the student to access and update the plan at least annually as the student progresses through middle school and high school. The personalized academic and career plan must emphasize the importance

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of entrepreneurship and employability skills; and must include information from the Department of Economic Opportunity's economic security report under F.S. 445.07 and other State career planning resources.

1. The required personalized academic and career plan must inform students of high school graduation requirements, including a detailed explanation of the following:

    a. requirements for earning a high school diploma designation under F.S. 1003.4285 and the career and technical education pathway to earn a standard high school diploma under F.S. 1003.4282;

    b. requirements for each scholarship in the Florida Bright Futures Scholarship Program;

    c. State university and Florida college system institution admission requirements;

    d. available opportunities to earn college credit in high school, including Advanced Placement courses;

    e. the International Baccalaureate Program;

    f. the Advanced International Certificate of Education Program;

    g. dual enrollment, including career dual enrollment;

    h. work-based learning opportunities, including internships and preapprenticeship and apprenticeship programs; and,

    i. career education courses, including career-themed courses, and course sequences that lead to industry certification pursuant to F.S. 1003.492 or 1008.44.

2. The course may be implemented as a stand-alone course or integrated into another course or courses.

Notification of Acceleration, Academic, and Career Planning Options

At the beginning of each school year, the District shall notify students in or entering high school and the students' parents, in a language that is understandable to students and parents, of the opportunity and benefits of the following:

A. advanced placement, International Baccalaureate, Advanced International Certificate of Education, and dual enrollment courses;

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B. career and professional academies;

C. career-themed courses;

D. the career and technical education pathway to earn a standard high school diploma under F.S. 1003.4282;

E. work-based learning opportunities, including internships and apprenticeship and preapprenticeship programs;

F. foundational and soft-skill credentialing programs under F.S. 445.06;

G. Florida Virtual School courses;

H. options for early graduation under F.S. 1003.4281; and

I. guidance on accessing and using Florida's online career planning and work-based learning coordination system and the contact information of a certified school counselor who can advise students and parents of the options set forth hereinabove.

Retention of Students with Disabilities

Retention of a student with disability will follow the requirements of Florida law. The assignment of and services to be provided to a student with a disability will be documented on the student's IEP. Extended school year services may be provided for any student who would severely regress in his/her skills and overall functioning as demonstrated by supporting documentation and determined necessary by the student's IEP team.

Revised 11/6/25

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F.S. 1002.3105
F.S. 1003.02
F.S. 1003.4156
F.S. 1008.22
F.S. 1008.25
F.A.C. 6A-1.09422
F.A.C. 6A-1.094221
F.A.C. 6A-1.094222
F.A.C. 6A-6.0533

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VOL. 27, NO. 1, JUNE 2026

po5430

Revised Policy - Vol. 27, No. 1, June 2026 - CLASS RANK

5430 - **CLASS RANK**

The School Board acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12. To calculate weighted high school grade point averages, the Board's system shall adhere to the Florida Department of Education's (FLDOE) Statewide uniform weighted grading system for honors courses and acceleration mechanisms identified in F.S. 1007.27.

No student shall be eligible for graduation honors, such as Valedictorian, etc., unless they have been enrolled for two (2) consecutive semester(s) prior to the final semester utilized for purposes of determining such honors.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

A. a provision for students completing graduation requirements before their class;

B. a system for fairly averaging makeup courses;

C. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;

D. recognition of the heavier burden of certain work, classes, courses, etc.

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VOL. 27, NO. 1, JUNE 2026

po5514

Revised Policy - Vol. 27, No. 1, June 2026 - USE OF PERSONAL TRANSPORTATION DEVICES

5514 - **USE OF PERSONAL TRANSPORTATION DEVICES**

The School Board regulates the utilization of bicycles, scooters, skateboards, hoverboards, and personal transportation devices, whether powered manually by an operator or powered by a mechanical means (including but not limited to gas engines or electric motors). For purposes of this policy, such items are collectively referred to as "personal transportation devices" but do not include personal transportation devices needed and/or used due to a disability. Personal transportation devices necessary for use due to a student's disability are governed by other policies of the Board. Additionally, this policy does not prevent the safe and reasonable utilization and operation of personal transportation devices when needed due to a disability.

The Board regards the use of personal transportation devices for travel to and from school by students as an assumption of care, risk and responsibility on the part of the students and parents of the students.

The Board in no way regulates the utilization of personal transportation devices off Board property and in no way takes responsibility regarding the utilization of personal transportation devices on Board property, with the owner and operator of such devices being fully and wholly liable for any personal or property damage resulting from the operation of such devices.

The operator of a personal transportation device must observe all safety rules, display courtesy and consideration toward others, and must abide by this Policy as well as all laws and ordinances regarding the operation of the relevant device. Operating or bringing a personal transportation device on Board property is a privilege and not a right. An administrator may temporarily or permanently revoke such privilege to the extent that a personal transportation device is operated in a negligent, reckless, or other manner that creates a risk of harm to the operator or others, or in a fashion that otherwise fails to comply with safety rules, laws, or ordinances. The decision of the administrator is subject to a school-level appeal, as set forth in the Student Code of Conduct. Additional disciplinary action may result from the unsafe operation of a personal transportation device on Board property.

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Under no circumstances are gas-powered personal transportation devices to be operated on Board property. Under no circumstances may an electric-powered or gas-powered personal transportation device be operated on Board property at a speed that exceeds two (2) miles per hour. ~~Upon the request of an administrator, the~~ The operator of an electric-powered transportation device ~~will~~ shall dismount the device and walk the device to the appropriate outdoor storage area. Failure to ~~comply with an administrator's request to~~ dismount and walk such a device may subject the student to disciplinary action.

~~Under no circumstances are gas-powered personal transportation devices to be operated on Board property. Under no circumstances may an electric-powered personal transportation device be operated on Board property at a speed that exceeds two (2) miles per hour. Upon the request of an administrator, the operator of an electronic powered transportation device will dismount the device and walk the device to the appropriate storage area. Failure to comply with an administrator's request to dismount and walk such a device may subject the student to disciplinary action.~~

The Board will not be responsible for personal ~~mobility t~~ transportation devices that are lost, stolen, or damaged.

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F.S. Chapter 316
F.S. 1001.43

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VOL. 27, NO. 1, JUNE 2026

po5780

Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT/PARENT RIGHTS

5780 - **STUDENT/PARENT RIGHTS**

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well. Federal and State law prohibits the Board from adopting any policy or rule, or from entering into any agreement, that infringes upon or waives the rights of freedoms afforded to students by the United States Constitution.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the procedures and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, they may authorize those school matters previously handled by their parents, but the student also assumes the responsibility for their performance in school, attendance, and compliance with school rules.

All K-12 students in Florida are entitled to a uniform, safe, secure, efficient, and high-quality system of education, one that allows students the opportunity to obtain a high-quality education. Parents are responsible to ready their children for school; however, neither the State of Florida nor the District can be a guarantor of any individual student’s success.

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Parental Access at School

Each parent has the right to pick-up, visit, and meet with their student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. The Principal may restrict the times, location, frequency, and length of parent visitations at school, based on legitimate pedagogical or scheduling reasons.The District will abide by enforceable no-contact orders which have been provided to the school.

Educational Decisions

Both parents have an equal right to make decisions about the education and welfare of their student unless the school has received a certified copy of an enforceable court order that specifies that one of the parents, or someone else, has the sole right to make educational and/or general welfare decisions for the student.

If the parents cannot agree on a significant decision about the student's education or on matters affecting the health, safety, or welfare of the student, the school will take action based on what it considers to be in the best interests of the child.

Parental Notice

Parents normally receive notice by U.S. Mail of the school's suspension of their student or intended placement of their student in a dropout prevention/academic intervention program. A parent may agree to receive such notices by an alternative method other than U.S. Mail. Such agreement may be made before the need for notice arises or at the time the notice becomes required.

Attendance

A. Termination of Enrollment

A student who attains the age of sixteen (16) years during the school year has the right to file a formal declaration of intent to terminate school enrollment if the declaration is signed by the parent. The parent has the right to be notified by the District of its receipt of the student's declaration of intent to terminate school enrollment. (see also Policy 5130 - *Withdrawal from School*)

B. Married or Pregnant

Students who become or have become married or who are pregnant and parenting have the right to attend school and receive the same or equivalent educational instruction as other students. (see also Policy 5751 - *Parental-Married Status of Students*)

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C. Compulsory Attendance

Parents of students who have attained the age of six (6) years by February 1st of any school year but who have not attained the age of sixteen (16) years must comply with the compulsory school attendance laws. Parents have the option to comply with the school attendance laws by attendance of the student in a public school; a parochial, religious, or denominational school; a private school; a home education program; or a private tutoring program. (see also Policy 5112 - *Entrance Requirements* and Policy 5200 - *Attendance*)

D. Absence for Religious Purposes

A parent of a student may request and be granted permission for absence of the student from school for religious instruction or religious holidays. (see also Policy 5223 - *Absences for Religious Instruction* and Policy 5225 - *Absences for Religious Holidays*)

E. Dropout Prevention and Academic Intervention Programs

The parent of a student has the right to receive written notice by certified mail or other method agreed to by the parent before a student initially receives services under a dropout prevention and academic intervention program. The parent will be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement. Thereafter, the parent must be notified annually. The notification must be in the parent's primary language or other mode of communication commonly used by the parent unless clearly not feasible pursuant to F.A.C. 6A-6.0908.

F. Absence for Treatment of Autism Spectrum Disorder

A parent of a student may request and be granted permission for absence of the student from school for an appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Health Issues

A. Notice of Health Care Services

At the beginning of the school year, the District will provide notice to parents of all health care services offered at their student's school and of the option to withhold consent to or decline any specific service. Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade

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3, the District will provide the questionnaire or form to the parent and obtain the permission of the parent.

B. School-Entry Health Examinations

The parent of any student shall be exempt from the requirement of a health examination upon written request stating objections on religious grounds. (see also Policy 5112 - *Entrance Requirements*)

C. Immunizations

The parent of any student shall be exempt from the school immunization requirements upon meeting any of the specified exemptions. (see also Policy 5320 - *Immunizations* and Policy 5112 - *Entrance Requirements*)

D. Biological Experiments

Parents may request that their child be excused from performing surgery or dissection in biological science classes.

E. Reproductive Health and Disease Education

A public school student whose parent makes written request to the school Principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS. (see also Policy 2417 - *Comprehensive Health Education*)

F. Career Education Courses Involving Hazardous Substances

High school students must be given plano safety glasses or devices in career education courses involving the use of hazardous substances likely to cause eye injury.

G. Substance Abuse Reports

The parent of a student must be timely notified of any verified report of a substance abuse violation by the student.

H. Short-Acting Bronchodilator Use

Asthmatic students whose parent and physician provide their approval to the Principal may carry a short-acting bronchodilator and components on their person while in school. The school Principal shall be provided a copy of the parent's and physician's approval. (see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication ~~and Epinephrine Use~~*; Policy 5330.04 - *Administration of*

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Short-Acting Bronchodilators and Components by Trained School Personnel)

I. Epinephrine Use and Supply

A student who has experienced or is at risk for life-threatening allergic reactions may carry ~~an~~ a United States Food and Drug Administration (FDA)-approved epinephrine ~~auto-injector~~ delivery device and self-administer epinephrine by ~~auto-injector~~ such FDA-approved delivery device while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with written parental and physician authorization.

The School District shall be indemnified by the parent of a student who is authorized to carry an FDA-approved epinephrine delivery device ~~auto-injector~~ for any and all liability with respect to the student's use of an FDA-approved epinephrine ~~auto-injector~~ delivery device pursuant to this policy.

The District and its employees and agents, including the physician who provides the standing protocol for school FDA-approved epinephrine ~~auto-injectors,~~ delivery devices are not liable for any injury arising from the use of an FDA-approved epinephrine ~~auto-injector~~ delivery device administered by trained school personnel who follow the adopted protocol and whose professional opinion is that the student is having an anaphylactic reaction:

1. unless the trained school personnel's action is willful and wanton;

2. notwithstanding that the parents or guardians of the student to whom the epinephrine is administered have not been provided notice or have not signed a statement acknowledging that the School District is not liable; and

3. regardless of whether authorization has been given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced registered nurse practitioner.

(see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication ~~and Epinephrine Use~~*)

J. Diabetes Management

The District may not assign a student who has diabetes to a particular school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have trained diabetes personnel.

Diabetic students whose parent and physician provide their written authorization to the school Principal may carry diabetic supplies and equipment on their person and

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attend to the management and care of their diabetes while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, to the extent authorized by the parent and physician and within the parameters set forth by State Board of Education rule and F.S. 1002.20. The written authorization shall identify the diabetic supplies and equipment that the student is authorized to carry and shall describe the activities the child is capable of performing without assistance, such as performing blood-glucose level checks and urine ketone testing, administering insulin through the insulin-delivery system used by the student, and treating hypoglycemia and hyperglycemia. An authorized health care practitioner as defined in F.S. 1002.20 may prescribe glucagon in the name of the District or student's school for use in accordance with F.S. 1002.20, and a licensed pharmacist may dispense glucagon pursuant to a prescription issued in the name of the District or student's school in accordance with F.S. 1002.20. Undesignated glucagon that is able to be administered as ordered in a student's diabetes medical management plan or health care practitioner's orders shall be made available at the student's school.

A school nurse or trained school personnel shall administer glucagon to students only if they have completed training and believe in good faith thatthe student is experiencing a hypoglycemic emergency. Immediately after undesignated glucagon has been administered to a student, the Principal or an employee at the student's school shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.

Schools may acquire and maintain a supply of undesignated glucagon for the purpose of treating a student with diabetes experiencing a hypoglycemic emergency. Undesignated glucagon must be stored in a secure location on the school's premises that is immediately accessible to a school nurse or other school personnel trained to administer glucagon pursuant to F.S. 1002.20. Undesignated glucagon must be stored in accordance with the manufacturer's instructions.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to carry diabetic supplies or equipment for any and all liability with respect to the student’s use of such supplies and equipment pursuant to this policy.

(see also Policy 5330.01 - *Self-Administered Medication and Epinephrine Use*)

K. Use of Prescribed Pancreatic Enzyme Supplements

A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, IF the school

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has been provided with written authorization from the student's parent and prescribing practitioner.

The District and its employees and volunteers shall be indemnified by the parent of a student who is authorized to use prescribed pancreatic enzyme supplements for any and all liability with respect to the student's use of the supplements under this policy.

(see also Policy 5330.01 - *Epinephrine, Anaphylaxis and Self-Administered Medication*

L. ~~*and Epinephrine Use*)~~

M. Involuntary Examinations of Students

Before a Principal contacts a law enforcement officer for possible removal of a student from school for involuntary examination, the Principal must verify that the school has used de-escalation strategies and initiated outreach to a mobile response team, unless the Principal reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

The Principal shall make a reasonable attempt to notify a parent of a student before the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463. Reasonable attempt to notify means the exercise of reasonable diligence and care by the Principal to make contact with the student's parent, guardian, or other known emergency contact whom the student's parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the Principal must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact, including but not limited to, telephone calls, text messages, e-mails, and voicemail messages, following the decision to initiate an involuntary examination of the student;

2. Document the method and number of attempts made to contact the student's parent, guardian, or other known emergency contact, and the outcome of each attempt.

The Principal who successfully notifies any other known emergency contact may share only the information necessary to alert such contact that the parent or caregiver must be contacted. All such information must be in compliance with Federal and State law.

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The Principal may delay the required notification for no more than twenty-four (24) hours after a student is removed if:

1. the Principal deems the delay to be in the student's best interest and if a report has been submitted to the central abuse hotline, pursuant to F.S. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect (see also Policy 2410 - *School Health Services*); or

2. the Principal reasonably believes that such delay is necessary to avoid jeopardizing the health and safety of the student.

M. Sun-protective Measures in School

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is regulated by the FDA for over-the-counter use to limit ultraviolet light-induced skin damage.

N. Face Covering and Quarantine Mandates in Response to COVID-19

Neither the Board nor any agent or employee of the Board may:

1. require a student to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose. However, a parent, at the parent's sole discretion, may allow their child to wear a face mask, a face shield, or any other facial covering that fits over the mouth or nose;

   This prohibition does not apply to safety equipment required as part of a course of study consistent with occupational or laboratory safety requirements. See Policy 8450.01, *Protective Facial Coverings During Pandemic/Epidemic Events*.

2. prohibit a student from attending school or school-sponsored activities, prohibit a student being on school property, or subject a student to restrictions or disparate treatment, based on an exposure to COVID-19, so long as the student remains asymptomatic and has not received a positive test for COVID-19.

O. Medication to Relieve Headaches

A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event/activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches.

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P. Emergency Opioid Antagonist Use and Supply

Schools shall purchase a supply of an emergency opioid antagonist (e.g., Naloxone) approved by the FDA from a wholesale distributor as defined in F.S. 499.003 or may enter into an arrangement with a wholesale distributor or manufacturer as defined in F.S. 499.003 for an FDA-approved emergency opioid antagonist at fair-market, free, or reduced prices for use in the event that a student has an opioid overdose. The FDA-approved emergency opioid antagonist must be maintained in a secure location on the school's premises.

A District employee who administers an approved emergency opioid antagonist to a student in compliance with F.S. 381.887 and 768.13 is immune from civil liability under F.S. 768.13.

Discipline

A. Suspension

A student may be suspended only as provided by policy of the District. A good faith effort must be made to immediately inform the parent by telephone of the student's suspension and the reason. Each suspension and the reason must be reported in writing within twenty-four (24) hours to the parent by United States mail or other method agreed to by the parent. A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension. (see also Policy 5610 - *Removal, Suspension, and Expulsion of Students*)

A student with a disability may only be recommended for suspension or expulsion in accordance with State Board of Education rules.

B. Expulsion

Public school students and their parents have the right to written notice of a recommendation of expulsion, including the charges against the student and a statement of the right of the student to due process. (see also Policy 5610 - *Removal, Suspension, and Expulsion of Students*)

Safety

Students who have been victims of certain felony offenses by other students, as well as the siblings of the student victims, have the right to be kept separated from the student offender, both at school and during school transportation.

Educational Choice

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A. Public School Choices

Parents may seek whatever public school options are applicable and available to students in the School District.

Options also include the public educational choice options of the Hope Scholarship Program (see Policy 2371 - *Hope Scholarships*), the Opportunity Scholarship Program, the McKay Scholarships for Students with Disabilities Program, the Family Empowerment Scholarship Program, and the Florida Tax Credit Scholarship Program. (see also Policy 2370 - *Educational Options*, Policy 2370.01 - *Virtual Instruction*, and Policy 5113 - *School Choice Options Provided by the No Child Left Behind Act*)

B. Private School Choices

Parents may seek private educational choice options under certain programs established under F.S. Chapter 1002.

C. Home Education

The parent may choose to place the student in a home education program, in accordance with State law. (see also Policy 9270 - *Home-Education Programs*)

D. Private Tutoring

The parent of a student may choose to place the student in a private tutoring program in accordance with State law.

E. New Worlds Scholarships

The parent of a student in kindergarten through grade 5 who (1) exhibits a substantial deficiency in early literacy skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25 (2) has a substantial reading deficiency identified under F.S. 1008.25 or scored below a Level 3 on the most recent Statewide, standardized English Language Arts (ELA) assessment, (3) exhibits a substantial deficiency in early mathematics skills based upon the results of the most recent progress monitoring administered pursuant to F.S. 1008.25, or (4) has a substantial deficiency in mathematics or the characteristics of dyscalculia as identified under F.S. 1008.25, or scored below a Level 3 on the most recent Statewide, standardized Mathematics assessment may seek a scholarship in accordance with State law.

The District will notify the parent of each eligible student of the process to request and receive a scholarship, subject to available funds, when providing results from

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the standardized coordinated screening and progress monitoring pursuant to F.S. 1008.25.

F. Request to Transfer to Different Classroom Teacher

Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred to a different classroom teacher. As part of the request, the parent must state with specificity the grounds supporting the request. Requests must be in writing and must be provided to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. If denied, the Principal shall specify the reasons for the denial.

G. Request to Transfer to In-Field Classroom Teacher

A parent whose student is assigned an out-of-field teacher may request that their child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. Although parents do not have a right to choose a specific classroom teacher, parents may request that their child be transferred. As part of the request, the parent must submit a request in writing to the Principal.

All requests for a student to be transferred to another classroom teacher shall be considered by the Principal. The Principal shall notify the parent in writing as to whether the request is approved or denied.

If an in-field teacher for the student's course and grade level is employed by the school and the transfer would not violate maximum class size requirements, the request shall be approved. The student shall be transferred no later than two (2) weeks from the date of the request.

If denied, the Principal shall specify the reasons for the denial.

ACCEL Options

Parents may request student participation in Academically Challenging Curriculum to Enhance Learning (ACCEL) options, including whole grade promotion, midyear promotion or subject matter acceleration. If the parent selects one of these ACCEL options and the student meets eligibility and procedural requirements in the student progression plan, the student will have the opportunity to participate in the ACCEL option.

Nondiscrimination

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All education programs, activities, and opportunities offered by the District are available without discrimination on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), color, ethnicity, national origin, sex, disability, pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, protected classes). (see also Policy 2260 - *Nondiscrimination and Access to Equal Educational Opportunity* and Policy 2260.01 - *Section 504/ADA Prohibition Against Discrimination Based on Disability*)

Exceptional Students

Parents may enroll their eligible child in gifted or special education. (See also Policy 2460 - *Exceptional Student Education*)

A. Notice and Due Process

Parents of students with disabilities and parents of students in residential care facilities are entitled to notice and due process. (see also Policy 2460 - *Exceptional Student Education*)

B. Graduation

Students with disabilities are provided the opportunity to meet the graduation requirements for a standard high school diploma. Certain students with disabilities may be awarded a special diploma upon high school graduation. (see also Policy 2623 - *Student Assessment*)

C. Meetings with District Personnel

Parents of students with disabilities, or eligible students with disabilities, may be accompanied by another person of their choice at any meeting with District personnel.

District personnel will not object to the attendance of such adult or discourage or attempt to discourage through any action, statement, or other means, parents or an eligible student, from inviting another person of their choice to attend any meeting. Parents, eligible students, or other individuals invited to attend such meetings by parents or eligible students on school grounds shall sign-in at the front office of such school as a guest.

Parents, or eligible students, and District personnel shall sign a form at the meeting's conclusion which states whether or not any District personnel have prohibited, discouraged, or attempted to discourage the parents, or eligible student from inviting a person of their choice to the meeting pertaining to their child's, or their own, educational environment, placement, or discipline.

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Blind Students

Students who are blind have the right to an individualized written education program and appropriate instructional materials to attain literacy.

Limited English Proficient Students

Limited English proficient students have the right to receive English for Speakers of Other Languages (ESOL) instruction designed to develop the student's mastery of listening, speaking, reading, and writing in English as rapidly as possible. The students' parents have the right of parental involvement in the ESOL program.

Students with Reading Deficiencies

Each elementary school shall regularly assess the reading ability of each K-3 student. The parent of any K-3 student who exhibits a reading deficiency shall be immediately notified of the student's deficiency with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in reading; shall be consulted in the development of a progress monitoring plan; and shall be informed that the student will be given intensive reading instruction until the deficiency is corrected.

Students with Substantial Math Deficiencies

The parent of any K-4 student who exhibits a substantial deficiency in mathematics will be notified that the child has been identified as having a deficiency, with a description and explanation, in terms understandable to the parent, of the exact nature of the student's difficulty in learning and lack of achievement in mathematics; a description of current services provided to the child; a description of proposed intensive interventions and supports that will be provided to remediate the identified area of math deficiency; and strategies through a home-based plan the parent can use in helping the child succeed in mathematics, including resources in an electronic format.

Pledge of Allegiance

A student will be excused from reciting the Pledge of Allegiance or the Declaration of Independence, upon written request by the student's parent, in accordance with State law. See also Policy 8800, *Religious/Patriotic Ceremonies and Observances*.

Student Records

A. Each parent has an equal right of access, right to waive access, right to challenge and hearing and right of privacy in the education records of their student who is a minor or a dependent adult pursuant to law, unless the school has received a

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certified copy of an enforceable court order that provides to the contrary. (see also Policy 8330 - *Student Records*)

B. A student is not required to provide their social security number as a condition for enrollment or graduation. (see also Policy 8330 - *Student Records*)

C. The school will not collect, obtain or retain information on the political affiliation, voting history, religious affiliation or biometric information of a student, parent or siblings.

Student Report Cards

Students and their parents have the right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

Student Progress Reports

Parents shall be informed at regular intervals of the academic progress and other needed information regarding their child, including ways they can help their child to succeed in school. (see also Policy 5420 - *Reporting Student Progress*)

Student Accountability and School Improvement Rating Reports

Parents of public school students are entitled to an easy-to-read report card about the school's grade designation or, if applicable, school's improvement rating, and the school's accountability report, including the school financial report.

High School Athletics

A. Eligibility

A student is eligible in the school in which they first enrolls each school year, the school in which the student makes himself/ herself a candidate for an athletic team by engaging in practice before enrolling, or the school to which the student has transferred with approval of the Board, in accordance with State law. (see also Policy 2431 - *Interscholastic Athletics*)

B. Medical Evaluation

Students must satisfactorily pass a medical evaluation each year before participating in athletics, unless the parent objects in writing based on religious tenets or practices, in accordance with State law. (see also Policy 2431 - *Interscholastic Athletics*)

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C. Electrocardiogram

Beginning in the 2026-2027 school year and thereafter, and applicable under State law, students must receive an electrocardiogram before participating in athletics, unless the parent objects in writing based on religious tenets or practices or secures a certificate of medical exception orthe District is unable to obtain a public or private partnership for the provisions of an electrocardiogram pursuant to F.S. 1006.165. (see also Policy 2431 - *Interscholastic Athletics*)

Extra-Curricular Activities

A. Eligibility

Students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities. (see also Policy 2430 - *District-Sponsored Clubs and Activities*)

B. Home Education Students

Home education students, including those in a full-time virtual instruction program under F.S. 1002.45, who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies, or may develop an agreement to participate at a private school.

C. Charter School Students

Charter school students, including full-time virtual charter school students, who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the school to which the student would be assigned or could choose to attend according to Board policies unless such activity is provided by the student's charter school.

D. Florida Virtual School Full-Time Students

Florida Virtual School full-time students who meet specified academic and conduct requirements are eligible to participate in extra-curricular activities at the public school to which the student would be assigned or could choose to attend according to Board policies.

Instructional Materials

A. Core Courses

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Students are entitled to adequate instructional materials in the core courses of mathematics, language arts, social studies, science, reading, and literature.

B. Curricular Objectives

The parent of each student has the right to receive effective communication from the school Principal as to the manner in which instructional materials are used to implement the school's curricular objectives.

C. Dual Enrollment Students

Instructional materials purchased by the District or a Florida College System institution board of trustees on behalf of dual enrollment students is available to the dual enrollment students free of charge.

D. Parent Access to Instructional Materials

Parents have the ability to access their child's instructional materials and may object to the use of a specific instructional material or contest the adoption of instructional material (See Policy 2520, *Selection and Adoption of Instructional Materials*).

Juvenile Justice Programs

Students who are in juvenile justice programs have the right to receive educational programs and services, in accordance with State law.

Parental Input and Meetings

A. Meetings with School District Personnel

Parents may be accompanied by another adult of their choice at a meeting with School District personnel.

B. District Educational Facilities Program

Parents and other members of the public have the right to receive proper public notice and opportunity for public comment regarding the District's educational facilities work program, in accordance with State law.

C. Parent-Teacher Associations and Organizations

Parents have the right to participate in parent-teacher associations and organizations that are sanctioned by the Board or by the Florida Department of Education (FLDOE).

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Transportation

A. Transportation to School

Students are provided transportation to school in accordance with the provisions of State law. (see also Policy 8600 - *Transportation*)

B. Hazardous Walking Conditions

Students in grades K-6 are provided transportation if they are subjected to hazardous walking conditions, in accordance with State law.

C. Parental Consent

Each parent of a public school student must be notified in writing and give written consent before the student may be transported in a privately owned motor vehicle to a school function in accordance with State law. (see also Policy 8660 - *Transporting Students by Private Vehicles*)

Orderly, Disciplined Classrooms

Students will be in orderly, disciplined classrooms conducive to learning without the distraction caused by disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students. (see also Policy 5600 - *Student Discipline*)

Safe Schools

Parents of District students will be timely notified pursuant to procedures adopted by the Superintendent of threats and the following unlawful acts or significant emergencies that occur on school grounds, during school transportation, or during school-sponsored activities:

A. Weapons possession or use when there is intended harm toward another person;

B. Murder, homicide, or manslaughter;

C. Sex offenses, including rape, sexual assault or sexual misconduct with a student by school personnel;

D. Natural emergencies, including hurricanes, tornadoes, and severe storms.

E. Exposure as a result of a manmade emergency.

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Parental Notification of Arrests of Employees

Notwithstanding F.S. 1012.31(3)(a)1 and 1012.796(4), within twenty-four (24) hours after a law enforcement agency provides the Superintendent with written notification pursuant to F.S. 1012.797 that a District employee has been arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the Principal shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

Revised 11/6/25

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F.S. 39.201
F.S. 381.0056
F.S. 394.463
F.S. 1000.05
F.S. 1002.20
F.S. 1002.22
F.S. 1002.385
F.S. 1002.39
F.S. 1002.394
F.S. 1002.395
F.S. 1002.40
F.S. 1002.41
F.S. 1002.411
F.S. 1002.43
F.S. 1003.01(13)
F.S. 1003.02
F.S. 1003.21
F.S. 1003.22
F.S. 1003.3101
F.S. 1003.32
F.S. 1003.42
F.S. 1003.44
F.S. 1003.4505
F.S. 1003.47
F.S. 1003.52
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F.S. 1006.062(7)

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F.S. 1006.07
F.S. 1006.09
F.S. 1006.13
F.S. 1006.15
F.S. 1006.165
F.S. 1006.20
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F.S. 1006.22
F.S. 1006.23
F.S. 1006.28
F.S. 1006.40
F.S. 1007.271
F.S. 1008.22
F.S. 1008.25
F.S. 1008.386
F.S. 1012.42
F.S. Chapter 1014
F.A.C. 6A-6.0521

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VOL. 27, NO. 1, JUNE 2026

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Copy of STUDENT FUND-RAISING

ADOPTED Jun 5, 2025

5830 - **STUDENT ~~FUND-RAISING~~ FUNDRAISING**

The School Board acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy "student ~~fund-raising~~ fundraising" shall include student solicitation and collection of money for any purpose including the collection of money in exchange for tickets, papers, or any other goods or services.

The Board will permit student ~~fund-raising~~ fundraising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school~~s~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~Further, student by approved school organizations, those whose funds are managed by the Fiscal Officer, may be permitted in school if approved by the principal.~~

Contracts with vendors for student ~~fund-raising~~ fundraising activities shall establish the profit-per-item and/or percentage of the profit that will be earned by the sponsoring organization, regardless of whether that activity is ~~conduct~~ conducted on or off school property.

~~All fund-raisers must be approved by the principal.~~ School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. **[~~]~~** ~~- If the fundraiser is expected to exceed _____ dollars, it shall have Superintendent's approval. - **[END OF OPTION]**~~

~~Raffles and all games of chance are prohibited.~~

For any ~~fund-raisers~~ fundraisers by student clubs and organizations, parent groups, or booster clubs that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the

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current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, and the USDA Smart Snacks in Schools and regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, ~~fund-raisers~~ fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, Competitive Foods, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

All funds raised must be deposited in accordance with Policy 6610 - *School Internal Funds*.

[X] The fundraiser's donation and withdrawal reports must be filed with the ~~( ) - _____ -~~ **(X)** Principal **[END OF OPTION]**, verified against deposits, and retained for audit~~s and routed to the _____ for internal controls.~~ **[END OF OPTION]**

~~**[ ]** - All contributions made to the school or District through these student fundraisers, either in-kind or in cash need to be reported in a consolidated electronic, auditable form to - **( )** - _____ - **( )** - Principal - **[END OF OPTION]** , and also provided to the _____ for proper accounting. - **[END OF OPTION]**~~

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

[X] Raffles and all games of chance are prohibited. ~~**[DRAFTING NOTE: This choice should be consistent with the choice made in Policy 9160 - Public Attendance at School Events.]**~~

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent and the Assistant Superintendent of Business Affairs. **[DRAFTING NOTE - This option should be made consistent with Policy 6605 - Crowdfunding.]**

All crowdfunding activities are subject to Policy 6605.

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Door-to-door solicitation by elementary and middle school students is prohibited. High school students who solicit door-to-door are required to work in groups of at least two (2).

~~School-wide and classroom incentives are permitted with the approval of the Principal. Incentives for individual students may be permitted if they have educational value.~~

~~Student fund-raising by approved school organizations off school grounds may be permitted under the administrative procedures of the Superintendent.~~

~~Fund-raising~~ Fundraising by students on behalf of school-related organizations whose funds are not managed by the Fiscal Officer may be permitted on school grounds in accordance with the Superintendent's administrative procedures. These ~~fund-raisers~~ fundraisers shall comply with the provisions of Policy 9211, Parent Organizations, Booster Clubs, and Other Fund-Raising Fundraising Activities.

These administrative procedures should:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation.

Advisors, whether staff members or volunteers, for approved school organizations, shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a ~~fund-raising~~ fundraising activity or a product that will be sold as a ~~fund-raiser.~~ fundraiser. Furthermore, advisors, whether staff members or volunteers, for approved school organizations, shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a ~~fund-raiser~~ fundraiser ~~:~~

In addition, advisors, whether staff members or volunteers, for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser, shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

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All other fundraising shall be done in accordance with Board Policy 9700 - *Relations with Special Interest Groups*.

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Legal
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
7 C.F.R. Part 210
7 C.F.R. Part 220
42 U.S.C. 1779
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

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VOL. 27, NO. 1, JUNE 2026

po6152V2

Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT FEES, FINES, AND CHARGES

Revised Policy - Vol. 27, No. 1

Version #2

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6152V2 - **STUDENT FEES, FINES, AND CHARGES**

The School Board will provide the necessary textbooks and/or electronic textbooks required by the course of study free of charge for its students. The Board may need to levy certain charges to students to facilitate the utilization of other appropriate materials for curricular as well as co-curricular and extra-curricular, noncredit activities. Such charges would be made on expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies, and materials, for clubs, independent study or special projects, and District-sponsored trips. As set forth in Board Policy 6152.01 (*Waiver of School Fees*), the Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program.

Fees

For the purposes of this policy, "school fees" or "fees" means any monetary charge collected by the District from a student or the parent(s) or guardian of a student as a prerequisite for the student's participation in any curricular or extra-curricular program of the District.

A. "School fees" include, but are not limited to, the following:

1. **(** X **)** all charges for required workbooks and instructional materials

2. **(** X **)** all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment)

3. **(** X **)** charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity

4. **(** X **)** charges or rental fees for uniforms or equipment related to varsity and intramural sports, or to fine arts programs

5. **(** X **)** charges to participate in extra-curricular activities

6. **(** X **)** charges for supplies required for a particular class or for gym uniforms

7. **(** X **)** graduation fees

8. **(** X **)** school records fees

9. **(** X **)** school health service fees

B. ~~"School fees" do not include:~~

1. ~~( ) library fines and other charges made for the loss, misuse, or destruction of school property;~~

2. ~~( ) charges for the purchase of class rings, yearbooks, pictures, diploma covers, or similar items;~~

3. ~~( ) charges for optional travel undertaken by a school club or group of students outside of school hours;~~

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4. ~~( )~~ ~~charges for admission to school dances, athletic events, or other social events;~~

5. ~~( )~~ ~~optional community service programs for which fees are charged (e.g., preschool~~ ~~,~~ ~~before and after-school child care, recreation programs).~~

A charge shall not exceed the combined cost of the outside service provided or material used, freight, and/or handling charges. Money received from the resale of such material, if any, shall be remitted to the School Business Office with an accurate accounting of all transactions.

Activity Fees for Eligible Students Participating in Interscholastic and Intrascholastic Athletic Activities

Each public school may assess an activity fee to an enrolled student participating in interscholastic or intrascholastic athletic activities. Each school must publish a complete list of fees by activity on its website before the beginning of each school year.

Each public school may also assess such an activity fee to a student who is not enrolled but is eligible to participate pursuant to F.S. 1001.32. If a fee is assessed, it shall not exceed the greater of the following:

A. the fee that students enrolled at the school pay to participate in the activity; or,

B. a reasonable fee based on the costs to the school (not to exceed $400 per activity).

Home education students pursuant to F.S. 1002.41 or a public school student participating at a public school at which they are not enrolled may only be assessed the fee paid by students enrolled at the school.

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~~Annually by July 1st, any fees developed pursuant to this policy must be approved by the Board and subsequently reported to the Florida Department of Education (FLDOE) in accordance with applicable State Board of Education rules and F.S. 1001.43.~~

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees, fines, and/or other charges collected by members of the staff shall be remitted to the School Business Office within one (1) business day after collection.

[X] For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed. **[END OF OPTION]**

Failure to pay fees and fines may result in the denial of participation in the graduation ceremony. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to Small Claims Court for collection.

Students Experiencing Homelessness - McKinney-Vento Act

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No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

~~**[ ]** Students experiencing homelessness who are able to pay **( )** fees or fines **( )** fees or fines and refuse to do so **[END OF OPTION]** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts. **[END OF OPTION]**~~

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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F.S. 1001.41
F.S. 1001.43
F.S. 1006.28
F.S. 1006.40

VOL. 27, NO. 1, JUNE 2026

po6520V1

Revised Policy - Vol. 27, No. 1, June 2026 - PAYROLL DEDUCTIONS

Revised Policy - Vol. 27, No. 1

Version #1

6520V1 - **PAYROLL DEDUCTIONS**

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The District shall make all legally required payroll deductions and such deductions do not require School Board approval.

To the extent permitted by law ~~and consistent with the specific provisions of any applicable negotiated agreement~~, ~~voluntary payroll deductions will be approved by the Board and authorized, in writing, by the employee. All initial requests must be authorized by the Board as recommended by the _____.~~t t he Board authorizes District-approved voluntary deductions to be made from an employee's paycheck upon proper authorization on the appropriate form.

A. Payroll deductions shall be based on an amount divided into equal payments and shall continue for the duration of the payroll request.

B. The employee may cancel noncompulsory deductions on written notice meeting payroll requirements.

C. ~~Payroll deductions for the exclusive bargaining agent(s) shall be in accordance with Florida statutes and negotiated agreements.~~

F.S. 447.303

F.S. 1012.31

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F.S. 1012.31

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VOL. 27, NO. 1, JUNE 2026

po6605

Copy of CROWDFUNDING

ADOPTED Jun 5, 2025

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific ~~identified~~ activities, projects or programs ~~or projects that enhance the educational program or a specific cause~~ approved by the District. ~~The solicitation~~ Crowdfunding is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent and the Assistant Superintendent of Business Affairs.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The (X) Principal ~~( ) _____ [END OF OPTION]~~ shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board policy, it will result in the immediate cessation of the crowdfunding activity and the ~~( ) Board ( )~~ Superintendent ~~[END OF OPTION]~~ may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, ~~including FERPA and IDEIA.~~ including the Family

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Education al Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursement* and all other applicable Board policies.

Approved crowdfunding activities must be conducted through a District-approved platform that meets the following standards:

A. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

   The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

B. Low Fees: Platforms must not exceed a fifteen percent (15%) fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Direct ~~Cash~~ cash payment or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

Only approved vendors may be utilized for this activity. Under no circumstances may the District's or school's name, logos or images be used without the express written permission of the Superintendent.

All crowdfunding activities are subject to applicable Board policies including, but not limited to, Policy 5830 – *Student ~~Fund-Raising~~ :* Fundraising

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VOL. 27, NO. 1, JUNE 2026

po6608

New Policy - Vol. 26, No. 2, Feb. 2026 - School Support Organizations - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS

New Policy - Vol. 26, No. 2 - School Support Organizations

6608 - **ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS**

The School Board recognizes that the proper accounting, oversight, and transparency of all disbursements from fundraisers and crowdfunding campaigns organized by students or parent groups for the purpose of providing benefits to the District's programming or facilities must be in alignment with applicable Federal and State accounting standards. Proper documentation and reporting are essential for compliance with the Governmental Accounting Standards Board Statement No. 84 (GASB 84) and Federal reporting requirements.

Fundraisers and crowdfunding campaigns conducted and organized by students, parent groups, and other private entities shall meet the compliance, accounting, and reporting requirements established herein. Parent groups may include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the District, school, or a school organization. (See also Policy 5830 – *Student Fundraising*, Policy 9215 - *School Support Organizations (SS0)*).

Definitions

For purposes of this policy, the following terms shall be defined as:

Custodial Funds: Funds held and managed by the District for student activities under GASB 84.

Noncustodial Funds: Funds raised and managed independently by parent groups or private organizations.

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F-33 Federal Financial Form Line 19: The line on the annual, mandated federal report that is required to detail the "Contributions and Donations From Private Sources," which includes revenue associated with private donations, stipends, or on-behalf payments through fundraising activities. (Financial Accounting for Local and State School Systems: 2014 Edition)

~~**[DRAFTING NOTE: As identified above, private sources include, but are not limited to: School Support Organizations, including Educational Foundations, PTA/PTO organizations, Booster Clubs, and any other private entity that has been established for the benefit of the District, school, or a school organization.]**~~

Accounting and Compliance Requirements – Custodial Funds

A. Student-Organized Fundraising

Funds raised by students whose funds are managed by the District are classified as custodial funds. All funds collected must be deposited into the District's custodial accounts and proper accounting and General Ledger code attribution is recommended.

Disbursements from the custodial accounts must be properly documented with receipts and expenditure records.

(X) A profit and loss report must be prepared and submitted to the **( )** Principal **( )** _____ **[END OF OPTION]** within ten (10) business days following the close of the fundraiser. ~~The profit and loss report of each fundraiser shall be approved by the **( )** Superintendent **( )** _____ **[END OF OPTION]** .~~

As defined in the Financial Accounting for Local and State School Systems: 2014 Edition all revenues and expenditures from student fundraising must be included on the F-33 Federal Financial Report. This data is collected through the District's Annual Report to the Department of Public Instruction (DPI).

B. Parent Group-Organized Fundraising (Non-Custodial Funds)

Funds raised by parent groups and/or other private individuals are considered non-custodial funds under GASB 84.

(X) Even though the funds raised by parent groups and/or other private individuals are non-custodial, parent groups are required to prepare and submit a profit and loss report for each fundraiser, donation or crowdfunding campaign.

(X) The report submitted shall also include:

1. Total funds raised with explanation of use of proceeds.

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2. Detailed listing of expenditures with receipts.

3. Description of disbursements to school district personnel, such as stipends or payments.

4. Description of disbursements to schools directly. Reports must be submitted to the **(X)** Principal ~~**( ) school bookkeeper ( ) _____ [END OF OPTION]**~~ within fifteen (15) business days of the fundraiser's conclusion. The report of each fundraiser shall be approved by the **(X)** Principal ~~**( ) _____ [END OF OPTION]**~~ .

Any disbursements to the school or District must follow the established procedures for gifts to the District. (See also Policy 7230 – *Gifts to the School District*)

[END OF OPTIONS]

District Oversight

[X] All reports shall be available for the **Superintendent** ~~**( ) _____**~~ to review and ~~approve,~~ implement appropriate financial controls and maintain necessary record-keeping. **[END OF OPTION]**

[X] These reports should be available in a format that enables web-based access, and can generate reporting of financial transactions as needed and both by program, source, or group, as well as in an aggregating manner to improve transparency and facilitate compliant reporting. **[END OF OPTION]**

Disbursements that include payments on behalf of the school district (e.g., purchase of equipment) must also be properly categorized in required annual reporting.

Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity. Improper reporting will result in additional audits or financial reviews of the offending organization's financial records. The ~~**( ) Board**~~ **(X)** Superintendent ~~**( ) _____ [END OF OPTIONS]**~~ may impose other corrective actions that are necessary and appropriate to protect the integrity of the Board's financial operations and to meet the financial reporting standards.

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VOL. 27, NO. 1, JUNE 2026

po6610

Copy of SCHOOL INTERNAL FUNDS

ADOPTED Jun 5, 2025

6610 - **SCHOOL INTERNAL FUNDS**

The School Board is responsible for the administration and control of internal funds of the School District. "School internal funds" are those held by specific schools and are part of the Board's regularly adopted budget (GASB 84 - Fiduciary Activities). School internal funds shall be used to benefit activities authorized by the Board and administered by each individual school in accordance with policies of the Board, the Constitution of the State of Florida, Florida statutes, rules of the State Board of Education, and the Financial and Program Cost Accounting and Reporting for Florida Schools, as revised.

All funds handled by employees during normal working hours shall be included in, and become part of, the internal funds of the school unless accounted for in the District-level accounting system. All employees responsible for handling and recording internal funds financial transactions shall be bonded through the District.

All organizations of the school or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds.

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Annual Audit

All school internal funds will be audited annually.

A. Uniform Records and Accounts

The principal of each school shall be responsible for the safe and proper handling of all monies collected and disbursed within the school and shall keep all accounts in accordance with regulations of the Board and State Board of Education and the Financial and Program Cost Accounting and Reporting for Florida Schools. A complete and accurate record of each and every transaction and a suitable classification (chart of accounts) of all receipts and expenditures shall be kept on approved forms.

B. Receipts of Monies Collected

All funds collected within the school for any purpose shall be deposited with the principal together with such substantiating records as may be required.

C. Safekeeping of Monies, Certificates, and Bonds

All monies received shall be promptly deposited in a qualified public depository and provisions shall be made for the adequate safekeeping of all monies and other financial assets that may come into the possession of the school.

1. Funds shall be promptly deposited in the qualified public depository. Schools shall make deposits of all monies collected within five (5) working days of receipt.

2. All funds received shall be recorded, banked, and reconciled to the proper receipts and accounts.

D. Expenditures

All expenditures from school funds shall be made by approved purchasing methods. Invoices or other approved substantiating evidence shall be required for all payments from school funds. All checks are to be signed by two (2) persons, the principal and the designee.

1. Overspending Limitations

School expenditures from internal funds shall not exceed the cash balance of resources of that school during any fiscal year without written approval of the Superintendent or Board.

2. Regulations Concerning Expenditures

a. Where expenditures require prior approval, the school should anticipate needs in time to permit processing and proper clearance of written authorization requests. Expenditures shall not be made until approved in writing by the principal.

b. Authorization for expenditures expire one (1) year after the date of approval.

c. No school internal fund shall be obligated for any student or teacher expenditure not previously approved in writing by the principal. A principal shall be responsible for any expenditures made or approved by him/her which are not permissible under the laws and regulations of the State or policies of the Board.

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d. Competitive bidding shall follow District purchasing policies in Policy 6320, except that when advanced individual orders are taken from students, staff, or patrons, competitive bids shall not be required. Items purchased "on consignment" need not be bid.

3. Expenditures Requiring Prior Approval

The following is a list of expenditures requiring prior written authorization from the Superintendent or designee:

a. All equipment which is to be attached to the buildings, or requires remodeling, including the installation of utility service other than that which presently exists in the building. Examples of such purchases are as follows: air-conditioning, ice machines, equipment which uses 220 current where only 110 service exists, those that require the installation of water or sewage lines, etc.

b. Buildings, permanent attachments to buildings, or other structures.

c. Bleachers or equipment involving risk to users.

d. Services and purchase made for any employee of the District.

e. Membership in and contributions to any noneducational organization.

f. Each principal may employ persons and authorize payment from internal account funds for supplemental positions consistent with the current Human Resource policies and supplemental salary schedule and requires board approval (see 4.d. below)

4. Expenditures Prohibited from Internal Funds

The following is a list of expenditures which cannot be made from internal funds.

a. Professional books and magazines, except school professional libraries and personal memberships in professional organizations when purchased through trust funds to which employees contribute.

b. Articles or services for personal use of Board employees or other persons.

c. Equipment, supplies, and services for rooms and areas not used primarily for student body benefit, unless raised specifically through employees or other persons or authorized by a student organization.

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d. Wages or supplements to any persons engaged in regular part-time or temporary employment except as provided by the Board.

e. Loans, credits, or accommodations to Board employees or other persons, including students except as provided in Policy 6550 - *Travel and Expenses*.

5. Cooperative Activities Permitted

The general provisions for cooperative activities for which internal funds are permissible are as follows:

a. Outside groups. There shall be a definite written agreement between both parties that includes the separation of the outside group from the Clay County School Board and District.

b. The principal must approve cooperative activities.

c. Cooperative activities must be beneficial to students.

6. Promotion and Public Relations Funding

The Superintendent or designee and principals are authorized to expend funds from a designated internal account for the purpose of promoting the school and for public relations

Such funds shall be administered in accordance with procedures included in the Financial and Program Cost Accounting and Reporting for Florida Schools.

E. Fundraising ~~Fund-Raising~~

School principals are to be made aware of, approve and oversee all ~~fund-raising~~ fundraising activities and actions conducted on a school campus and approve all ~~fund-raising~~ fundraising activities in the name of the school. Any ~~fund-raising~~ fundraising activity conducted on school property is a school-connected activity.

1. Each ~~fund-raising~~ fundraising activity shall be planned to finance a specified objective.
2. Each ~~fund-raising~~ fundraising activity shall have the approval of the organization sponsor and the principal.
3. The superintendent acts as the custodian of all school property and may delegate responsibilities to the school principal. The principal shall control the ~~fund-raising~~ fundraising activities conducted in the name of the school

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and ensure that the purposes are worthwhile.

a. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited.

b. ~~Fund-raising~~ ~~F~~ F undraising activities for which students are charged admission shall not be presented during school hours.

4. When any school organization or group is involved in a ~~fund-raising~~ fundraising activity or any function exposing the Board to extraordinary liability, approval must be obtained in advance from the Superintendent (including by not limited to fireworks on Board property, parades & other events on public streets, etc.).
5. Collections for all school-sponsored ~~fund-raising~~ fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with Board policy.
6. Under no circumstances may the District's or school's name, logos or images be used without the express written permission of the Superintendent.

7. Fund Benefits

Funds collected for the benefit of a specific student organization shall be expended for the benefit of said organization unless otherwise designated in minutes of the organization. General fund monies collected from the student body as a whole shall be expended to benefit students directly, except that Board authorized salary supplements for sponsors of student activity programs may be paid from these funds.

8. Commissions or Profits

Funds from commissions such as school pictures, etc., may be credited to the internal general fund or some designated account. Contracts for such activities must comply with bid requirements and be approved by the principal.

F. Student Travel

1. Advance Arrangements

When travel by students is necessary in the pursuance of an approved student activity, advance travel arrangements shall be made. Advance arrangements may include transportation, meals, registration or entrance fees, and lodging. Checks may be prepared in advance for the exact amount

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and payable to the corporation or proprietor providing the service. The employee sponsor accompanying the students shall be the temporary custodian of the checks and responsible for obtaining an invoice for the exact amount of the check from the corporation or proprietor upon presentation of the check.

2. Advance to Sponsor

When advance arrangements for meals or lodging are impractical because the service to be rendered is en route, or the student group is of such number to make prior knowledge of the exact number impossible, advancement may be made to the faculty sponsor for distribution to the students. Each student shall sign a signature sheet certifying that s/he received their meal or lodging allowance. In such situations, students are to be made aware of the amount of the allowances at least twenty-four (24) hours prior to travel departure so as to permit them to make adequate financial arrangements personally or with their parents.

3. Limits

Under no circumstances may the amount paid from the District or internal funds be in excess of rates established in F.S. 112.

G. Student Activity Funds

For purposes of this policy, a "student activity fund" may include, but not be limited to, co-curricular and approved extra-curricular activities such as clubs, publications, etc. Each school organization should operate within a budget formulated by the organization members. The format of the budget shall be prescribed by the principal.

The Superintendent is directed to obtain annually a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizes the principal at each school to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the principal shall ensure that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized.

An expenditure may consist of a donation to an organization or individual for a purpose deemed appropriate by the principal.

A charitable donation may be made to an organization or individual if approved by

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the principal.

H. Classes, Clubs, and Departments

The sponsor of each school club or organization is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records. These records may include an organization budget; duplicate receipts for all income from dues, ~~fund-raising~~ fundraising activities, entertainment, assessments, and donations; and approved requests for payment.

All collections received by any club or school organization must be deposited in the school's internal fund.

All disbursements by any club or school organization must be made by an internal fund check or from an approved change fund. Disbursements shall be approved by the appropriate organization officer (when the organization has officers), the sponsor, and the principal.

A financial report shall be filed with the principal's office at the close of each ~~fund-raising~~ fundraising activity. To accommodate the collection of data for this report, a separate account for the activity may be established.

The organization sponsor shall participate, along with the Principal's Secretary/Bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts.

Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in the generation of the revenues.

1. Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

2. Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following fiscal year.

Departments may be structured similarly to classes and shall conduct financial activities subject to the principles already outlined.

The principal shall ensure that all student activity funds are managed, recorded, and deposited in accordance with law and sound fiscal practice.

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I. Nondistrict-Supported Student Activity Accounts

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - - *District-Sponsored Clubs and Activities* , shall be determined by the - **( )** - Board - **( )** - Superintendent - **( )** - Business Manager - **( )** - School Administration - **( )** - _____ - **[END OF OPTION]** - before monies can be collected or disbursed in the name of said activity. - **[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 -** - ***District-Sponsored Clubs and Activities*** **.]**

Definitions

The following definitions are provided for these terms within the context of this policy:

1. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - - *District-Sponsored Clubs and Activities*) -
2. **District-supported student activity:** The District provides financial support for the student activity and exercises administrative control over dispersal of the activity's funds. -
3. **Nondistrict-supported student activity:** - The District does not provide financial support for the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - - *Definitions* .

Nondistrict-Supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy - 9200 - - - *Volunteers*). Fundraising is permissible in accordance with District policies (see Policy 5830 - - *Student Fundraising* - and Policy 9700 - - *Relations with Special Interest Groups*). Equal access shall be provided in accordance with Policy 5730 - - *Equal Access for Nondistrict-Sponsored*

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Student Clubs and Activities . A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

1. The student activity account has been approved in accordance with this policy.
2. The student activity account will be captured upon receipt and tracked to a corresponding General Ledger code for reporting, financial controls, and to accurately report for revenues and expenditures.
3. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
4. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
5. The activity's advisor/coach is not permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
6. The student activity account is not under the District's control, nor subject to District oversight.

General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - *Educational Outcome Goals* . District-sponsored activities must be approved in accordance with Policy 2430 - *District-Sponsored Clubs and Activities* - or Policy 2431 - *Interscholastic Athletics* .

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District, provided such use is consistent with other applicable District policies.

Student fundraising shall be conducted in accordance with Policy 5830 - Student Fundraising - and Policy 9700 - *Relations with Special Interest Groups* .

All collected money shall be handled, secured, and deposited in accordance with this policy. Misappropriation of activity monies, including theft or any other misuse of monies, will result in discipline, up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

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~~( )~~ ~~After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.~~ - ~~**[END OF OPTION]**~~

~~( )~~ ~~After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the District's General Fund - Fund 10.~~ - ~~**[END OF OPTION]**~~

~~**[END OF OPTIONS]**~~

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F.S. 1001.43
F.S. 1010.02
F.S. 1010.20
F.S. 1011.07
F.S. 1011.18
F.A.C. 6A-1.001
F.A.C. 6A-1.014
Financial and Program Cost Accounting and Reporting for Florida Schools, as revised

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VOL. 27, NO. 1, JUNE 2026

po7217

Revised Policy - Vol. 27, No. 1, June 2026 - WEAPONS

7217 - **WEAPONS**

But for the exceptions specified below, pursuant to State law, the School Board prohibits visitors and District employees from openly carrying a handgun or carrying a concealed weapon or concealed firearm, in the school safety zone, or any elementary or secondary school facility, any administration building, as well as into any Board meeting, any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, any school-sponsored event, a school bus, a school bus stop, or in a District vehicle.

Definitions

For purposes of this policy, the following definitions shall apply:

A. "Administration building" is any Board-owned or leased facility where one (1) or more administrative employees are assigned.

B. "School property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

C. "Weapons and firearms" as defined in F.S. 790.001 and include, but are not limited to, any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, knives, metallic knuckles, or other deadly weapon. "Weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Exceptions

The only exceptions to the prohibitions set forth hereinabove include the following:

A. Police, school safety officers (i.e., District guardians), or other licensed law enforcement officers, as well as other persons approved by the school or District on

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a case-by-case basis, may possess a firearm or weapon.

B. In a vehicle pursuant to F.S. 790.25(4).
This exception does not allow weapons to be stored in vehicles parked on school or district property, including student parking.
~~This exception does not apply for purposes of student and campus parking privileges.~~

C. A person may carry a firearm in a case to a firearms program, class, or function which has been approved in advance by the Superintendent as a program or class to which firearms could be carried.

D. Staff members, contractors, vendors, or their employees may possess and use tools, instruments, and other devices on District property or at District-sponsored events, including in vehicles in either situation, even though such items fall within the definition of weapons(not including firearms), provided that such possession and use is in accordance with the terms of a written contract with the Board, or is otherwise in furtherance of their duties under such a contract and is authorized in advance by the Superintendent.

All District employees shall immediately report knowledge of firearms, weapons, and/or threats of violence by students, staff members, or visitors to the School Resource Officer, Principal, and/or immediate Supervisor. Failure to report such knowledge may subject District employees to discipline.

The Superintendent shall require that any District employee possessing a firearm, weapon, or other device designed to inflict serious bodily harm, including a concealed firearm or weapon, in violation of this policy and State law, is reported immediately to the appropriate law enforcement agency, regardless of whether such District employee possesses a valid concealed weapon license. As well, the staff member shall be subject to disciplinary action, up to and including termination, consistent with law, due process, and the terms of any negotiated agreement.

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from District property and District-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Discharging a Firearm

It is a second degree felony if a person discharges any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity, unless

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discharged for lawful defense of themselves or another or for a lawful purpose. This offense does not apply to the discharge of a weapon or firearm on private real property within 1,000 feet of a school by the owner of such property or by a person whose presence on such property has been authorized, licensed, or invited by the owner.

A person arrested for discharging any weapon or firearm within 1,000 feet of a school, during school hours, or during the time of a sanctioned school activity must be held in custody until brought before the court for admittance to bail. The crime is ranked as a level 6 in the Offense Severity Ranking Chart.

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F.S. 790.001
F.S. 790.06
F.S. 790.115
F.S. 790.251
F.S. 1001.43(1)(a)
F.S. 1006.07
18 U.S.C. 922

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VOL. 27, NO. 1, JUNE 2026

po8100

Revised Policy - Vol. 27, No. 1, June 2026 - INTERLOCAL AGREEMENTS

8100 - **INTERLOCAL AGREEMENTS**

F.S. 187.201 provides that it is a goal of the State that Florida governments economically and efficiently provide the amount and quality of services required by the public. It is a policy of the State to encourage greater cooperation between, among, and within the levels of Florida government through the use of appropriate interlocal agreements and mutual participation for mutual benefit.

Local governments are permitted to make the most efficient use of their powers by cooperating with other localities on a basis of mutual advantage and thereby providing services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities.

Local governments must accomplish analyses of problems and opportunities for existing schools and schools anticipated in the future.

~~County~~ Additionally, as set forth in F.S. 163.31777, the county and municipalities located within the geographic area of the School District shall enter into an interlocal agreement with the School Board which jointly establishes the specific ways in which the plans and processes of the Board and the local governments are to be coordinated.

An interlocal agreement may provide for one (1) or more parties to the agreement to administer or execute the agreement. The parties may provide for the mutual exchange of services without payment or any contribution other than services. The parties may also provide for the use or maintenance of facilities or equipment of another party on a cost-reimbursement basis.

School boards may enter into interlocal agreements for the transportation of students, for building rental, for maintenance and upkeep of school plants, for the use of school buses for public purposes, including, but not limited to providing for the needs of the transportation disadvantaged, and for other public purposes.

The interlocal agreement shall provide for reimbursement to the School District, in full or in part, the proportionate share of the fixed and operating costs incurred that are

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attributable to the use of buses or attributable to the maintenance or other activities conducted by the Board.

The public agency receiving services from the Board shall indemnify and hold harmless the Board from any and all liability by virtue of the use of buses pursuant to an interlocal agreement.

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F.S. 163.01
F.S. 1002.3301
F.S. 1003.02
F.S .1006.261

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VOL. 27, NO. 1, JUNE 2026

po8330

Revised Policy - Vol. 27, No. 1, June 2026 - STUDENT RECORDS

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Definitions

A. "Education records" means records that are directly related to a student and that are maintained by the District or a party acting for or on behalf of the District, as defined in 20 U.S.C. Section 1232g(a)(4).

B. "Eligible student" refers to students who are eighteen (18) years of age or older, or who are enrolled in a postsecondary institution, regardless of age.

C. "Online educational service" means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

D. "Parent" or "parents" includes parents or guardians of students who are or have been in attendance at a school or institution.

E. "Personally identifiable information" or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that,

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alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

F. "Student" means any individual who is or has been in attendance in a District school and regarding whom the District maintains education records.

G. "Therapeutic treatment plan" means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

H. "Therapy progress notes" means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

I. "Third-party vendor" or "Third-party service provider" means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education, the Department's contractors and subcontractors, school boards, and school districts.

Maintenance of Student Records

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and necessary and relevant to the function of the School District or specifically permitted by this Board shall be compiled by District employees.

Each school shall maintain a permanent cumulative record for each student enrolled in the school which shall contain the data as prescribed by F.A.C. 6A-1.0955 and this policy.

Information contained in student education records shall be classified as follows:

A. Category A Records, Information for each student which shall be kept current while the student is enrolled and retained permanently in the manner prescribed by F.S. 1001.52

1. Student's full legal name.

2. Authenticated birthdate, place of birth, race, ethnicity, and sex.

3. Last known address of the student.

4. Name(s) of the student's parent(s) or guardian(s).

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5. Name and location of last school attended.

6. Number of days present and absent, date enrolled, date withdrawn.

7. Courses taken and record of achievements, such as grades, credits, or certification of competence.

8. Date of graduation or date of program completion.

9. Records of requests for access to and disclosure of personally identifiable information from the student's educational records.

10. Health Immunization Certification

B. Category B Records, Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by F.S. 1001.52

1. Health information, family background data, standardized test scores, State-mandated achievement test scores, educational and career plans, honors and activities, work experience reports, and teacher comments.

2. Reports of student services or exceptional student staffing committees including all information required by F.S. 1001.42.

3. Correspondence from community agencies or private professionals.

4. Discipline records.

5. School Environmental Safety Incident Reports (SESIR) collected under F.S. 1006.07.

6. Threat assessments done by the threat assessment team pursuant to F.S. 1006.07, subject to the following:

   All reports of concerning behavior, concerning communications, or threats documented using the Florida Harm Prevention and Threat Management Instrument prescribed by F.A.C. 6A-1.0019 are Category B records and shall be maintained in a student's file as long as determined useful by a threat management team, pursuant to F.S. 1006.07 and F.A.C. 6A-1.0019. These records include all corresponding documentation and any additional information required by the Florida Model for threat management related to the reporting, evaluation, intervention, and management of threat assessment evaluations and intervention services.

7. A list of schools attended.

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8. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records.

9. Academic and behavioral intervention services.

10. Psychological evaluations.

11. Therapeutic treatment plans and therapy progress notes.

12. Such other records of educational importance as the school shall deem necessary.

13. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public Schools Pre-K - 12, Adult and Vocational/Technical*.

Category A and B records shall be maintained in compliance with the approved District records retention schedule.

Individual exceptional student records shall be kept separate from regular cumulative records. These records shall be sent to each succeeding school the student attends in the District and shall be maintained in accordance with Policy 8320 - *Records Management*.

Periodic review for elimination of outdated information in student records by the custodian or designees shall be made in accordance with F.S. 1001.52, and the approved District records retention plan. The custodian of the student records shall be responsible for maintaining the accuracy of information by purging student records in accordance with the General Records Schedule for Public Schools (GS-7). Explanations placed in the education record and the record of access shall be maintained for as long as the education record to which it pertains is maintained. This procedure must be implemented before records are released to any vocational-technical centers, community colleges, or institutions of higher learning in which the student seeks or intends to enroll.

Type Record		**Location**		**Custodian**		**Address**
Active and inactive student records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory

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Inactive student cumulative records (Category A) as specified in the current Student Records Manual for the District		Central District office		Superintendent or designee		900 Walnut Street, Green Cove Springs, FL 32043
Individual exceptional student education records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory
Individual student psychological records as specified in the current Student Records Manual for the District		Last school attended		Principal of last school attended		As shown in local directory

Limitations on Collection and Retention of Certain Information

The District shall not collect, obtain, or retain information on the political affiliation, voting history, religious affiliation, or biometric information of a student or a parent or sibling of a student. For purposes of this paragraph, the term "biometric information" means information collected from the electronic measurement or evaluation of any physical or behavioral characteristics that are attributable to a single person, including fingerprint characteristics, hand characteristics, eye characteristics, vocal characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty. Examples of biometric information include, but are not limited to, a fingerprint or hand scan, a retina or iris scan, a voice print, or a facial geometry scan.

The District shall not maintain any report or record relative to a student that includes a copy of a student's fingerprints.

The Superintendent or designee will be responsible for the privacy and security of records that are not under the supervision of the school principal.

Requests to Deviate from Students Legal Name

Parents who approve of their student being referred to by a deviation from their legal name must fully complete the District's electronic or hard copy parental consent form.

Access to Student Records

The rights of students and their parents with respect to education records created, maintained, or used by the District must be protected in accordance with FERPA, State law,

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and the implementing regulations and rules issued pursuant thereto. Students and their parents have the right to access their education records, including the right to inspect and review those records, have the right to waive their access to their education records in certain circumstances, have the right to challenge the content of education records, have the right of privacy with respect to such records and reports, and receive annual notice of their rights with respect to education records.

In addition to students and their parents and eligible students, student records shall be available only to designated school officials and personnel, to such other persons as the parent or eligible student authorizes in writing, a court of competent jurisdiction or to other individuals or organizations as permitted by law.

Schools may, without consent of parents, guardians, or eligible students, provide access to school officials to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family, and psychologists within the School District providing they have a legitimate educational interest. Support employees may be designated by the principal for the purpose of doing clerical work and maintaining student records. However, such persons shall receive in-service training concerning the confidentiality of student records and work under the supervision and control of an administrative staff member.

Whenever a student has attained eighteen (18) years of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the District, shall thereafter be required of and accorded to the eligible student only, unless the eligible student is a dependent of their parents as defined in Title 26 U.S.C. Section 152 of the Internal Revenue Code of 1954. The School District may, in this instance, disclose personally identifiable information from the education records to the parents without the prior consent of the eligible student.

Whenever a student has enrolled in a postsecondary institution, regardless of age, the permission and consent required of and rights accorded to the parents of the student as to student records maintained by the postsecondary institution shall thereafter be required of and accorded to the eligible student only. However, if the student is not eighteen (18) years of age, then the permission and consent required of and rights as to the student's records maintained by the District shall be retained by the parents.

The custodian of the student record shall permit the eligible student or the parents or guardians of the student who is or has been in attendance in the School District to inspect and review the education records of the eligible student or student. Provisions for such inspection and review shall be made within a reasonable period of time of the request, but in no case shall be more than thirty (30) days after the request has been made.

The District presumes that the eligible student or either parent of the student has the right to inspect, review, and receive copies of the education records of the student or eligible student unless the Board, its staff, or the individual school has been provided a legally

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binding instrument or court order governing such matters as divorce, separation, or custody which provides to the contrary.

In instances where records are opened to parents, guardians, or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies, upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119.

The copy rate will include actual reproduction costs and will not include the labor costs for retrieval.

School officials shall provide requesting parents, guardians, or eligible students an opportunity for a hearing to challenge the content of their child's or the eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents, guardians, and eligible students may waive their right of access to confidential letters or statements of recommendations or evaluation. Such waiver shall be made in writing to the custodian of the records and shall be signed by the parent, guardian, or eligible student. Such waiver shall apply to recommendations or evaluation only if:

A. the parent, guardian, or eligible student is, upon request, notified of the names of all persons submitting confidential letters or statements; and

B. such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

The waiver of the right of access may be revoked in writing with respect to actions occurring after the revocation.

Court Request of Records

A. Student records may be disclosed to a court of competent jurisdiction provided that reasonable notification is given in advance to the parents and student. If the Principal is unable to notify prior to the time for compliance set forth in the court order, they shall bring to the court's attention the provision of the Family Educational Rights and Privacy Act of 1974 and comply with the court's instruction.

B. Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or their parent if the student is either a minor and not attending an institution of postsecondary education or a dependent of such parent as defined in 26 U.S.C. 152 (s. 152 of the Internal Revenue Code of 1954), is notified

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of the order or subpoena in advance of compliance therewith by the educational institution or agency.

The Superintendent may, in writing, authorize access to student records to representatives of the Federal, State, or local educational authorities.

Transcripts of a student's records may be released without written consent from the students' parents, guardians, or eligible student, to any vocational-technical center, community college, or any postsecondary institutions of higher learning in which the student seeks or intends to enroll. A copy of the records may be released to the student's parents, guardians, or eligible student upon request. This policy is also applicable in instances where such a request is in connection with a student's application for, or receipt of, financial aid.

Hearing Procedure to Correct Student Records

Whenever a parent, guardian, or eligible student believes the content of the student record is inaccurate, misleading, or in violation of their privacy, they may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, denial of the request and notification of the right to a formal hearing shall be made in writing to the parent, guardian, or eligible student with a copy to the Superintendent or designee.

Upon the request of a parent, guardian, or eligible student, a formal hearing shall be held. Such hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer who shall be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

The parents, guardian, eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issues raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent, guardian, or eligible student shall be

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allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

Disclosure of Personally Identifiable Information

Notwithstanding any other provision in this policy, student education records shall not be disclosed to any person, public body, body politic, political subdivision, or agency of the Federal government except when authorized by State or Federal law or in response to a lawfully issued subpoena or court order. In accordance with State law, student education records are exempt from the provisions of F.S. Chapter 119.

A. Prior Written Consent

1. Prior written consent of the parent, guardian, or eligible student shall be obtained prior to disclosing personally identifiable student information other than directory information. The written consent shall include: signature of the parent, guardian, or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

2. Disclosures of personally identifiable student information will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent, guardian, or eligible student, as appropriate. Personally identifiable student information which is disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent, guardian, or eligible student has the authority to grant permission for disclosure of personally identifiable student information unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

Personally identifiable information or records of a student may be released to the following persons or organizations without the prior written consent of the student or the student's parent or guardian:

1. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

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2. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

3. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

   The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

   This written agreement must include:

   a. designation of the receiving individual or entity as an authorized representative;

   b. specification of the information to be disclosed;

   c. specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements;

   d. a summary of the activity that includes a description of the methodology and an explanation of why personally identifiable information is necessary to accomplish the activity;

   e. a statement requiring the organization to destroy all personally identifiable information when it is no longer needed to carry out the audit or evaluation, along with a specific time period in which the information must be destroyed; and

   f. a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use reasonable methods to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will

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also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

4. Appropriate parties in connection with a student's application for or receipt of financial aid, if necessary to determine the eligibility for the aid; determine the amount of the aid; determine the conditions of the aid; and/or enforce the terms and conditions of the aid.

5. Individuals or organizations conducting studies for or on behalf of an institution or a board of education for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if the studies are conducted in a manner that does not permit the personal identification of students and their parents by persons other than representatives of such organizations and if the information will be destroyed when no longer needed for the purpose of conducting such studies.

   In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

   This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

   While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

6. Accrediting organizations, in order to carry out their accrediting functions.

7. School Readiness programs as provided in State law in order to carry out their assigned duties.

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8. For use as evidence in student expulsion hearings conducted by a district school board under F.S. Chapter 120; however, public records of expulsion hearings shall not contain any personally identifiable information.

9. Appropriate parties in connection with an emergency, if knowledge of the information in the student's educational records is necessary to protect the health or safety of the student or other individuals.

10. The Auditor General and the Office of Program Policy Analysis and Government Accountability in connection with their official functions; however, except when the collection of personally identifiable information is specifically authorized by law, any data collected by the Auditor General and the Office of Program Policy Analysis and Government Accountability is confidential and exempt from F.S. 119.07 (1) and shall be protected in a way that does not permit the personal identification of students and their parents by other than the Auditor General, the Office of Program Policy Analysis and Government Accountability, and their staff, and the personally identifiable data shall be destroyed when no longer needed for the Auditor General's and the Office of Program Policy Analysis and Government Accountability's official use.

11. A court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

    Student records may be disclosed pursuant to a lawfully issued subpoena, upon the condition that the student, or his/her parent if the student is either a minor and not attending a postsecondary educational institution or a dependent of such parent as defined in 26 U.S.C. 152 (section 152 of the Internal Revenue Code of 1954), is notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

12. Credit bureaus, in connection with an agreement for financial aid that the student has executed, if the information is disclosed only to the extent necessary to enforce the terms or conditions of the financial aid agreement. Credit bureaus shall not release any information obtained under this paragraph to any person.

13. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime and especially motor vehicle theft by promoting cooperation and collaboration, and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions that provide structured and well

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supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions, and that support students in successfully completing their education. Information provided in furtherance of such interagency agreements is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of such programs and services, and as such is inadmissible in any court proceedings prior to a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

14. Consistent with the Family Educational Rights and Privacy Act, the Department of Children and Families or a community-based care lead agency acting on behalf of the Department of Children and Families, as appropriate.

15. Parents of a dependent student as defined by the Internal Revenue Service Tax Code of 1986 and in this policy.

16. Directory information as specified in this policy.

17. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

18. If the release is to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in Sections 2331 and 2332 of Title 18, U.S. Code.

    Under this exception, school officials are not required to record (i.e., on an access log) the disclosure of information from a student's education record when the school makes pursuant to an ex parte order.

    Further, an educational institution that, in good faith, produces information from education records in compliance with an ex parte order shall not be liable to any person for that disclosure.

19. If the release is otherwise permitted under Federal law.

C. Record of Disclosures

Record of any requests or disclosures of personally identifiable student information shall be maintained except for disclosures to the parent, guardian, or eligible

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student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

With regard to such disclosures, a school official is determined to be any employee of the Board with direct responsibility for providing services to students. A legitimate educational interest is determined to mean responsibility for providing direct educational services to students which will include teaching, counseling, psychological services, or other services to students which require access to personally identifiable information and/or those specified in the law.

D. Disclosures - Health or Safety Emergencies

Disclosure of personally identifiable student information may be made by school officials in the event of a health or safety emergency. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

~~DIRECTORY INFORMATIOND~~ **Directory Information**

The District may make available, upon request, certain information known as directory information without prior permission of the parents or the eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended. Designation of directory information shall occur at a regularly scheduled Board meeting. At the meeting, the Board shall consider whether designation of such information would put students at risk of becoming targets of marketing campaigns, the media, or criminal acts.

An annual written notice shall be given to inform parents, guardians, and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Alternate methods of notice shall be made for parents, guardians, or eligible students

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unable to comprehend a written notice in English. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District-assigned e-mail address (if available), and telephone listing not be released without parental consent.

Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The District may disclose directory information on former students without student or parental consent.

Transfer of Student Records

Student records shall be transferred in accordance with the requirements of F.A.C. Rule 6A-1.0955.

While all reasonable efforts shall be made to collect for damaged or lost library books or textbooks, under no conditions shall the transfer of a student's cumulative record be delayed or denied for failure to pay any fine or fee assessed by the school. Progress reports to parents (report cards) may not be withheld for failure to pay any fine, fee, or an assessment for lost or damaged books.

The District is required to transfer certain student records to Florida College System institutions and State universities when a student is enrolled. Specifically, the following documents must be transferred in accordance with the rules and regulations adopted by the State Board of Education and the Board of Governors when contained in a student's education records:

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1. Verified reports of serious or recurrent behavior patterns, including any threat assessment report, all corresponding documentation, and any other information required by the Florida-specific behavioral threat assessment instrument pursuant to F.S. 1001.212 which contains the evaluation, intervention, and management of the threat assessment evaluations and intervention services; and

2. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

Liability

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy.

Additional Safeguards for Student Education Records

A. Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

B. Required use of online educational services by students and parents

In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

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1. The Superintendent is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;

2. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;

3. Parents and eligible students will be notified via the District website any time they are required to use an online educational service that collects student PII;

4. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any, via the District website.

5. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes.

6. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

C. Contracts or agreements with third-party vendors

1. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

    a. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;

    b. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations;

    c. ensure that only the student PII necessary for the service being provided will be disclosed to the third party;

    d. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A-1.0955(11)(b) has been met.

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2. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

    a. the disclosure is authorized by FERPA and 34 CFR §99.31;

    b. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or

    c. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. 6A-1.0955(11)(b) and this policy.

Request for Student Social Security Numbers at Enrollment

When a student enrolls in a District school, the District shall request that the student provide their social security number and shall indicate whether the student identification number assigned to the student is their social security number. A student satisfies this requirement by presenting his/her social security card or a copy of the card to a school enrollment official. However, a student is not required to provide their social security number as a condition for enrollment or graduation.

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Legal
F.S. Chapter 119
F.S. 1001.41
F.S. 1001.52
F.S. 1002.22
F.S. 1002.221
F.S. 1002.222
F.S. 1003.25
F.A.C. 6A-1.0955
F.A.C. 6A-1.09550
20 U.S.C. 1232f (FERPA)
20 U.S.C. 1232g (FERPA)
20 U.S.C. 1232h (FERPA)
20 U.S.C. 1232i (FERPA)
20 U.S.C. 7908
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Act
Privacy Rights of Parents and Students - P.L. 90-247

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Revised Policy - Vol. 27, No. 1, June 2026 - SCHOOL SAFETY AND SECURITY

8405 - **SCHOOL SAFETY AND SECURITY**

The School Board is committed to maintaining a safe, secure, and drug-free environment in all of the District's schools.

School crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, first responders, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or at a school-related event or are on their way to and from school.

The Superintendent, in conjunction with the School Safety Specialist, shall develop a *School Safety and Security Plan* with input from representatives of the local law enforcement agencies; the local Fire Marshall(s) or their designee(s); representative(s) from emergency medical services;

A. building administrators;

B. representative(s) from the local emergency management agency;

C. District Office of Safety and Security.

Included within the District's School Safety and Security Plan shall be a District Active Assailant Response Plan (DAARP). The DAARP shall include, at a minimum, procedures addressing the following:

A. security assessments;

B. roles and responsibilities of District personnel;

C. roles and responsibilities of Safe-School Officers (Policy 8407 - *Safe-School Officers*);

D. information sharing;

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E. training of District personnel and exercises/drills, including training standards;

F. identification of Safe Spaces and Command Posts;

G. response to the threat of an active assailant, including the following three (3) strategies: evading or evacuating, taking cover or hiding, and responding to or fighting back;

H. response to the presence of an active assailant on school grounds;

I. communication with law enforcement prior to and after law Enforcement arrives on school grounds;

J. responsibilities prior to law enforcement arrival;

K. responsibilities when law enforcement arrives on school grounds;

L. communication with the public; and

M. post-incident recovery.

The District will adopt its DAARP annually by October 1.

Further, by October 1st of each year, the Superintendent shall certify to the Office of Safe Schools and document in the Florida Safe Schools Assessment Tool that all school personnel has received annual training on the procedures contained in the District's DAARP.

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School Safety Specialist

The Superintendent is responsible for designating the District's School Safety Specialist. The School Safety Specialist must be an administrator employed by the District or a law enforcement officer employed by the Clay County Sheriff's Office. Prior to appointing a law enforcement officer to serve as the School Safety Specialist, the Superintendent must verify that the law enforcement officer has met all statutory requirements and has been authorized and approved by the Clay County Sheriff's Office to serve as the School Safety Specialist.

By August 1 of each year, the District will submit the School Safety Specialist's name, phone number, and email address to the Office of Safe Schools at SafeSchools@fldoe.org. The District will notify the Office of Safe Schools within one (1) school day whenever there is a change related to the contact information for the School Safety Specialist.

A. Training

Within thirty (30) calendar days of appointment, the District's School Safety Specialist must complete and thereafter maintain certificates of completion of the following online Federal Emergency Management Agency Independent Study courses: Preparedness for Childcare Providers; Introduction to the Incident Command System, ICS 100; Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship; Multi-Hazard Emergency Planning for Schools; and Planning for the Needs of Children in Disasters.

Within one (1) year of appointment, and annually thereafter, the District School Safety Specialist must earn a certificate of completion of school safety specialist training provided by the Office of Safe Schools.

The District's School Safety Specialist shall earn, or designate one (1) or more individuals to earn, certification as a youth mental health awareness and assistance trainer as set forth in F.S. 1012.584.

B. Responsibilities

The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District, including at charter schools. The School Safety Specialist's responsibilities include, but are not limited to, the following:

1. reviewing at least annually District and charter schools policies and procedures for compliance with Florida law and applicable rules, as provided by F.S. 1006.07 (6)(a)1., including the District's timely and accurate submission of school environmental safety incident reports to the Department pursuant to F.S. 1001.212;

   The School Safety Specialist is responsible for submitting all Board and District charter school policies and procedures pertaining to the health, safety, or welfare of students to the Office of Safe Schools by July 1 of each year.

2. providing necessary training and resources to students and staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security; Such training for classroom teachers and other members of instructional staff must explain the purpose, importance, and proper execution of school safety protocols and emergency procedures.

3. serving as the District liaison with local public safety agencies and national, State, and community agencies and organizations in matters of school safety and security;

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4. conduct annually on or before October 1, in collaboration with the appropriate public safety agencies, a school security risk assessment at each District school using the Florida Safe Schools Assessment Tool developed by the Office of Safe Schools;

   The District will report to FLDOE by October 15th of each year that all public schools within the District have completed the assessment using the Florida Safe Schools Assessment Tool. For purposes of this section, public safety agencies means a functional division of a public agency which provides firefighting, law enforcement, medical, or other emergency services.

   The District will ensure the accuracy of current school listings within the Florida Safe Schools Assessment Tool application, including school name, address, and MSID number. The District will report to the Office of Safe Schools via e-mail within five (5) school days of a school opening or closing, or when any other change occurs that impacts the accuracy of the District-provided information in the Florida Safe Schools Assessment Tool.

5. make unannounced inspection visits to all District schools, including charter schools;

   The inspection must be done using the form adopted by the OSS. Any violations discovered must be reported to the Superintendent or charter school principal.

6. presenting quarterly reports to the Board at a public meeting regarding the OSS inspection of District schools and during the first quarter of every school year, providing the Board with an annual report including the number of schools inspected by OSS the prior year and the number of those schools found to be in compliance;

7. providing a copy of any Florida School Safety Compliance Inspection Report prepared by OSS following an unannounced visit to the school principal or charter school administrator, as appropriate;

8. coordinating with appropriate public safety agencies, as defined in F.S. 365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and to provide recommendations related to school safety. Completion of such tours and any recommendations must be documented in each school's security risk assessment within the Florida Safe Schools Assessment Tool;

   Any changes related to school safety, emergency issues, and recommendations provided by the public safety agencies will be considered as part of the recommendations by the School Safety Specialist to the Board.

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9. providing, or arranging for the provision of, youth mental health awareness and assistance training to all school personnel within the District as set forth in F.S. 1012.584, F.A.C. 6A-1.094120 and F.A.C. 6A-1.0018;

   By July 1st of each year, the Superintendent shall certify to the FLDOE, in a format determined by the FLDOE, that at least eighty percent (80%) of school personnel in elementary, middle, and high schools have received the training required under this paragraph.

   The training program shall include, but is not limited to, the following:

   a. an overview of mental illnesses and substance abuse disorders and the need to reduce the stigma of mental illness;

   b. information on the potential risk factors and warning signs of emotional disturbance, mental illness, or substance use disorders, including, but not limited to, depression, anxiety, psychosis, eating disorders, and self-injury, as well as common treatments for those conditions and how to assess those risks; and

   c. information on how to engage at-risk students with skills, resources, and knowledge required to assess the situation, and how to identify and encourage the student to use appropriate professional help and other support strategies, including, but not limited to, peer, social, or self-help care.

10. coordinating with charter schools to address charter school safety requirements as set forth under Florida law and F.A.C. 6A-1.0018;

    The School Safety Specialist must coordinate with charter school personnel to allow input access to the Florida Safe Schools Assessment Tool. Where input access is restricted to District personnel, the School Safety Specialist is responsible for gathering information from charter schools so that Florida Safe Schools Assessment Tool reporting requirements, including those for FortifyFL, threat management teams and active assailant response plans, include data from charter schools.

11. completing surveys provided by the Office of Safe Schools regarding Safe-School officer assignment;

12. investigating and responding to notices from the Office of Safe Schools containing suspected deficiencies at a District school and at or by a charter school.

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C. Identification of and Corrections to Instances of Noncompliance with Florida Laws and Rules Relating to Safety

The School Safety Specialist is responsible for identifying and correcting instances of noncompliance with F.A.C. 6A-1.0018 or any other Florida laws or rules relating to safety at any District school. Such actions may include, but are not limited to, the following:

1. resolving deficiencies relating to Safe-School officer coverage by no later than the next school day;

2. notifying the Office of Safe Schools within twenty-four (24) hours at SafeSchools@fldoe.org of any deficiencies relating to Safe-School officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety, or welfare of students or staff. The notification must contain particularized facts beyond noncompliance with rules or Florida Statutes that explain the imminent threat;

3. notifying the Office of Safe Schools within three (3) days at SafeSchools@fldoe.org of any instance of noncompliance not corrected within sixty (60) days;

4. the School Safety Specialist shall identify any instances of noncompliance through their duties identified throughout this policy;

   Additionally, if and when any employee of the District becomes aware of an instance of noncompliance at a school with a requirement of this policy or other State law or rules relating to student safety must notify the School Safety Specialist within twenty-four (24) hours, unless such noncompliance involves an imminent threat to the health, safety, or welfare of students or staff. In such instances, notice must be provided immediately.

   If the School Safety Specialist identifies, or is made aware of an instance of noncompliance by an employee, the School Safety Specialist shall investigate the alleged noncompliance and, if it is determined that there was an instance of noncompliance, the School Safety Specialist shall develop a written plan of correction no later than seven (7) days following their investigation. Alleged noncompliance that creates an imminent threat to the health, safety, or welfare of students or staff shall be addressed immediately and in accordance with subsections (1) through (3) above.

D. Response to Notice of Suspected Deficiency from the Office of Safe Schools

The School Safety Specialist is responsible for notifying the Superintendent immediately and no later than the same day of receipt of any notice of suspected

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deficiency the School Safety Specialist receives from the Office of Safe Schools.

Within one (1) school day after receipt of a Florida school safety compliance inspection report from the Office of Safe Schools that contains a noted deficiency, the School Safety Specialist must acknowledge receipt of the report in writing. The school safety specialist must provide the Office of Safe Schools written notice of how the noncompliance has been remediated within three (3) school days after receipt of the report.

When the notice of suspected deficiency concerns a failure to have a Safe-School officer established or assigned at each school facility, as required by F.S. 1006.12, the School Safety Specialist must respond in writing and verify to the Office of Safe Schools that the school(s) identified in the notice have a Safe-School officer on site by the next school day. In all other cases, the School Safety Specialist must respond in writing to the Office of Safe Schools within five (5) school days and verify that the District or school has corrected the suspected deficiency, or within that same time period, submit a written plan describing how the District will bring the identified school(s) into compliance. The plan must include an estimated date of completion and an explanation of alternate security measures designed to maintain a safe learning environment.

Recommendations of the School Safety Specialist

Based on the findings of the school security risk assessment, the School Safety Specialist must provide recommendations to the Superintendent and Board which identify strategies and activities that the Board should implement in order to address the findings and improve school safety and security. The School Safety Specialist's report to the Board shall also include school safety recommendations made by public safety agencies. The Board will review the school security risk assessment findings and the recommendations of the School Safety Specialist at a publicly noticed Board meeting to provide the public an opportunity to hear the Board members discuss and take action. The *School Safety and Security Plan* is, however, confidential and is not subject to review or release as a public record.

The School Safety Specialist shall report the school security risk assessment findings and recommendations and the Board's action(s) to the Office of Safe Schools no later than thirty (30) days after the Board meeting and prior to November 1 of each year. The School Safety Specialist shall also submit a best-practices assessment in the Florida Safe Schools Assessment Tool.

As a part of the *School Safety and Security Plan*, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled *Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001*):

A. safety and security best practices;

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B. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

C. security procedures at school and while students are on the way to and from school;

D. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

E. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;

2. allows all students in the class the opportunity to learn;

3. has consequences that are fair, and developmentally appropriate;

4. considers the student and the circumstances of the situation; and

5. is enforced accordingly.

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Threat Management Coordinator

The Superintendent will designate a Threat Management Coordinator to oversee threat management at all public K-12 District schools, including charter schools sponsored by or under contract with the District, in accordance with the requirements set forth in Florida law and State Board of Education rules.

Among other duties as may be assigned, the Threat Management Coordinator shall serve as the primary point of contact regarding the District's coordination, communication, and implementation of the threat management program. The Threat Management Coordinator is also responsible for reporting quantitative data to the Office of Safe Schools in accordance with its guidelines.

The Superintendent will report the name and contact information of the Threat Management Coordinator to the Office of Safe Schools by July 1, 2023. Any changes in the name and contact information of the Threat Management Coordinator will be updated with the Office of Safe Schools within one (1) school day of the change.

Mental Health Coordinator

The Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the District's primary point of contact regarding the District's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting. The mental health coordinator is responsible for:

A. Coordinating with the Office of Safe Schools, established pursuant to F.S. 1001.212.

B. Maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation under F.S. 1011.62(14).

C. Facilitating the implementation of District policies relating to the respective duties and responsibilities of the District, the Superintendent, and District Principals.

D. Coordinating with the School Safety Specialist on the staffing and training of threat management teams and facilitating referrals to mental health services, as appropriate, for students and their families.

E. Coordinating with the School Safety Specialist on the training and resources for students and District staff relating to youth mental health awareness and assistance.

F. Reviewing annually the District's policies and procedures related to student mental health for compliance with Florida law and alignment with current best practices and make recommendations, as needed, for amending such policies and procedures to the Superintendent and the Board.

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Safety and Security Best Practices

The Superintendent shall develop administrative procedures for the prevention of violence on school grounds, including the assessment and intervention with individuals whose behavior poses a threat to the safety of the school community.

The Board shall adopt, in coordination with local law enforcement agencies and local governments, a family reunification plan to reunite students and employees with their families in the event that a school is closed or unexpectedly evacuated due to a natural or man-made disaster. The reunification plan must be reviewed annually and updated, as applicable.

Threat Management Teams

The purpose of the threat management team is to establish a process focusing on behaviors that pose a threat to school safety while serving as a preventative measure to identify needs and provide support to students. This process is also known as a care assessment. Threat management teams are responsible for the coordination of resources

and assessment and intervention with students whose behavior may pose a threat to the safety of school staff or students.

All threat management teams shall use the operational process prescribed in the Florida Harm Prevention and Threat Management Model as required by F.S. 1001.212 and F.A.C. 6A-1.0019.

Each school-based threat management team must meet as often as needed to fulfill its duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. Threat management teams shall maintain documentation of their meetings, including meeting dates and times, team members in attendance, cases discussed, and actions taken.

A. Location and Membership

1. Threat management teams are located at each school in the District and composed of individuals with expertise in counseling, instruction, school administration, and law enforcement. All members of the threat management team must be involved in the threat assessment and threat management process and final decision-making. At least one (1) member of the threat management team must have a personal familiarity with the individual who is the subject of the threat assessment. If no member of the threat management team has such familiarity, an instructional personnel or administrative personnel who is personally familiar with the individual who is the subject of the threat assessment must consult with the threat management team for the purpose of assessing the threat. The instructional or administrative personnel who provides such consultation shall not participate in the decision-making process.

    a. The counseling team member must be a school-based mental health services provider who is able to access student mental health records. This must not be the school principal or equivalent.

    b. The school administrator team member must not be the school principal, unless the principal is the only administrator at the school. If the Principal is the only administrator at the school, the Principal must notify the District's Threat Management Coordinators, who must in turn notify the Office of Safe Schools at FloridaModel@fldoe.org

    c. The law enforcement team member must be a sworn law enforcement officer, as defined by F.S. 943.10, including a School Resource Officer, school safety officer, or other active law enforcement officer. At a minimum, a law enforcement officer serving on a threat management team must have access to local Records Management System information, the Criminal Justice Information

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System, and the Florida Crime Information Center and National Crime Information Center databases. Officers serving on school-based threat management teams must also have clearance to review Criminal Justice Information and Criminal History Record Information.

2. The Board authorizes the Superintendent to create procedures for the purpose of:

    a. identifying team participants by position and role;

    b. designating the individuals (by position) who are responsible for gathering and investigating information; and

    c. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

B. Responsibilities and Activities of Threat Management Teams

The responsibilities and activities of threat management teams include but are not limited to, the following:

1. identification of individuals in the school community to whom threatening behavior should be reported and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self;

2. all threat management teams shall use the Florida Harm Prevention and Threat Management Instrument when evaluating the behavior of students who may pose a threat to the school, school staff, or students, and to coordinate intervention and services for such students;

3. consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act, that would pose a threat to school safety;

4. consult with law enforcement when a student commits more than one (1) misdemeanor to determine if the act should be reported to law enforcement;

5. if a preliminary determination is made by the threat management team that a student poses a threat of violence or physical harm to himself/herself or others, the threat management team will report its determination to the Superintendent;

    The Superintendent shall immediately attempt to notify the student's parent

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or legal guardian. However, nothing in this paragraph precludes District personnel from acting immediately to address an imminent threat.

6. if a preliminary determination is made by the threat management team that a student poses a threat of violence to themself or others or exhibits significantly disruptive behavior or need for assistance, authorized members of the threat management team may obtain criminal history record information pursuant to F.S. 985.04(1);

   Members of the threat management team may not disclose any criminal history record information obtained pursuant to this paragraph or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat management team.

7. create procedures related to engaging behavioral health crisis resources.

All reported threats, even those determined not to be a threat, must be documented by the threat management team. Documentation must include the evaluation process and any resultant action.

Upon availability, the District and each school will use the threat management portal developed by the Office of Safe Schools pursuant to F.S. 1001.212.

C. Sharing of Information

The District and other agencies and individuals that provide services to students experiencing, or at risk of, an emotional disturbance or a mental illness and any service or support provider contracting with such agencies may share with each other records or information that are confidential or exempt from disclosure under F.S. Chapter 119 if the records or information are reasonably necessary to ensure access to appropriate services for the student or to ensure the safety of the student or others.

D. Immediate Mental Health or Substance Abuse Crisis

If an immediate mental health or substance abuse crisis is suspected, school personnel shall follow steps established by the threat management team to engage behavioral health crisis resources. Behavioral health crisis resources, including, but not limited to, mobile crisis teams and school resource officers trained in crisis intervention shall provide emergency intervention and assessment, make recommendations, and refer the student for appropriate services. Onsite school personnel shall report all such situations and actions taken to the threat management team, which shall contact the other agencies involved with the student and any known service providers to share information and coordinate any necessary follow-up actions. Upon the student's transfer to a different school, the

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threat management team shall verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services.

E. Threat Assessment Report

The threat management team shall prepare a threat assessment report using the Florida Harm Prevention and Threat Management Instrument. A threat assessment report, all corresponding documentation, and any other information required by the Florida Harm Prevention and Threat Management Instrument in the threat management portal is an education record.

F. Behavior Threat Assessment Instrument Training

All threat management team members must be trained on the Florida Harm Prevention and Threat Management Instrument in accordance with Florida law.

G. Office of Safe Schools Reporting

The Threat Management Coordinator shall report quantitative data on its activities to the Office of Safe Schools in accordance with guidance from the Office of Safe Schools.

Beginning in the 2022-2023 school year, the total number of threat assessments conducted, disaggregated by the total number of non-threats, the total number of transient threats, the number of substantive threats, and the sex, race, and grade level of all students assessed by the threat assessment team. The initial reporting period for the Florida Harm Prevention and Threat Management Instrument will be from January 1-May 31, 2024, and information will be due by June 15, and annually thereafter for the preceding school year.

H. Threat Assessment Records

Threat management and assessment records shall be maintained in accordance with Policy 8330 - *Student Records* and Florida law.

Referral to Mental Health Services

All school personnel who receive training pursuant to F.S. 1012.584 shall be notified of the mental health services that are available in the District.

School Environmental Safety Incident Reporting

The superintendent is responsible for ensuring the accurate and timely reporting of incidents related to school safety and discipline in accordance with Florida law and rules

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promulgated by the FLDOE. Parents of District students have a right to access school safety and discipline incidents as reported pursuant to F.S. 1006.07 (9) and will be timely notified of threats, unlawful acts, and significant emergencies pursuant to F.S. 1006.07 (4) and (7).

Student Crime Watch Program

The Board shall implement a Student Crime Watch Program to promote responsibility among students and improve school safety. Through a Board resolution, the Board will require each school Principal to distribute information (including a reference to Policy 8406) at their respective schools notifying students and the community as to how they can anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

Promotion of School Safety Awareness

In furtherance of Policy 8406 (*Reports of Suspicious Activity and Potential Threats to Schools*), the Board shall promote the use of the Florida Department of Education's mobile suspicious reporting tool (FortifyFL) and the consequences of knowingly submitting false information on the District's website, in newsletters, on school campuses, and in school publications. FortifyFL shall also be installed on all mobile devices issued to students and bookmarked on all computer devices issued to students.

Records Related to Compliance with F.A.C. 6A-1.0018

The District and all school staff will retain records demonstrating that the requirements of F.A.C. 6A-1.008 are met and provide such records to the Office of Safe Schools upon request.

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F.S. 1001.212
F.S. 1006.07
F.S. 1006.13
F.S. 1006.1493
Florida Safe Schools Assessment Tool
Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates (U.S. Secret Service and U.S. Department of Education)
F.A.C. 6A-1.0018
F.A.C. 6A-1.0019
F.A.C. 6AER23-02
Ref-15897 Florida Harm Prevention and Threat Management Manual, Form OSS-001
Ref-15898 Florida Harm Prevention and Threat Management Instrument, Form OSS-002
Ref-15899 Comprehensive School Threat Assessment Guidelines, Form CSTAG-2022

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VOL. 27, NO. 1, JUNE 2026

po8407

Revised Policy - Vol. 27, No. 1, June 2026 - SAFE-SCHOOL OFFICERS

8407 - **SAFE-SCHOOL OFFICERS**

For the protection and safety of students, school personnel, visitors, and property, the District shall partner with local law enforcement agencies to establish or assign one or more Safe-School Officers at each school facility in the District, including charter schools. A Safe-School officer shall be present, at a minimum, during the school day when the school facility is open for instruction as defined by the approved school calendar (see Policy 8210 - *School Calendar*).

Definitions

"Safe-School officer" means a school resource officer, a school-safety officer, a school guardian, or a school security guard, as identified in F.S. 1006.12.

"School facility" means a public K-12 school, including a charter school, with a Master School Identification Number (MSID) number as provided under F.A.C. 6A-1.0016, with the following exceptions:

A. Schools with separate MSID numbers that are located at the same physical location and are co-located with each other are a single school facility.

B. Schools that are located at separate physical locations and are not co-located, but share one MSID number are separate school facilities.

C. A school facility does not include:

1. schools without a physical location for instruction of students, such as virtual schools, virtual instruction programs, virtual course offerings, franchises of the Florida Virtual School and virtual charter schools;

2. settings where instruction is provided in a county jail or state prison, in a Department of Juvenile Justice facility or program, in a hospital, or while a student is homebound;

3. schools that provide only prekindergarten or adult education;

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4. technical centers under F.S. 1004.91; and

5. private schools, regardless of whether or not their students receive State scholarship funds under F.S. Chapter 1002.

Training

Safe-School officers must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training shall improve officers' knowledge and skills as first responders to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Limitations

An individual must satisfy background screening, psychological evaluation, and drug test requirements and be approved by a local Sheriff's Office before participating in any training required by F.S. 30.15(1)(k) which may be conducted only by a sheriff.

For security purposes, the District will choose one (1) or more of the following options to ensure every school is safe and in compliance with State law:

School Resource Officers

The School Board will enter into cooperative agreements with law enforcement agencies for the provision of school resource officers. School resource officers must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). School resource officers shall:

A. undergo criminal background checks, drug testing, and a psychological evaluation; and

B. abide by Board policies and consult with and coordinate activities through school principals.

With respect to matters relating to employment, school resource officers shall be responsible to their law enforcement agency, subject to agreements between the Board and law enforcement agency. Activities conducted by school resource officers which are part of the regular instructional program of schools shall be under the direction of school principals.

The powers and duties of law enforcement officers shall continue throughout school resource officers' tenure.

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School Guardians (The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program)

The School Board utilizes school guardians pursuant to The Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program. The Superintendent shall be responsible for appointing school guardians. Prior to appointing school guardians, the Superintendent must provide the Board with evidence from the Sheriff demonstrating that potential school guardians have met all the requirements set forth in F.S. 30.15.The Superintendent must verify through evidence provided by a local Sheriff's office that potential school guardians have met all the requirements set forth in F.S. 30.15.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises . and 132 total hours of comprehensive firearm safety and proficiency training conducted by the Criminal Justice Standards and Training Commission-certified instructors, as prescribed in F.S. 1006.12 ..

School guardians do not have the power of arrest or the authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident. In support of school-sanctioned activities for purposes of F.S. 790.115, the following individuals may serve as a school guardian:

A. a District employee or personnel as defined under F.S. 1002.01 who volunteers to serve as a school guardian in addition to his/her official job duties; or

B. a District employee who is hired for the specific purpose of serving as a school guardian.

School Security Guards

Pursuant to F.S. 1006.12, the School Board contracts with one (1) or more security agencies to provide appropriately licensed and trained security guards. School security guards must complete training, weapons inspection, and firearm qualification conducted by a sheriff. All contracts with security agencies, among other things, define the entity or entities responsible for maintaining records relating to training, inspection, and firearm qualification.

All security guards serving in the capacity of a safe-school officer pursuant to this policy and Florida law are in support of school-sanctioned activities for purposes of F.S. 790.115 and must aid in the prevention or abatement of active assailant incidents on school premises.

By February 1 and September 1 of each school year, the District will report to the FDLE, in the manner prescribed, the name, date of birth and appointment date of each person appointed as a school guardian or employed as a school security guard. The District will also report to FDLE the date each school guardian or school security guard

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separatesfrom appointment as a school guardian or from employment as a school security guard in a school.

Safe-School Officer Assignment Outside of the Regular School Day

The Superintendent, in consultation with the School Safety Specialist, is responsible for developing procedures relating to the assignment of Safe-School officers outside of the regular school day, including during, before, and after school, summer school, during extra-curricular activities, and for school-sponsored events. In developing the procedures, the Superintendent must consider factors such as the number of persons present, the ratio of staff members to students, and other safety measures available.

Notification of Incidents Involving Safe-School Officer Discipline, Dismissal or Discharge of a Firearm

A. Discharge of a Weapon

"Discharge" means to fire a gun or firearm.

The Superintendent must notice the Office of Safe Schools when a Safe-School officer assigned to any school facility in the District discharges a firearm in the exercise of Safe-School officer duties, other than for training purposes, as provided in F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the incident by submitting Form SSON-2021 to SafeSchools@fldoe.org.

The Superintendent is also responsible for notifying the Clay County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer discharges their firearm in the exercise of their duties other than for training purposes.

B. Dismissal or Discipline

"Dismissal" means a Safe-School officer is permanently relieved of their position. Dismissal or termination is involuntary and initiated by the employer, including firings or other discharges for cause. "Discipline" means a Safe-School officer received a behavior-related official reprimand.

The Superintendent must notify the Office of Safe Schools when a Safe-School officer assigned to a school facility in the District has been disciplined for misconduct or has been dismissed from their duties as a Safe-School officer by their employer, including in cases where the officer is reassigned or moved to another school location, whether by a school district, charter school, law enforcement agency, or private security company, as provided F.S. 1006.12 (5). Notification must be made no later than seventy-two (72) hours of the dismissal or disciplinary action by submitting Form SSON-2021 to SafeSchools@fldoe.org.

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C. The Superintendent must notify the Office of Safe Schools when there is an allegation of misconduct that results in a Safe-School officer being placed on administrative leave or reassigned pending completion of an investigation using the procedure set forth in F.A.C. 6A-1.0018 (18)(b)1. Within fifteen (15) days of completion of the investigation, updated information regarding the result of the investigation must be provided to the Office of Safe Schools.

The Superintendent is also responsible for notifying the Clay County Sheriff immediately after, but no later than seventy-two (72) hours after, a Safe-School Officer is dismissed for misconduct or disciplined.

D. The Superintendent shall adopt and implement procedures to verify that charter schools, law enforcement agencies, and private security firms employing or contracting with Safe-School officers timely report discipline and dismissal of Safe-School officers and any discharge of an officer's weapon outside of training activities, so that the District can meet the reporting requirements under Florida law.

Crisis Intervention Training

Each Safe-School Officer who is also a sworn law enforcement officer must complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. The training must improve the officer's knowledge and skills as a first responder to incidents involving students with emotional disturbance or mental illness, including de-escalation skills to ensure student and officer safety.

Each Safe-School Officer who is not a sworn law enforcement officer must receive training to improve the officer's knowledge and skills necessary to respond to and de-escalate incidents on school premises.

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F.S. 30.15
F.S. 1006.12
F.A.C. 6A-1.0018

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VOL. 27, NO. 1, JUNE 2026

po8470

Revised Policy - Vol. 27, No. 1, June 2026 - REGISTERED SEXUAL PREDATORS/SEX OFFENDERS

8470 - **REGISTERED SEXUAL PREDATORS/SEX OFFENDERS**

The School Board is committed to assisting the sheriff and chiefs of police with their statutory requirement for mandatory community notification of sexual predators and optional community notification with regard to sex offenders as required by the Public Safety Information Act, 1997. The Board is further committed to implementing Florida laws relating to the presence of individuals convicted of certain sex-related crimes on school property.

Distribution of Information Provided to School

A. All posters and/or other information provided directly to schools by the sheriff or chief of police will be maintained by the school for review by parents, students, and other members of the public.

B. All posters and/or other information provided directly to the Office of Safety and Security by the sheriff or chief of police will be distributed to all schools within the District. This is a secondary means of notification to schools for the purpose of community notification within each law enforcement jurisdiction and is meant to be supplemental.

Resource Information

The District may provide a supplemental pamphlet to assist parents, students, and other members of the public with phone numbers, websites, addresses of law enforcement agencies, and other appropriate governmental organizations to provide more detail concerning sex offender/sexual predator identification.

Public Meetings

School(s) will assist law enforcement jurisdictions with public meetings with regard to community notification by providing space for the meetings when such facilities are

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requested of the principal. The content and general conduct of the meeting is the responsibility of the local law enforcement jurisdiction.

Direct Public Notification by Schools

A. It is the legislated responsibility of the sheriff or chief of police to make direct community notification, with regard to sex offenders and/or sexual predators. In an effort to be consistent with the statute, neither the District office nor the schools will engage in direct public notification.

B. Schools will continue to use newsletters and other informational sources to alert parents and students with regard to issues of student safety.

Presence of Individuals Convicted of Certain Sex-Related Crimes on School Property

In accordance with Florida law, except those who have been removed from the requirement to register as a sexual offender or sexual predator pursuant to Florida law, an individual convicted of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses identified in F.S. 847.022 is prohibited from knowingly be present in any child care facility or school containing any students in pre-K through grade 12 or on real property comprising any child care facility or school containing any students in pre-K through grade 12 when the child care facility or school is in operation, if such individual fails to:

A. provide written notification ~~of their intent to be present~~ to the School Board, Superintendent, Principal, or child care facility owner that they have a conviction specified in F.S. 856.022(1) and that they intend to be present at the school or child care facility ;;

B. notify the child care facility owner or the school Principal's office when they arrive and depart the child care facility or school; ~~or~~ and

C. remain under direct supervision of a school official or designated chaperone when present in the vicinity of children.

As used in this paragraph, the term "school official" means a Principal, a school resource officer, a teacher, or any other employee of the school, the Superintendent, amember of theBoard, a child care facility owner, or a child care provider.

Any individual who fails to adhere to the notice requirements herein will be immediately reported to a school resource officer or other law enforcement agency and be subject to notification that future presence on District property will be considered trespassing.

The notice requirements herein do not apply in the following situations:

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A. The child care facility or school is a voting location and the individual is present for the purpose of voting during the hours designated for voting; or

B. The individual is - a parent, grandparent, or legal guardian who is only dropping off or picking up their own children or grandchildren at the child care facility or school ; or

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F.S. 775.21
F.S. 775.25
F.S. 856.022
F.S. 943.0435
F.S. 944.606
F.S. 1006.695

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VOL. 27, NO. 1, JUNE 2026

po8475

Revised Policy - Vol. 27, No. 1, June 2026 - CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR [ ] AND VOLUNTEER SCHOOL CHAPLAIN [END OF OPTION] ACCESS

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8475 - **CRIMINAL BACKGROUND SCREENING FOR CONTRACTOR ACCESS**

The safety of students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that all contractual personnel who are permitted access on school grounds when students are present, who have direct access to students, or who have access to or control of school funds must meet the screening requirements of F.S. 1012.32. Further, contractors who have direct contact with students must, upon engagement to provide services, undergo a background screening as required under F.S. 435.12 as well as F.S. 1012.465 or F.S. 1012.56 (whichever is applicable).

Noninstructional contractors who are permitted access to school grounds when students are present, whose performance of the contract with the school or Board is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent and incidental shall be required to submit to a fingerprint-based criminal history check using the process described in F.S. 1012.32 (3).

The Board is a registered employer with the Care Provider Background Screening Clearinghouse. The District shall publish a clear and conspicuous link on its official website, and provide the link in all job vacancy advertisements and posts, to the Agency for Health Care Administration's webpage related to the Care Provider Background Clearinghouse. Criminal history checks through the Care Provider Background Screening will be conducted before referring an employee or potential employee or a person with a current or potential affiliation with the District for electronic fingerprint submission to the Florida Department of Law Enforcement. For purposes of this policy, "affiliation" means the status of a person employed or serving as a volunteer or contractor, or seeking to be employed or to serve as a volunteer or contractor, with the District in a position for which screening is not required by law but is authorized under the National Child Protection Act. Additionally, as it relates to Care Provider Background Screening, initial status and any changes in status must be reported within five (5) business days after a person receives his/her initial status or after a change in the person’s status has been made.

For purposes of this policy, a "contractor" shall mean any vendor, individual, or entity under contract with a school or with the School Board who receives remuneration for services performed for the District or a school, but who is not otherwise considered an employee of the District. The term also includes any employee of a contractor who performs services for the District or school under the contract, as well as any subcontractor and employees of that subcontractor. This policy applies to both instructional and noninstructional contractors.

All contractors shall be informed that they are subject to a criminal background screening. Records received by the District as part of a criminal background screening shall be retained in accordance with State and Federal law.

A contractor who has a criminal history records check and meets the screening requirements set forth in State law shall be permitted to have access on school grounds when students are present, to have direct contact with students, and to have access to or control of school funds as required by the scope of their contract or engagement.

Exemptions for Noninstructional Contractors

The following noninstructional contractors shall be exempt from the screening requirements set forth in State law:

A. Noninstructional contractors who are under the direct supervision of a School District employee are exempt from the screening requirements set forth in State law. Pursuant to State law, "direct supervision" means that a School District employee or contractor, who has had a criminal history records check and has met the screening requirements, is physically present with a noninstructional contractor when the noninstructional contractor has access to a student and the access remains in the School District employee's or the qualified contractor's line of sight.

   However, if a noninstructional contractor who was exempt because s/he is under the direct supervision of a District employee or a contractor who has met the criminal history records check screening requirements is no longer under direct supervision of that employee or contractor who has met the criminal history records check screening requirement, said non-instructional contractor shall not be permitted on school grounds when students are present until s/he meets the screening requirements set forth in State law or until such direct supervision can be assured.

B. A noninstructional contractor who is required by law to undergo a Level 2 background screening pursuant to F.S. 435.04 for licensure, certification, employment, or other purposes and who submits evidence of meeting the following criteria:

   1. The contractor meets the screening standards in F.S. 435.04.

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2. The contractor's license or certificate is active and in good standing, if the contractor is a licensee or certificate holder.

3. The contractor completed the criminal history check within five (5) years prior to seeking access to school grounds when students are present.

C. A law enforcement officer, as defined in F.S. 943.10, who is assigned or dispatched to school grounds by his/her employer.

D. An employee or medical director of an ambulance provider licensed pursuant to Chapter 401 of State law, who is providing services within the scope of part III of Chapter 401 of State law on behalf of such ambulance provider.

E. Noninstructional contractors who remain at a site where students are not permitted if the site is separated from the remainder of the school grounds by a single chain-link fence of six (6) feet in height.

F. A noninstructional contractor who provides pickup or delivery services and those services involve brief visits on school grounds when students are present.

G. An investigator for the Florida High School Athletic Association (FHSAA) who meets the requirements under F.S. 1006.20(2)(f).

The District will not subject a contractor who meets the requirements set forth in State law to an additional criminal history check. Upon submission of evidence and verification by the School District, the District will accept the results of the criminal history check for the contractor.

A noninstructional contractor who is exempt under this policy from the screening requirements set forth in State law is subject to a search of his/her name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under F.S. 943.043 and the National Sex Offender Public Registry maintained by the United States Department of Justice. The District will conduct the search required under this subsection without charge or fee to the contractor.

Disqualifying Offenses for Noninstructional Contractors

A noninstructional contractor for whom a criminal history check is required under this policy may not have been convicted of any of the following offenses designated in the Florida statutes, any similar offense in another jurisdiction, or any similar offense committed in this State which has been redesignated from a former provision of the Florida statutes to one (1) of the following:

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A. Any offense listed in F.S. 943.0435(1)(h)1. relating to the registration of an individual as a sexual offender.

B. Any offense under F.S. 393.135 relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.

C. Any offense under F.S. 394.4593 relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.

D. Any offense under F.S. 775.30 relating to terrorism.

E. Any offense under F.S. 782.04 relating to murder.

F. Any offense under F.S. 787.01 relating to kidnapping.

G. Any offense under Chapter 800 of State law relating to lewdness and indecent exposure.

H. Any offense under F.S. 826.04 relating to incest.

I. Any offense under F.S. 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.

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For purposes of this policy, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435. Additionally, "conviction of a similar offense" includes, but is not limited to, a conviction by a Federal or military tribunal, including court-martials conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any State of the United States or other jurisdiction. Further, a "sanction" includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a State prison, Federal prison, private correctional facility, or local detention facility.

Disqualifying Offenses for Instructional Contractors

An instructional contractor may not have been convicted of any of the offenses listed in F.S. 1012.315.

Duty to Inform

Under penalty of perjury, each person who is under contract in a capacity described in this policy must agree to inform his/her employer or the party with whom s/he is under contract within forty-eight (48) hours if convicted of any disqualifying offense while s/he is under contract in that capacity. A contractor who willfully fails to comply with this

subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a noninstructional contractor or the party to whom the non-instructional contractor is under contract knows the noninstructional contractor has been arrested for any of the disqualifying offenses listed above, and authorizes the noninstructional contractor to be present on school grounds when students are present, such employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

Failure to Meet Screening Requirements

If it is found that a person who is under contract in a capacity described in this policy does not meet the screening requirements, and/or has been convicted of any of the offenses listed above, the person shall be immediately suspended from working in the capacity of a contractor and having access to school grounds, and shall remain suspended until final resolution of any appeals and/or the conviction is set aside in any post conviction proceeding.

Sexual Predators

A contractor who is identified as a sexual predator or sexual offender in the registry search shall not be permitted on school grounds when students are present. Upon determining that a contractor shall not be permitted on school grounds because of his/her status as a sexual predator or sexual offender, the District will notify the vendor, individual, or entity under contract within three (3) business days.

Board's Duty to Notify Contractor of Denial of Access

If the District has reasonable cause to believe that grounds exist for the denial of a contractor's access to school grounds when students are present, it shall notify the contractor in writing, stating the specific record that indicates noncompliance with the standards set forth in this policy. It is the responsibility of the affected contractor to contest his/her denial. The only basis for contesting the denial is proof of mistaken identity or that an offense from another jurisdiction is not disqualifying under those offenses listed above.

Identification Badges

State law requires the Florida Department of Education (FLDOE) to create a uniform, Statewide identification badge to be worn by contractors. This badge signifies that a contractor has met the statutory background screening requirements. The District must issue an identification badge to the contractor, which must bear a photograph of the contractor if the contractor:

A. is a resident and citizen of the United States or a permanent resident alien of the United States as determined by the United States Citizenship and Immigration Services;

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B. is eighteen (18) years of age or older; and

C. meets the statutory background screening requirements pursuant to State law and this policy.

The uniform Statewide identification badge will be recognized by the District and must be visible at all times that a contractor is on school grounds. The identification badge is valid for a period of five (5) years. A contractor who is arrested for any disqualifying offense is required to inform his/her employer or the party to whom s/he is under contract within forty-eight (48) hours. If a contractor provides such notification, the contractor must, within forty-eight (48) hours, return the identification badge to the school district that issued the badge.

State law requires the FLDOE to determine a uniform cost that a school district may charge a contractor for receipt of the identification badge, which must be borne by the recipient of the badge. These provisions do not apply to noninstructional contractors who are exempt from background screening requirements.

Penalty for Violation

A contractor who is present on school grounds in violation of this section commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

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Legal
F.S. 435.12
F.S. 775.082
F.S. 775.083
F.S. 1012.32
F.S. 1012.465
F.S. 1012.467
F.S. 1012.468
F.S. 1012.56

F.S. 1006.20
F.S. 1012.32
F.S. 1012.465
F.S. 1012.467
F.S. 1012.468
F.S. 1012.56

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VOL. 27, NO. 1, JUNE 2026

po8810

Revised Policy - Vol. 27, No. 1, June 2026 - THE AMERICAN FLAG, THE FLAG OF THE STATE OF FLORIDA, AND THE OFFICIAL MOTTO OF THE STATE OF FLORIDA

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8810 - **THE AMERICAN FLAG, THE FLAG OF THE STATE OF FLORIDA, AND THE OFFICIAL MOTTO OF THE STATE OF FLORIDA**

Salute to the American Flag

The Pledge of Allegiance to the American Flag shall be rendered daily according to the provisions of F.S. 1003.44.

Display of the American Flag and the Flag of the State of Florida

A. Out-of-Doors (American Flag and the Flag of the State of Florida)

The flags shall be displayed daily upon the grounds of each school on a suitable flag staff when the weather permits, except when the school or District is closed for vacation.

B. In the Classroom (American Flag)

Each classroom shall display the flag of the United States on an appropriate staff.

Flying the Flag at Half-Staff

Etiquette regarding the U.S. Flag says, "The flag is to be flown at half-staff in mourning for designated, principal government leaders and upon **presidential** or **gubernatorial** order."

Pledge of Allegiance

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purpose of coercing participation. The

Superintendent shall develop procedures which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Display of the Official Motto of the State of Florida

The official motto of the State of Florida, "In God We Trust", shall be displayed in a conspicuous place in all schools in the District and in each building used by the School Board.

Display of Portraits of George Washington and Abraham Lincoln

Subject to legislative appropriation, all public schools in the District shall display portraits of George Washington and Abraham Lincoln in a conspicuous place.

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Legal
F.S. 15.0301
F.S. 1000.06
F.S. 1001.41
F.S. 1003.44
U.S. Public Law No. 623, as amended by U.S. Public Law No. 829

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VOL. 27, NO. 1, JUNE 2026

po9211

Copy of BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS

ADOPTED Jul 29, 2025

~~9211 - **BOOSTER CLUBS AND OTHER OUTSIDE SUPPORT ORGANIZATIONS(**~~ **RESCIND)**

~~The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.~~

~~**School-Based Organizations**~~

~~School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.~~

~~All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the District-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds.~~

~~Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by the Superintendent.~~

~~Student participation in fund-raising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with Policy 5830 - *Student Fund-Raising* , Policy 6605 - *Crowdfunding* , and Policy 6610 - *School Internal Funds* .~~

~~Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the Board.~~

~~Funds collected shall be expended to benefit students of the particular school raising funds unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body. Those internal account funds designated for general purposes shall be used to benefit the student body.~~

~~Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools, 2023 (Red Book). Sound business practices shall be observed in all transactions.~~

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Each school organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense or the school organization may hire an outside CPA to conduct the audit at its expense.

Booster Clubs and Other Outside Support Organizations

Outside support organizations include, but are not limited to, booster clubs, and any other support organization.

For purposes of this policy, outside support organizations are defined as any registered Florida non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs. Outside support organizations shall obtain their own tax identification number and submit their W-9 and bylaws to the principal for review and approval.

The Board recognizes that individuals may wish to establish an outside support organization to promote and enhance the educational experiences of, as well as co-curricular and extra-curricular activities, for District students. However, in using the name of the District or any of its schools and in organizing a group whose identity derives from (a) school(s) of this District, the outside support organization must share responsibility with the Board for the welfare of the students who will benefit from the outside support organization's fund-raising activities. Therefore, any outside support organization desiring the use of the good name of the District, as well as any logos or other insignia or emblems associated with and/or used to identify the District, school(s), and/or school-sponsored programs and activities, must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved outside support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Insurance

Outside support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out their activities.

Outside support organizations shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission on the part of the outside support organization. The amount of insurance coverage shall not be less than $1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

Nondiscrimination

Outside support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of

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race, color, national origin, sex marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Financial Requirements

By the end of each year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year.

School employees and Board-approved school volunteers may not be directly compensated in any manner by outside support organizations.

Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

In addition, outside support organization must produce the following documents to the superintendent upon request:

A. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
B. A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).
C. A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).
D. A copy of the outside support organization's bylaws and any amendments or any other governance documents.
E. A current list of names, addresses, and titles of each officer. No employee of the District may be an officer of the booster organization in order for the organization to obtain Board recognition.
F. A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
G. The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year.
H. Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

The activities of outside support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any outside support organization governed by this policy. The School District tax identification number shall not be used for outside support organization purchases.

Fund-Raising

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~~The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Outside support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.~~

~~Proceeds from outside support organizations' fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.~~

~~Donations from outside support organizations must be made in accordance with Policy 7230 and any accompanying procedures. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies, procedures, and Florida law.~~

~~Outside support organizations shall comply with Board Policy 6605 on crowdfunding and accompanying administrative procedures.~~

~~For any fund-raisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs*, the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.~~

~~If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.~~

~~Other Rules and Procedures~~

~~The following additional rules and procedures shall govern the working relationships between the Board, administration, and any approved outside support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:~~

A. ~~The Board relies upon approved outside support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.~~
B. ~~In addition to parents, membership should be made available to District staff and members of the community.~~
C. ~~Outside support organizations shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.~~

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D. Outside support organizations are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. Outside support organizations must abide by the policies and procedures established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.

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7 C.F.R. 210.11
42 U.S.C. 1779
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 5P-1.003, Responsibilities for the School Food Service Program
F.A.C. 6A-1.001, District Financial Records
F.A.C. 6A-1.087, School Board Responsible for Internal Funds
F.A.C. 6A-1.091, Purchases from Internal Funds
Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014

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VOL. 27, NO. 1, JUNE 2026

po9211

New Policy - Vol. 27, No. 1, June 2026 - DIRECT-SUPPORT ORGANIZATIONS (DSOs)

New Policy - Vol. 27, No. 1

9211 - **DIRECT-SUPPORT ORGANIZATIONS (DSOs)**

The School Board believes that direct-support organizations (DSOs) provide invaluable assistance to the students of this District and its programs. For purposes of this policy, a "direct-support organization" is an organization that meets the following criteria:

A. it is approved by the Board;

B. it is a Florida corporation not-for-profit, incorporated under the provisions of F.S. Chapter 617 and approved by the Department of State;

C. it is organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of public kindergarten through 12th grade education and adult career and technical and community education programs in the District.

DSOs do not include school support organizations (SSOs) governed in accordance with Policy 9215 - *School Support Organizations*.

The Board may approve agreements with DSOs that meet the criteria listed above. DSOs must submit their applications directly to the Superintendent.

If the Superintendent determines that the proposed DSO meets the criteria listed above, the application shall be submitted to the Board for approval.

The Board may permit the use of property, facilities, and personal services of the District by the DSO, subject to provisions of the Florida statutes and corresponding Board policies. Additionally, the Board may contract with a DSO for personal services or operations. However, a retiree of the Florida Retirement System (FRS) must first satisfy the requirements for termination from employment provided in F.S. 121.021 before providing such services or operations for an FRS employer and is subject to reemployment limitations provided in F.S. 121.091.

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The Board will not appropriate any District funds to a DSO for start-up funds to being a fund-raising program.

[X] Option #1

DSOs With More Than $100,000.00 in Annual Expenditures and Expenses

The Board requires that each DSO with more than $100,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.

Furthermore, the Board requires that each DSO that is audited pursuant to this policy submit an annual audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board and the Auditor General.

An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with rules adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.

The Commissioner of Education, the Auditor General, and the Office of Program Policy Analysis and Government Accountability have the authority under State law to require and receive from the organization or the District auditor any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exept from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

The DSO shall also submit to the Superintendent and the Board an annual report indicating its goal(s), programs, and activities no later than _____.

[END OF OPTION #1]

~~**[ ] Option #2**~~

~~**DSOs With More Than $250,000.00 in Annual Expenditures and Expenses**~~

~~The Board requires that each DSO with more than $250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.~~

~~Furthermore, the Board requires that each DSO that is audited pursuant to this section submit an annual financial audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board and the Auditor General. The Board may, at its discretion, contract with a vendor for an annual financial audit of a DSO.~~

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An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with rules adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.

The Commissioner of Education, the Auditor General, and/or the Office of Program Policy Analysis and Government Accountability have the authority under State law to require and receive from the organization or the District auditor any records relative to the operation of an organization with more than $100,000.00 in annual expenditures or expenses. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exempt from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

DSOs With Less Than $250,000.00 in Annual Expenditures and Expenses

The Board **( )** does **( )** does not **[END OF OPTIONS]** require that each DSO with less than $250,000.00 in annual expenditures or expenses provide for an annual audit of its accounts and records.

Each DSO that is audited pursuant to this section shall submit an annual financial audit report no later than nine (9) months after the close of the fiscal year, that is June 30th, to the Board. The Board may, at its discretion, contract with a vendor for an annual financial audit of a DSO.

An audit conducted pursuant to this policy shall be performed by an independent certified public accountant in accordance with procedures adopted pursuant to F.S. 11.45(8) by the Auditor General and Commissioner of Education. The audit report shall maintain the anonymity of donors to the DSO.

The Superintendent has the authority under this section of Board policy to require and receive from the organization any records relative to the operation of the organization. In submitting such information, however, the identity of donors and all information identifying donors or prospective donors are confidential and, therefore, exempt from the provisions of State law. Any other records of such DSOs subject to an audit pursuant to this policy are public records under State law as well as the policies of this Board.

The DSO shall also submit to the Superintendent and the Board an annual report indicating its goal(s), programs, and activities no later than _____.

[END OF OPTION #2]

Equal Employment Opportunities

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The Board does not permit the use of property, facilities, or personal services by any DSO that does not provide equal employment opportunities consistent with applicable State and Federal laws.

Use of Donations and Revenues for Athletic Coaches, Activity Directors, or Activity Sponsors of an Extra-Curricular Activity

Voluntary donations and revenues generated by authorized DSOs that operate as booster clubs or associations may be used to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by a booster club or association. Such funds may not be used for severance pay or for compensation as defined in F.S. 1012.22.

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F.S. 11.45(8)
F.S. 119.07(1)
F.S. 1001.453
F.A.C. 6A-1.0013

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VOL. 27, NO. 1, JUNE 2026

po9215

Revised Policy - Vol. 27, No. 1, June 2026 - SCHOOL SUPPORT ORGANIZATIONS (SSOS)

Revised Policy - Vol. 27, No. 1

[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]

9215 - **SCHOOL SUPPORT ORGANIZATIONS (~~SSO~~ SSO s ~~S~~)**

The School Board believes that school support organizations (SSOs) provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club s, ~~Foundation,~~ Parent Teacher ~~Association~~ Associations (PTA), Parent Teacher ~~Organization~~ Organizations (PTO), Parent Teacher Support ~~Association~~ Associations, ~~direct-support organizations under F.S. 1001.453,~~ or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public. SSOs do not include direct-support organizations (DSOs) under F.S. 1001.453 and included in Policy 9211 - *Direct-Support Organizations (DSOS).*

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[X] A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO. **[END OF OPTION]**

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the school board that are to be accounted for at the local school level; (d) Funds raised through cooperative agreements with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

The ~~( )~~ ~~Superintendent~~ **(X)** Principal **[END OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.

Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation with their own tax identification number; ~~provided, h~~ however, ~~that~~ nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the Superintendent shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;

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B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative procedures.

Annual Requirements

The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

A. the goals and objectives of the organization; and

B. the current telephone number, address, and position of each officer of the organization.

The SSO shall file a statement of total revenues and disbursements at the end of the school year.

The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.

Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

~~The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the District's website.~~

[ ] ~~Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.~~ **~~[END OF OPTION]~~**

[X] Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;

B. minutes of any meetings; and

C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

[X] The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.

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[X] Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

[END OF RECORDKEEPING REQUIREMENTS OPTIONS]

[X] SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;

B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and

C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

[X] All the voting members of any SSO board shall not be District staff members.

[X] A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.

[END OF SSO OFFICER RESPONSIBILITIES OPTIONS]

Limitation of Liability

The Superintendent shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursements*.

SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any

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act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

[X] The Board may require additional coverage for on-site events. **[END OF OPTION]**

~~**[ ]** The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage. **[END OF OPTION]**~~

~~**[ ] Required Compliance Measures**~~

~~**[ ]** Any organization described in this policy must obtain an advance written cooperative agreement from **( )** the Superintendent **( )** Building Principal or Superintendent **( )** the Board **[END OF OPTION]** before using any of the District's logos or name **( )** as well as the District's or school's slogans, specifically: _____, _____ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~**[ ]** By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent is to be advised before any final revisions are made.~~

~~**[ ]** The Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.~~

[END OF REQUIRED COMPLIANCE MEASURES OPTIONS]

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

~~**[OPTION 1 - no exceptions]**~~

~~**[ ]** For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages~~

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~~that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. If approved, the fundraisers that involve the sale of food items or beverages that will be consumed on campus must also be consistent with regulations established in Policy 8550,~~ ~~*Competitive Foods*~~ ~~. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.~~

[END OF OPTION 1]

[OPTION 2 - exceptions per F.A.C. 5P-1.003]

X [ ] For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

[END OF OPTION 2]

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

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B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.

C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

F. Voluntary donations and revenues by authorized booster clubs or associations may be used to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by a booster club or association. ~~Such funds may not be used for severance pay or for compensation as defined in F.S. 1012.22.CP~~ Payment for compensation will be outlined in the SSO procedures manual.

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F.S. 11.45(8)
F.S. 119.07(1)
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1001.453
F.S. 1010.01
F.S. 1010.20
F.S. 1011.07
F.A.C. 6A-1.001
F.A.C. 6A-1.0013
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

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November 5, 2026 - Regular School Board Meeting

Title

D2 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

D3 - Human Resources Special Action B

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C1 - Deletion of Certain Items Report - October 2026

Description

The items listed have been surveyed by the Coordinator of Property Control, at the request of the Cost Center Property Manager, and the recommended disposition is noted. These items are either obsolete, unusable or beyond economical repair. These items should be removed from active inventory and disposed of in the manner indicated. Deletions are for property items received in the month of September 2026.

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

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

Recommendation

Approve Deletion of Certain Items Report - October 2026 as submitted.

Contact

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

Financial Impact

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

Review Comments

Attachments

- DELETION ANALYSIS OCTOBER 2026- 2027.pdf
- MONTHLY DELETION REPORT OCTOBER 2026.pdf

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Monthly Deletion Analysis / October 2026-2027			
Cost Center	Asset	Item, Reason for Deletion	Type of Deletion
OPH - 0252	00076264	MODULE:BASIC TEST EQUIPMENT / OBSOLETE	D1
	20000020	TOOL: MAXISYS DIAGNOSTIC / BROKEN	D1
	00093845	TOOL: PRO SCAN - MATCO / BROKEN	D1
	13000148	SCANNER: DETERMINATOR 5.0 MATC / BROKEN	D1
CHS - 0341	15000793	PRINTER: 3D MAKERBOT REPLICATO / BROKEN	D1
	18000191	PRINTER: FUJI FRONTIER-S DX100 / BROKEN	D1
	16000006	KEYBOARD: DIGITAL 88-KEY YAMAH / BROKEN	D1
	17000003	SAW: SAWTRAX 15 AMP PANEL C52V / BROKEN	D1
	00060480	CAMERA:FLEXCAM COLOR FISHER / BROKEN	D1
	16000622	CART: GOLF 2013 CLUB CAR / BROKEN	D5
	00087772	AIR COMP. / BROKEN	D5
	00087773	AIR COMP. / BROKEN	D5
FIH - 0551	00081986	CART:INSULATED TRANSPORT / BROKEN	D5
ADULT ED - 9008	00074581	EXTRACTOR:CARPET PORTABLE / BROKEN	D1
	23000144	VIEWBOARD 75" / BROKEN	D1
	24000744	VIEWBOARD 75" / BROKEN	D1
	25000066	VIEWBOARD 75" / BROKEN	D1
	25000067	VIEWBOARD 75" / BROKEN	D1
TRANPSORTATION - 9010	18000144	COPIER / BROKEN	D1
	19000402	COPIER / BROKEN	D1
	V170	TRUCK: DODGE PICK-UP RAM 2500 / BROKEN	D5
	V270	VAN: FORD E-350 CARGO / BROKEN	D5
	V210	VAN: FORD CARGO E-250 W/CARGO / BROKEN	D5
	V358	TRUCK: FORD F-250 PICK-UP / BROKEN	D5
	V276	TRUCK: DODGE RAM 3500 PICK-UP / BROKEN	D5
	V261	TRUCK: DODGE RAM-2500 PICK-UP / BROKEN	D5
SUPERINTENDENT- 9016	15000803	IMAC: APPLE 27 " ME088LL/A / BROKEN	D1
	20000087	IMAC: APPLE 21.5" MMQA2LL/A / BROKEN	D1
MAINTENANCE - 9021	00071801	KEY MACHINE / BROKEN	D1
	18100345	LAPTOP / BROKEN	D1
SAFETY & SECURITY - 9022	23100165	LAPTOP: DELL PRECISION 5540 / BROKEN	D1
IT - 9040	18100220	LAPTOP / BROKEN	D1
	20100077	LAPTOP / BROKEN	D1
	18000140	LAPTOP / BROKEN	D1
	22100161	LAPTOP / BROKEN	D1
	17000596	LAPTOP / BROKEN	D1
	18000083	LAPTOP / BROKEN	D1
	18100203	LAPTOP / BROKEN	D1
	18000252	DUPLICATOR: HARD DRIVE / BROKEN	D1
	19000253	ANALYZER: WIFI EKAHAU SIDEKICK / BROKEN	D1
	18000061	LAPTOP / BROKEN	D1
	18000059	LAPTOP / BROKEN	D1
	18000071	LAPTOP / BROKEN	D1
	18000058	LAPTOP / BROKEN	D1
	18000414	LAPTOP / BROKEN	D1

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	18000070	LAPTOP / BROKEN	D1
	18000082	LAPTOP / BROKEN	D1
	18000075	LAPTOP / BROKEN	D1
	18000081	LAPTOP / BROKEN	D1
	18100294	LAPTOP / BROKEN	D1
	18100268	LAPTOP / BROKEN	D1
	18100277	LAPTOP / BROKEN	D1
	18100280	LAPTOP / BROKEN	D1
	18100299	LAPTOP / BROKEN	D1
	18100216	LAPTOP / BROKEN	D1
	18100239	LAPTOP / BROKEN	D1
	18100206	LAPTOP / BROKEN	D1
	18100295	LAPTOP / BROKEN	D1
	18100236	LAPTOP / BROKEN	D1
	18100311	LAPTOP / BROKEN	D1
	18000066	LAPTOP / BROKEN	D1
	18000138	LAPTOP / BROKEN	D1
	18000072	LAPTOP / BROKEN	D1
	18000067	LAPTOP / BROKEN	D1
	18000055	LAPTOP / BROKEN	D1
	18000065	LAPTOP / BROKEN	D1
	18000079	LAPTOP / BROKEN	D1
	17000606	LAPTOP / BROKEN	D1
	17000597	LAPTOP / BROKEN	D1
	18000062	LAPTOP / BROKEN	D1
	18000057	LAPTOP / BROKEN	D1
	18000136	LAPTOP / BROKEN	D1
BAD - 9050	18100342	LAPOP / BROKEN	D1

D1 = PARTED OUT/JUNK
D5 = SURPLUS

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 10/31/2026

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
LCTN	**0252**	**ORANGE PARK HIGH**					
Junk/Parts	00076264	MODULE:BASIC TEST EQUIPMENT	Furniture,Fixtures & Equipment	10/11/2001	10/01/2026	4,595.00	0.00
Junk/Parts	00093845	TOOL: PRO SCAN - MATCO	Furniture,Fixtures & Equipment	10/23/2008	10/01/2026	1,424.21	0.00
Junk/Parts	13000148	SCANNER: DETERMINATOR 5.0 MATC	Furniture,Fixtures & Equipment	09/27/2012	10/01/2026	1,899.00	0.00
Junk/Parts	20000020	TOOL: MAXISYS DIAGNOSTIC AUTEL	Furniture,Fixtures & Equipment	08/20/2019	10/01/2026	2,557.70	365.39
						10,475.91	**365.39**
LCTN	**0341**	**CLAY HIGH SCHOOL**					
Junk/Parts	00060480	CAMERA:FLEXCAM COLOR FISHER	Furniture,Fixtures & Equipment	05/23/1995	10/01/2026	1,054.00	0.00
Surplus Sale	00087772	COMPRESSOR: HEAVY DUTY - SPEED	Furniture,Fixtures & Equipment	04/13/2006	10/01/2026	2,758.50	0.00
Surplus Sale	00087773	COMPRESSOR: HEAVY DUTY - SPEED	Furniture,Fixtures & Equipment	04/13/2006	10/01/2026	2,758.50	0.00
Junk/Parts	15000793	PRINTER: 3D MAKERBOT REPLICATO	Furniture,Fixtures & Equipment	02/12/2015	10/01/2026	2,373.43	0.00
Junk/Parts	16000006	KEYBOARD: DIGITAL 88-KEY YAMAH	Furniture,Fixtures & Equipment	12/10/2015	10/01/2026	1,299.99	0.00
Surplus Sale	16000622	CART: GOLF 2013 CLUB CAR	Furniture,Fixtures & Equipment	04/28/2016	10/01/2026	3,450.00	0.00
Junk/Parts	17000003	SAW: SAWTRAX 15 AMP PANEL C52V	Furniture,Fixtures & Equipment	08/25/2016	10/01/2026	2,059.99	0.00
Junk/Parts	18000191	PRINTER: FUJI FRONTIER-S DX100	Furniture,Fixtures & Equipment	02/13/2018	10/01/2026	1,250.00	0.00
						17,004.41	**0.00**
LCTN	**0551**	**FLEMING ISLAND HIGH SCHOOL**					
Surplus Sale	00081986	CART:INSULATED TRANSPORT - CRE	Furniture,Fixtures & Equipment	07/22/2004	10/01/2026	1,208.00	0.00
						1,208.00	**0.00**
LCTN	**9008**	**ADULT COMMUNITY EDUCATION**					
Junk/Parts	00074581	EXTRACTOR:CARPET PORTABLE KENT	Furniture,Fixtures & Equipment	10/12/2000	10/01/2026	1,695.00	0.00
Junk/Parts	23000144	VIEWBOARD:75" VIEWBOARD	Furniture,Fixtures & Equipment	12/07/2022	10/01/2026	2,740.67	380.64
Junk/Parts	24000744	VIEWBOARD:75" VIEWSONIC IFP755	Furniture,Fixtures & Equipment	11/15/2023	10/01/2026	2,427.92	809.31
Junk/Parts	25000067	VIEWBOARD: 75" VIEWSONIC TOUCH	Furniture,Fixtures & Equipment	09/24/2024	10/01/2026	3,297.09	1,099.03
Junk/Parts	25000066	VIEWBOARD: 75" VIEWSONIC TOUCH	Furniture,Fixtures & Equipment	09/24/2024	10/01/2026	3,297.09	1,099.03
						13,457.77	**3,388.01**
LCTN	**9010**	**TRANSPORTATION**					
Junk/Parts	18000144	COPIER: SCAN/PRINT/COPY/FAX	Furniture,Fixtures & Equipment	01/23/2018	10/01/2026	8,545.00	0.00
Junk/Parts	19000402	COPIER: COLOR RICOH MPC6503	Furniture,Fixtures & Equipment	05/10/2019	10/01/2026	12,638.00	1,504.52
Surplus Sale	V0000170	TRUCK: DODGE PICK-UP RAM 2500	Motor Vehicles	11/09/2000	10/01/2026	20,063.35	0.00
Surplus Sale	V0000210	VAN: FORD CARGO E-250 W/CARGO	Motor Vehicles	08/14/2003	10/01/2026	18,202.35	0.00

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 10/31/2026

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
Surplus Sale	V0000261	TRUCK: DODGE RAM-2500 PICK-UP	Motor Vehicles	05/25/2006	10/01/2026	19,673.10	0.00
Surplus Sale	V0000270	VAN: FORD E-350 CARGO	Motor Vehicles	06/28/2006	10/01/2026	16,314.85	0.00
Surplus Sale	V0000276	TRUCK: DODGE RAM 3500 PICK-UP	Motor Vehicles	10/12/2006	10/01/2026	22,400.10	0.00
Surplus Sale	V0000358	TRUCK: FORD F-250 PICK-UP	Motor Vehicles	12/02/2014	10/01/2026	25,461.84	0.00
						143,298.59	**1,504.52**
LCTN	**9016**	**SUPERINTENDENT**					
Junk/Parts	15000803	IMAC: APPLE 27 " ME088LL/A"	Furniture,Fixtures & Equipment	03/12/2015	10/01/2026	1,890.95	0.00
Junk/Parts	20000087	IMAC: APPLE 21.5" MMQA2LL/A	Furniture,Fixtures & Equipment	09/19/2019	10/01/2026	1,049.00	0.00
						2,939.95	**0.00**
LCTN	**9021**	**MAINTENANCE DEPARTMENT**					
Junk/Parts	00071801	MACHINE:KOLLMAN SEWAGE K1500	Furniture,Fixtures & Equipment	09/14/2000	10/01/2026	1,718.26	0.00
Junk/Parts	18100345	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
						2,938.23	**0.00**
LCTN	**9022**	**SAFETY AND SECURITY**					
Junk/Parts	23100165	LAPTOP: DELL PRECISION 5540, i	Furniture,Fixtures & Equipment	06/12/2023	10/01/2026	1,191.39	364.04
						1,191.39	**364.04**
LCTN	**9040**	**INFORMATION AND TECH SERVICES**					
Junk/Parts	17000596	LAPTOP: DELL PRECISION 5520	Furniture,Fixtures & Equipment	06/09/2017	10/01/2026	1,532.00	0.00
Junk/Parts	17000597	LAPTOP: DELL PRECISION 5520	Furniture,Fixtures & Equipment	06/09/2017	10/01/2026	1,532.00	0.00
Junk/Parts	17000606	LAPTOP: DELL PRECISION 5520	Furniture,Fixtures & Equipment	06/09/2017	10/01/2026	1,532.00	0.00
Junk/Parts	18000055	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000057	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000058	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000059	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000061	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000062	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000065	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000066	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000067	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000070	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000071	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 10/31/2026

Disposal Method	Tag	Description		Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value
Junk/Parts	18000072	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000075	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000079	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000081	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000082	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000083	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	09/07/2017	10/01/2026	1,603.45	0.00
Junk/Parts	18000136	LAPTOP: MOBILE PRECISION DELL	Furniture,Fixtures & Equipment	10/30/2017	10/01/2026	1,709.50	0.00
Junk/Parts	18000138	LAPTOP: MOBILE PRECISION DELL	Furniture,Fixtures & Equipment	10/30/2017	10/01/2026	1,709.50	0.00
Junk/Parts	18000140	LAPTOP: MOBILE PRECISION DELL	Furniture,Fixtures & Equipment	10/30/2017	10/01/2026	1,709.50	0.00
Junk/Parts	18000252	DUPLICATOR: HARD DRIVE KCLONE-	Furniture,Fixtures & Equipment	02/13/2018	10/01/2026	1,822.74	0.00
Junk/Parts	18100277	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100268	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100280	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100239	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100294	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100236	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100311	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100295	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100203	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100206	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100216	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100220	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18100299	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
Junk/Parts	18000414	LAPTOP: DELL PRECISION M5520	Furniture,Fixtures & Equipment	05/15/2018	10/01/2026	1,689.67	0.00
Junk/Parts	19000253	ANALYZER: WIFI EKAHAU SIDEKICK	Furniture,Fixtures & Equipment	10/08/2018	10/01/2026	6,189.31	0.00
Junk/Parts	20100077	LAPTOP: DELL PRECISION 5530	Furniture,Fixtures & Equipment	01/16/2020	10/01/2026	1,795.84	0.00
Junk/Parts	22100161	LAPTOP: DELL LATITUDE 5520	Furniture,Fixtures & Equipment	07/21/2022	10/01/2026	1,114.18	30.96
						65,454.50	**30.96**
LCTN	**9050**	**BUSINESS AFFAIRS DIVISION**					
Junk/Parts	18100342	LAPTOP: DELL LATITUDE 7389	Furniture,Fixtures & Equipment	02/20/2018	10/01/2026	1,219.97	0.00
						1,219.97	**0.00**

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Clay County Public Schools
Monthly Deletion Report
For Month Ending: 10/31/2026

Disposal Method	Tag	Description	Acquisition Date	Disposal Date	Purchase Amount	Depreciation Value

Total Furniture	Total Vehicles	Total Audio Visual	Total Software	Totals for Deletion Report	
137,073.13	122,115.59	0.00	0.00	259,188.72	5,652.92

Note:

Disposal Method Descriptions:

JUNK/PARTS - Part(s) of an asset are used and remainder of part(s) are sold, recycled or disposed

TRADE-IN - Vendor issues a credit towards a new purchase

THEFT/VANDALISM - Items stolen or broken (police report attached)

MISSING - Items lost and are not found during property inventory (Annually)

SURPLUS SALE - Items that are outdated, not working or obsolete. Items are either sold, recycled or disposed

ENTERED IN ERROR- Not used

TRANSFER/DONATION - From Clay County District to an Outside Agency (Approved by Board or Superintendent)

DESTROYED - Fire/Natural Disaster, etc.

THRESHOLD (ex. $750 TO $1000)

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November 5, 2026 - Regular School Board Meeting

Title

C2 - Minutes of School Board Special Meeting on September 10, 2026; School Board Workshop on September 22, 2026; Student Hearings and Regular Meeting on October 1, 2026

Description

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

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Approve minutes as submitted.

Contact

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

Financial Impact

None

Review Comments

Attachments

- Student Hearings 10-1-26 - CONFIDENTIAL.pdf (Confidential)
- Agenda Plus - September 10, 2026 - Special Meeting (Public Hearing on Budget).pdf
- Agenda Plus - October 1, 2026 - Regular School Board Meeting.pdf
- Agenda Plus - September 22, 2026 - School Board Workshop.pdf

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AgendaPlus®

School Board of Clay County

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

September 10, 2026 - Special Meeting (Public Hearing on Budget)

Date: Sep 10 2026 (5:05 p.m.)

Invocation (Erin Skipper)

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

Agenda Items

1. Superintendent's Annual Financial Report and Annual Cost Report for the FYE 6-30-2026

Annual Financial Report ESE348 FY25-26.pdf

Cost Report PC3_4 FY 25-26.pdf

Fund Balance Note FY 25-26.pdf

Motion

Motion to Approve Superintendent's Annual Financial Report and Annual Cost Report for the Fiscal Year Ending 6-30-2026

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Michele Hanson

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Not Present

2. Budget Amendment Report for June 2026

June 2026 Monthly Budget Statement.pdf

Motion

Motion to Approve Budget Amendment Report for June 2026

Vote Results (*Approved*)

Motion: Erin Skipper

Second: Ashley Gilhousen

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Not Present

3. Review the 2026-2027 Final Millage and Budget

DRAFT

ESE 139.pdf

09_10_26 Final Public Hearing.pptx (1).pdf

Minutes:

Dawn Posey, Assistant Superintendent of Business Affairs, used the attached visual presentation to review the roll-back rate calculation, final proposed millages, and the 2026-2027 budget for all funds. The total millage levy is 6.223, and the total budget for all funds is $673,598,520. A tax increase was advertised because the millage rate to be levied exceeds the roll-back rate. Our millage rate for 2026-2027 has decreased, yet the dollars generated have increased due to increase in property value.

Current events with an impact on the 2026-2027 budget were reviewed, including a $5,000,000 transfer from general operating funds to the medical fund to ensure solvency and cover current obligations. Additional financial considerations discussed include student enrollment projections, scholarship participation rates, and potential operational adjustments as school-level budgets open for the fiscal year.

4. Public Hearing for Comments on the 2026-2027 Final Millage and Budget

Minutes:

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

5. Request for the Adoption of the Resolution Determining the Fiscal Year 2026-2027 Revenue and Millages Levied for the Required Local Effort, Basic Discretionary, Capital Improvement, and Additional Voted Operating Millage

Resolution 27-04.pdf

Adopted Resolution 27-04.pdf

Motion

Motion to Adopt Resolution Determining the Fiscal Year 2026-2027 Revenue and Millages Levied for the Required Local Effort, Basic Discretionary, Capital Improvement, and Additional Voted Operating Millage

Vote Results (*Approved*)

Motion: Beth Clark

Second: Ashley Gilhousen

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Not Present

6. Request for the Adoption of Resolution Adopting the Final Budget for Fiscal Year 2026-2027

Resolution 27-05 (Rev).pdf

Adopted Resolution 27-05.pdf

Motion

Motion to Adopt Resolution Adopting the Final Budget for Fiscal Year 2026-2027

Vote Results (*Approved*)

Motion: Michele Hanson

Second: Ashley Gilhousen

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Not Present

7. Final 2026/2027 – 2030/2031 Educational Facilities Plan

FINAL EFP 2026-2031 Document .pdf

DRAFT

Final 26_27 Growth Presentation wrevisions.pdf

Minutes:

Paul Bement, Supervisor of Planning and Intergovernmental Relations, presented a 10-year facility plan addressing growth from 23,000+ pipeline homes, primarily in District 5 and Lake Asbury. The plan allocates $244 million for 3,672 new student stations via school additions and new builds, including a high school planned for 2031 or later, utilizing land secured through developer agreements like Saratoga Springs and Governor's Park.

In response to Board Member Clark regarding site locations, Mr. Bement noted Governor's Park sites are set as K–8 facilities, while Saratoga Springs is still being evaluated due to its proximity to Spring Park Elementary. Addressing Board Member Hansen regarding Clay High School crowding and impact fees, district staff explained that impact fees cover only 25 to 30 percent of station costs and cannot legally fund a full school build; enrollment will be managed via boundary adjustments.

Bryce Ellis, Assistant Superintendent of Operations, closed with a capital budget update, reporting $95 million in revenue from finalized roll-forward funds and emphasizing that the capital project list remains flexible to meet changing needs.

Motion

Motion to Approve Final 2026/2027 - 2030/2031 Educational Facilities Pla

Vote Results (*Approved*)

Motion: Beth Clark

Second: Ashley Gilhousen

Ashley Gilhousen	- Aye
Beth Clark	- Aye
Michele Hanson	- Aye
Erin Skipper	- Aye
Robert Alvero	- Not Present

Presentations from the Audience

Superintendent Comments

School Board Attorney Comments

School Board Comments

Adjournment (5:45 p.m.)

DRAFT

Superintendent of Schools

School Board Chair

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

October 1, 2026 - Regular School Board Meeting

Date: Oct 01 2026 (6:00 p.m.)

Student Showcase (Ridgeview High School)

Invocation (Pastor Steven Hunter, Fellowship Bible Church)

Pledge of Allegiance

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

Recognitions and Awards

1. 2026-2027 Drug-Free Schools Calendar Design Winners

Drug Free Calendar Winners.pdf

Minutes:

The Board recognized the student winners whose artwork and drug prevention messages are featured in the 2026–2027 Drug-Free Prevention Calendar. Produced annually in partnership between the Clay Action Coalition and Clay County District Schools, the calendar initiative originated during the October 1997 Red Ribbon Week Breakfast and is celebrating its 24th year as a community tradition. Participating elementary and junior high school students were presented with certificates of achievement in honor of their contributions. Winners were:

Front Cover	Natalie Garcia	Orange Park Elementary	6th
Inside Cover	Lucas Avila	Spring Park Elementary	3rd
August	Yuxin "Angel" Zhuang	Spring Park Elementary	6th
September	Revan Rollen	Wilkinson Elementary	K
October	Kaylee White	Thunderbolt Elementary	4th
November	Lila Mathis	Orange Park Elementary	5th
December	Paxton King	Spring Park Elementary	2nd
January	Owen Stanley	Paterson Elementary	3rd
February	Lindsey Meyers	Coppergate Elementary	K
March	Modest Belanger	Orange Park Elementary	4th
April	Coy Clayton	Coppergate Elementary	2nd
May	Lillian Matthews	Paterson Elementary	5th
June	Malachi Chevalier	Ridgeview Elementary	1st
July	Nora Trude	Paterson Elementary	1st

2. Recognize Schools' Excellence for Kids Heart Challenge, American Heart Association

DRAFT

American Heart Association (1).pdf

Minutes:

Amanda Tewey, representing the American Heart Association (AHA), addressed the Board to present results from the district's Kids Heart Challenge program. Across Clay County School District, 32 schools participated, delivering health messaging to approximately 22,000 students and families, teaching hands-only CPR to nearly 1,000 individuals, and raising a total of $73,931.

The AHA recognized top-performing and high-growth participating schools:

- **Orange Park Elementary** (Top fundraising school in Clay County; AHA Top 25)
- **Thunderbolt Elementary** (Raised over $12,000; AHA Top 25)
- **Lake Asbury Elementary** (Raised over $6,000; AHA Top 25)
- **Shadow Lawn Elementary** (Raised over $5,000; AHA Top 25 / high growth)
- **W.E. Cherry Elementary** (High growth; raised nearly $1,500)
- **McRae Elementary** (High growth recognition)

Presenters

School Showcase (Ridgeview High School, Principal Ivin Gunder)

Student Speaker

3. Student Speaker

Minutes:

Trinity Woodley, a senior at Middleburg High School ranked second in her graduating class, addressed the Board regarding her experiences as a student-athlete in varsity cheerleading and state-level weightlifting. Ms. Woodley shared how athletics taught her discipline, time management, leadership, and perseverance, explaining that balancing sports and academics enhanced her personal growth and academic effort. She concluded by thanking the Board for the opportunity to speak and expressing appreciation to her teachers, coaches, teammates, and the Middleburg High School community for their support.

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

4. Public Comment on Specific Agenda Items

Minutes:

Public Speakers addressing non-specific agenda items:

- Latonya Peterson
- Jonathan Watts

Discussion Agenda

Human Resources

5. D1 - Human Resources Special Action A

Minutes:

There was no Human Resources Special Action A.

6. D2 - Human Resources Special Action B

Minutes:

There was no Human Resources Special Action B.

Instruction-Academic Services

7. C6 - Academy of Career and Technical Innovations Charter School Application (Pulled to Discussion by Mrs. Clark)

ACTI_2027-2028.pdf

ACTI (26-27)Charter School Application Evaluation.pdf

Minutes:

DRAFT

Board Member Clark pulled Item C6 (Academy of Career and Technical Innovation Charter School Application) from the Consent Agenda to request a discussion regarding District's recommendation to deny the application and to consider giving the applicant an opportunity to address those issues.

Superintendent Broskie outlined the review process, explaining that a 25 member District evaluation team reviewed the application against state mandated rubrics, generating a detailed 47 page report covering 205 indicators across 22 sections. Superintendent Broskie noted the applicant history with the District, including three prior submissions (2024 and 2025) that were ultimately withdrawn by the applicant, one following issues related to plagiarism and another following a formal interview panel before the current application was submitted for review in July 2026.

Board Member Alvero expressed a desire for additional time to review the documentation and moved to postpone the decision until the November 5 meeting; the motion was seconded by Board Member Clark.

Following a procedural clarification from Board Attorney Jeremiah Blocker regarding Board policy on consent items pulled for discussion, Board Member Alvero amended the motion to reject the District original recommendation for denial and postpone the matter to the November agenda (seconded by Board Member Clark).

During Board deliberation, Board Members expressed concerns regarding the repeated deficiencies, the history of plagiarism, and the extensive staff time already dedicated to the evaluation across multiple application cycles.

Upon a vote, the amended motion to reject the District recommendation and postpone the decision failed 2–3 (Board Members Alvero and Clark voting aye; Board Members Gilhousen, Hanson, and Chair Skipper voting nay). Board Member Gilhousen subsequently moved to approve the initial recommendation to deny the charter school application, seconded by Board Member Hansen.

Motion Carried: 5–0 (Unanimous approval of the recommendation to deny the application).

Motion

Motion to deny the original recommendation and postpone the item to the November agenda.

Vote Results (*Rejected*)

Motion: Robert Alvero

Second: Beth Clark

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

Motion

Motion to approve the District recommendation to deny the Academy of Career and Technical Innovations Charter School Application

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Michele Hanson

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

Consent Agenda

Superintendent

8. C1 - Minutes of School Board Workshop on August 25, 2026; Special Meeting on August 25, 2026 and Regular Meeting on September 3, 2026

August 25, 2026 - School Board Workshop.pdf

August 25, 2026 - School Board Special Meeting.pdf

September 3, 2026 - Regular School Board Meeting.pdf

DRAFT

School Board Member

9. C2 - Approval to Advertise and Notice of Public Hearing to Adopt Revisions to School Board Policies and Bylaws

Final - Vol. 27, No (1). 1 Revisions for Board Review.pdf

Legal Adv. Notice of PH for Revisions to SB Bylaws and Policies.pdf

Human Resources

10. C3 - Personnel Consent Agenda

10_1_2026 Personnel Consent Agenda.pdf

11. C4 - Complete Salary Schedule 2026-2027

Proposed 2026-2027 Salary Schedule .pdf

Instruction-Academic Services

12. C5 - K-12 Academic Services Out of State and Overnight Student Travel

Student Travel October 2026.pdf

Instruction-Exceptional Student Education

13. C7 - 2026-2028 School Health Services Plan

270025 Clay Department of Health Contract Review Packet.pdf

Instruction-Professional Development

14. C8 - Internship Program Agreement between Clay County District Schools and Doral College.

270029 Doral College Internship Program Agreement.pdf

Executed Internship Program Agreement DC Clay County.pdf

15. C9 - Addition of components to the Professional Learning Catalog to provide additional professional learning opportunities in mathematics and instructional strategies.

9-009-001_Solving with Students Learning Cadre _2026.pdf

2-408-006_Instructional Strategies_ Science of Learning_2026.pdf

Instruction-Reading/Library Media

16. C10 - Request for Review or Reconsideration of Library Materials Appeals

October 2026 _Request for Review or Reconsideration of Library Materials Appeals.pdf

Instruction-Climate and Culture

17. C11 - Proclamation for Red Ribbon Week

Red Ribbon Week (1).pdf

Business Affairs

18. C12 - Proposed Allocation Changes for 2026-2027

10.1.26 - 26-27 Allocation Summary .xlsx - 2025-26.pdf

Business Affairs-Accounting

19. C13 - Monthly Financial Reports August 2026

10-1-2026 Board Item $50,000 - $100,000 Contracts Signed by Superintendent _ BAD Financial Report -Agenda (2).pdf

Business Affairs-Purchasing

20. C14 - Bull's Eye Brands – Smart Mouth Pizza Contract Renewal

Operations

21. C15 - RAPTOR Contract Renewal and Addition of Event Safe

DRAFT

270032 & 270027 Raptor.pdf

Operations-Facilities

22. C16 - Prequalification of Contractors

October 1, 2026 table-for-board-backup-contractor-prequal-1826 (3).pdf

23. C17 - Substantial and Final Completion of Coppergate Elementary School HVAC Repair/Replacement (C-69-25/26)

CGE Sub & Final completion signed doc-20261001 090926 (2).pdf

24. C18 - Substantial and Final Completion of Thunderbolt Elementary School HVAC Repair/Replacement (C-81-25/26)

TBE Sub & Final Completion HVAC R-R Signed-20261001 090926 (2).pdf

25. C19 - Substantial and Final Completion of Wilkinson Junior High School Window Replacement (C-11-25/26)

JM c-11-2526 wjh window replacement sub & final completion signed 090926 (2).pdf

26. C20 - Middleburg High School HVAC Repair/Replacement Contract Award (C-2-26/27)

CCSB Middleburg HS CH-3 Installation_Replacement Equipment Proposals 8-14-26 COMBINED R1 (2).pdf

27. C21 - Orange Park High School HVAC Repair/Replacement Contract Award (C-3-26/27)

JM CCSB C-3-2627 RTU HVAC R-R Contract Award.pdf

28. C22 - Plantation Oaks Elementary School HVAC Repair/Replacement Contract Award

CCSB Plantation Oaks ES Chiller Replacement Installation_Equipment Proposals 8-17-26 COMBINED.pdf

29. C23 - Fire Main Construction Completion Documents - Ridgeview Elementary Fire Alarm Repair/Replacement Project

270008 RVE Fire Bundle CONTRACT REVIEW FORM.pdf

30. C24 - Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Lakeside Junior High School Restroom Renovation (C-40-25/26)

31. C25 - Final Completion of Doctor's Inlet Elementary School Fire Alarm Repair/Replacement (C-57-25/26)

RB C-57-25_26 - Final Completion Form 26_27 - DIS FA R-R - 2026.08.14 (1).pdf

32. C26 - Substantial Completion of Rideout Elementary School Fire Alarm Repair/Replacement (C-76-25/26)

RB C-76-2526 Substantial Completion Form 26_27 - ROE Fire Alarm R-R - 2026.07.29 (1).pdf

33. C27 - Substantial Completion of Lakeside Junior High School HVAC & Roof Repair/Replacement (C-72-24/25)

RB C-72-2425 Substantial Completion Form 26_27 - LJH HVAC Roof - 2026.07.30_PBK.pdf

34. C28 - Change Order #3 for Shadowlawn Elementary School Fire Alarm Repair/Replacement (C-61-25/26)

RB C-61-2526 FA R-R CO#3 & Justification.pdf

35. C29 - Final Completion of Rideout Elementary School Classroom Addition (Site) (C-43-23/24)

RB C-43-23_24 - ROE Classroom Addition - Final Completion Form (1).pdf

36. C30 - Change Order #4 for Fleming Island High School Fire Alarm Repair/Replacement (C-49-25/26)

C-49-2526 CO4 form & justification.pdf

37. C31 - Architect Contract Award - Classroom Addition for Lake Asbury Elementary School (C-42-23/24)

Lake Asbury-Fee Proposal & Agreement.pdf

Adoption of Consent Agenda

38. Adoption of Consent Agenda

Motion

Motion to Approve Consent Agenda

Vote Results (*Approved*)

Motion: Michele Hanson

DRAFT

Second: Ashley Gilhousen

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

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

39. Public Comment on Non-Specific Agenda Items

Minutes:

Public speakers addressing non-specific agenda items:

- Vicki Kidwell
- Bonnie Jones
- Liz Walsh
- Dee Lansford
- Sheila Torres
- Adam Warren
- Helena Cormier
- Steven Van Bloem
- Lelsie Pragasam
- Phoena Obee
- Gabriel Reagan
- Susan Pollio-Anderson

CCEA Update (Victoria Kidwell)

CESPA Update (Dianna Boase)

Superintendent's Update and Presentations

40. Superintendent's Update and Presentations

Superintendent's Update 10-01-2026.pdf

Minutes:

Superintendent Broskie shared a visual presentation (attached) and reported that data from the initial Progress Monitoring (PM1) assessment is actively being analyzed to strengthen districtwide instruction. He highlighted student achievements, recognizing Fleming Island High School and McRae Elementary as Schools of the Month, along with October's Super Students, while thanking Community First Credit Union for their ongoing support. Additionally, noting the strong family turnout for "Dads Take Your Child to School Day," reaffirmed the district's top-ranked civics performance during Celebrate Freedom Week, and noted athletic "Pink Out" fundraisers alongside free student-athlete EKG screenings in partnership with "Who We Play For". Mr. Broskie concluded by recognizing upcoming awareness observances including Custodian Appreciation Day and World Teachers' Day.

School Board Attorney Remarks

School Board Member Remarks

41. School Board Member Remarks

Minutes:

Board Member Hansen expressed appreciation for district teachers, school leaders, and support staff, commending their hard work, dedication, and seamless transition into the new school year as the end of the first quarter approaches. No other Board Members offered comments.

Adjournment (7:55 p.m.)

DRAFT

Superintendent of Schools **School Board Chair**

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

September 22, 2026 - School Board Workshop

Date: Sep 22 2026 (9:00 a.m.)

Invocation (Erin Skipper)

Pledge of Allegiance

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

Workshop Items

1. Supporting Athletics and Extracurriculars

Support Organizations & Booster Procedures.pdf

Minutes:

Dr. Michael George, Chief of Secondary Education, and Christina Thompson, District Athletics and Development Coordinator, delivered a joint presentation detailing proposed operational and financial procedures for School Support Organizations (SSOs). The presentation provided clarity on the definition of an SSO, outlined the necessity for standardized district procedures, and established clear operational and financial expectations for booster organizations. Key topics addressed included governance and membership oversight, financial controls and risk controls, donation processing protocols, fundraising guidelines, coach and activity sponsor compensation plans, and district recognition and branding authority.

2. Review Neola Policy Legislative Updates

Minutes:

The Board reviewed the proposed NEOLA updates to district bylaws and policies, with specific discussion held on the following items:

- **Revised Bylaw (0149.1) - Public Expression of Members (Discussion between Version 1 & Version 2)**
- **Policy 1130 - Appointment, Assignment, Transfer and Promotion of Administrators**
- **Policy 1211 - Whistleblower Protection (Discussion and Grammatical Correction)**
- **Policy 2421 - Career and Technical Education**
- **Policy 4124 - Drug Free Workplace**
- **Policy 5410.01 - Promotion, Acceleration, Placement, and Retention**
- **Policy 5430 - Class Rank**
- **Policy 5514 - Use of Personal Transportation Devices (strike sentence regarding mph)**
- **Policy 5830 - Student Fundraising**
- **Policy 6152 - Student Fees, Fines and Charges**
- **Policy 8405 - School Safety and Security**
- **Policy 8470 - Registered Sexual Predators/Sex Offenders**
- **Policy 5514 - Use of Personal Transportation Devices** *(strike sentence)*
- **Policy 9215 - School Support Organizations**

3. Review Draft Agenda for Regular School Board Meeting on October 1, 2025

october-1-2026-regular-school-board-meeting_agenda_packet (1).pdf

DRAFT

Minutes:

Agenda review: Item specifically addressed was the property sale.

Questions from the Audience

Superintendent Comments

4. Superintendent Comments

Transportation Update - September 2026.pdf

One Mill Referendum - Board Workshop.pdf

SPC Parcel Sale Deck.pptx.pdf

Minutes:

At the request of Superintendent Broskie, Director of Transportation Roxanne Chiaramonte provided a department update (presentation attached). The update addressed school year and department staffing, efforts to improve reliability, route optimization, the Chipmunk School Bus Tracker App, collaborations with other districts to make a difference together, ways to contact transportation, and opportunities to join the team. Following the presentation, the Board expressed its strong support and appreciation for the Transportation Department's proactive solutions and continued dedication to serving district students.

Superintendent Broskie delivered an educational presentation regarding the upcoming One Mill Referendum on the November 3, 2026 ballot (presentation attached). He detailed that the proposed measure is a millage renewal, not a new tax, intended to fund school safety and competitive staff compensation, with oversight provided by an independent citizen committee. During the discussion, it was emphasized that the district's role is strictly to educate the community on the facts and purpose of the measure. Board members noted the critical impact of these funds on maintaining law enforcement officers in schools, remaining competitive in staff compensation, and supporting overall district excellence. Board Member Gilhousen agreed and noted her polling during the recent election indicated that taxpayers are overwhelmingly in favor of the Sheriff's Office being in the schools, which would not be possible without the millage. Board Member Clark agreed that the updated language is much more understandable and clear that the funds will go toward the best interest of district children.

Director of Facilities and Planning Development Lance Addison reviewed an upcoming consent agenda item regarding the potential sale of an unused 0.77-acre parcel adjacent to Swimming Pen Creek Elementary School to a neighboring homeowner for its appraised value of $110,000, with the buyer covering all survey, appraisal, and closing costs. Mr. Addison confirmed that the district will retain the pedestrian sidewalk and fence line for student safety. The Board reached consensus in support of the proposed property disposal as presented on the agenda.

School Board Attorney Comments

School Board Comments

5. School Board Comments

Minutes:

Board Member Hanson led a discussion on topics for the upcoming School Board Newsletter. Board Member Skipper suggested incorporating operational projects and their funding sources, as well as explaining the rationale behind recent district changes such as communication apps and new school construction decisions. Chief of Staff Kelly Watt summarized the agreed content structure, which includes timekeeping audits for the Board Message, Policy 9200 for the Policy Spotlight, One Mill Referendum updates for the Board Initiative, lowest quartile and ESE student performance data for Tracking Our Progress, Half Cent Sales Tax operations projects for Community Impact, new school construction decision processes for Working Together for Better Schools, and portable building reductions and growth metrics for Fun Facts.

Board members then raised additional items for future agendas. Board Member Hanson requested a future review of data regarding elementary homework in grades K through 5. Board Member Alvero noted he would hold transportation questions for the scheduled departmental presentation later in the agenda. Board Member Skipper requested a future discussion to review the secondary student dress code policy, emphasizing that secondary schools require clearer guidance to set high standards and prepare students for professional workforce expectations.

Adjournment (12:01 p.m.)

Superintendent of Schools

School Board Chair

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C3 - Proposed Employee Work Calendar for 2027-2028

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' Employee Work Calendars were Board approved and posted on the district website.

Expected Outcomes

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

Strategic Plan Goal

N/A

Recommendation

We are asking the Clay County School Board to approve the recommended Employee Work Calendar for the 2027-2028 school year.

Contact

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

Financial Impact

N/A

Review Comments

Attachments

DRAFT Employee Work Calendar - 2027-2028.pdf

DRAFT

School District of Clay County
Employee Work Calendar
2027-2028

DRAFT

Thursday, July 1, 2027	First Day, All 12-Month Personnel (9.38 hr. 4 day work week)
Monday, July 5, 2027	Independence Day (Observed), Non-Working Day, *ALL PERSONNEL*
Monday, July 19, 2027	First Day, 11-Month Personnel, Instructional & Support (9.38 hr. 4 day work week)
Monday, July 26 - Thursday, July 29, 2027	Last 4-day work week for 11, 12 month personnel
Tuesday, July 27 -Wednesday, July 28, 2027	9-Month Transportation Inservice Days (**Return on Tuesday, August 10**)
Monday, August 2, 2027	First Day, 10-Month Personnel, Instructional, Support & Cafeteria Managers
Friday, August 6, 2027	First Day, 9-Mo Teacher/ISS/Instruc. Assistants, Guardians
Monday, August 9, 2027	First Day, 9-Mo. Cafeteria Assts., Van Drivers
Monday, September 6, 2027	Labor Day - Non-Working Day, *ALL PERSONNEL*
Monday, October 11, 2027	Planning Day, **Working Day**, All 10, 11, 12-Mo. Personnel Non-Working Days, All 9 Mo. Personnel
Thursday, November 11, 2027	Veterans' Day (Observed), Non-Working Day, *ALL PERSONNEL*
Monday, Nov. 22 – Friday, Nov. 26, 2027	Thanksgiving, Non-Working Days, All 9, 10, 11-Mo. Personnel
Thursday, Nov. 25 & Friday, Nov. 26, 2027	Thanksgiving, Non-Working Days, *ALL PERSONNEL*
Monday, Dec. 20 - Thursday, Dec 23, 2027	Christmas Break, Non-Working Days, All 9, 10, 11-Mo. Personnel **Working Days**, All 12-Mo. Personnel
Friday, December 24, 2027	Christmas Day (Observed), Non-Working Day, *ALL PERSONNEL*
Friday, December 31, 2027	New Year's Day (Observed), Non-Working Day, *ALL PERSONNEL*
Monday, January 3, 2028	Planning Day, **Working Day**, All 10, 11, 12-Mo. Personnel Non-Working Day, All 9 Mo. Personnel
Monday, January 17, 2028	Martin Luther King Jr. Day, Non-Working Day, *ALL PERSONNEL*
Monday, February 21, 2028	Presidents' Day, Non-Working Day, *ALL PERSONNEL*
Monday, March 13 - Friday, March 17, 2028	Spring Break, Non -Working Days, All 9, 10, 11-Mo. Personnel **Working Days**, All 12-Mo Personnel
Monday, March 20, 2028	Planning Day, **Working Day**, All 10, 11, 12-Mo. Personnel Non-Working Days, All 9 Mo. Personnel
Friday, April 7, 2028	Fair Day, Non-Working Day, All 9, 10, 11 Mo. Personnel **Working Day**, Cafeteria Managers & 12 Mos. Personnel
Friday, April 14, 2028	Good Friday (Observed), Non-Working Day, *ALL PERSONNEL*
Thursday, May 25, 2028	Last Day, 9- Mo. Secondary Cafe Assts. and Van Drivers
Friday, May 26, 2028	Last Day, ALL 9-Mo. Bus Drivers, Fuel Attendants, Bus Monitors, Elementary Cafeteria Assts. & Van Drivers, Teacher Assts., ISS Assts, Instructional Assts, Guardians
Monday, May 29, 2028	Memorial Day, Non-Working Day, *ALL PERSONNEL*
Tuesday, May 30, 2028	Last Day, 10-Month Instructional, Support & Cafeteria Managers
Monday, June 5, 2028	***4-Day Work Week Begins*** **(9.38 hr/day)**
Monday, June 12, 2028	Last Day, 11-Mo. Instr. & Support Personnel
Thursday, June 29, 2028	Last Day, All 12-Mo. Personnel (9.38 hours)

Altered 9-Month Calendars for Early Dismissal: ALL Early Dismissal Days are Working Days except for:

9-Month Elem. Cafeteria Assistants/Van Drivers ONLY – Non-Working, on October 29, 2027

9-month Elem and Secondary Cafeteria Assistants/Van Drivers - Non-Working on December 17, 2027

Board Approved:

November 5, 2026 - Regular School Board Meeting

Title

C4 - Proposed Student Calendar for 2028-2029 School Year

Description

The District Calendar Committee, which is comprised of members who represent all major operations of the school district, elementary and secondary school principals, a school board member, teachers, Clay County Education Association (CCEA), and Clay Educational Staff Professional Association (CESPA), developed a student calendar for the 2028-2029 school year.

Gap Analysis

N/A

Previous Outcomes

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

Expected Outcomes

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

Strategic Plan Goal

N/A

Recommendation

That the Clay County School Board will approve the recommended student calendar for the 2028-2029 school year.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT Student Calendar 2028-2029 (1).pdf

DRAFT

Official, updated student calendars will be posted at www.oneclay.net/calendars

SCHOOL BOARD OF CLAY COUNTY
Student Calendar
2028-2029

DRAFT

Wednesday, August 2, 2028	First Day, Teachers
Friday, August 4, 2028	Inservice Day, Teachers
Thursday, August 10, 2028	First Day, Students
Monday, September 4, 2028	Labor Day, Student/Teacher Holiday
Thursday, October 12, 2028	End First Grading Period (45 days)
Friday, October 13, 2028	Planning Day/Student Holiday
Friday, November 10, 2028	Veterans' Day, Student/Teacher Holiday
Monday, November 20 - Friday, November 24, 2028	Thanksgiving, Student/Teacher Holidays
Wednesday, December 20, 2028	End Second Grading Period (42 days)
Thursday, December 21 - Thursday, January 4, 2028	Christmas Break, Student/Teacher Holidays
Friday, January 5, 2029	Planning Day/Student Holiday
Monday, January 8, 2029	Students Return to School
Monday, January 15, 2029	Martin Luther King Jr. Day, Student/Teacher Holiday
Monday, February 19, 2029	Presidents' Day, Student/Teacher Holiday
Thursday, March 15, 2029	End Third Grading Period (47 days)
Friday, March 16, 2029	Planning Day/Student Holiday
Monday, March 19 - Friday, March 23, 2029	Spring Break, Student/Teacher Holidays
Monday, March 26, 2029	Students Return to School
Friday, March 30, 2029	Good Friday, Student/Teacher Holiday
Friday, April 6, 2029	Fair Day, Student/Teacher Holiday
Monday, May 28, 2029	Memorial Day, Student/Teacher Holiday
Thursday, May 31, 2029	Last Day, Students (4th Grading Period - 46 days)
Friday, June 1, 2029	Last Day, Teachers – Planning Day

GRADUATION: Friday, May 18, 2029

Early Dismissal Days

ELEMENTARY SCHOOLS
Friday, September 1, 2028
Tuesday, October 31, 2028
Wednesday, December 20, 2028
Friday, February 16, 2029
Friday, April 27, 2029
Thursday, May 31, 2029

JUNIOR HIGH & HIGH SCHOOLS ONLY
Monday, December 18, 2028
Tuesday, December 19, 2028
Wednesday, December 20, 2028
Tuesday, May 29, 2029
Wednesday, May 30, 2029
Thursday, May 31, 2029

INTERIM GRADES POSTED
Friday, September 8, 2028
Friday, November 17, 2028
Friday, February 16, 2029
Friday, April 27, 2029

REPORT CARDS POSTED
Friday, October 20, 2028
Friday, January 12, 2029
Thursday, March 29, 2029
Friday, June 8, 2029

School Board Approved:

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C5 - Approval of Clay Education Foundation Board of Directors

Description

Florida Statute 1001.453(3) requires that the district school board direct-support organization (DSO) shall be approved by the district school board. The slate of the Clay Education Foundation's Board of Directors, the district's recognized nonprofit partner, is being submitted for review and approval by the Clay County School Board.

Gap Analysis

Previous Outcomes

None

Expected Outcomes

The Clay Education Foundation's committed partnership has helped connect the district with essential tools, invested in programs that inspire learning, supported educators, and prepared students for bright futures.

Strategic Plan Goal

Goal 3 Family and Community Engagement

Recommendation

It is recommended that the Clay County School Board approve the Clay Education Foundation's Board of Directors as submitted.

Contact

Carolyn Krall, Clay Education Foundation, carolyn.krall@myoneclay.net

Financial Impact

None

Review Comments

Attachments

Clay Education Foundation- Board Roster 2026-2027.pdf

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Clay Education Foundation Board Roster		
Voting Board Members		
Jennifer Young	Southern Social Marketing & Consulting I	Board Chair
Michael Rathjen	VyStar Credit Union	Immediate Past Chair
Terry Hicks	Office Depot/Office Max	Treasurer
Jeff Hill	Jeff Hill Consulting, LLC	Secretary
Michael Rathjen	VyStar Credit Union	Member
Gi Teevan	ProdiGi Teck Vending	Member
Celeste Sciandra	Northeast FL STEM2Hub	Member
John David Horne	Fuller, Dusinberre, Horne, LLC	Member
Karine Williams	Retired Navy	Member
Mary Bolla	Retired Educator and School Board	Member
Lisa Ashworth	Community First Credit Union	Member
Tyler Wood	Orange Park Elementary Principal	Member
Atheia Gillespie	Career Source	Member
Martha Baudendistel	Ameris Bank	Member
Alexandra Reinhardt	Baptist Health	Member
Brady White	UF Student	Member
Justin Faulkner	Connected Leadership	Member
Ex-Officio Members		
Ashley Gilhousen	School Board Member	

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David Broskie	Superintendent	
Sherry Walsh	Clay County Education Association	
Dorothy Bailey	Teacher of the Year	

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November 5, 2026 - Regular School Board Meeting

Title

C6 - School Board Member Out-of-County Travel Expenses Estimated to Attend FSBA/FADSS 81st Annual Joint Conference

Description

Reimbursement of travel expenses for school board members is addressed in Florida Statutes 112.061, 1001.39 and the rules of the State Board of Education. Specifically, F.S. 1001.39 reads, "… any travel outside of the district that exceeds $500 requires prior approval by the district school board to confirm that such travel is for official business of the school district and complies with rules of the State Board of Education. Any request for travel outside the state must include an itemized list detailing all anticipated travel expenses, including, but not limited to, the anticipated costs of all means of travel, lodging, and subsistence. Immediately preceding a request, the public must have an opportunity to speak on the specific travel agenda item."
School Board members typically attend two in-state conferences yearly that are sponsored by the Florida School Boards Association. In addition, periodic technical assistance is provided throughout the fiscal year for all Board members. Currently, there is no planned out-of-state travel.
Estimated costs below include registration fees, lodging, meals, mileage, and other incidental expenses.
Estimated Travel Expenses To Attend FSBA/FADSS Annual Joint Conference

Date/Conference	Board Members Attending	Location	Purpose	Estimated Cost
2026 FADSS/FSBA Annual Joint Conference (December 1, 2026 - December 4, 2026)	Hanson, Alvero	Tampa FL	Official Business of the District	$2500

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Gap Analysis

Professional development provides valuable leadership training for school board members. The majority of the training, but not necessarily all training, is provided through the Board's professional organization, Florida School Boards Association. Training includes yearly legislative updates on issues important to school systems in Florida as well as other important topics that impact public education.

Previous Outcomes

Board members have attended training and conferences in the past and gained valuable insight on education issues.

Expected Outcomes

Board members will continue to attend upcoming trainings and conferences and gain valuable insight on education issues.

Strategic Plan Goal

Goal 5.2 Promote fiscal transparency and communication.

Recommendation

Recommend approval.

Contact

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

Financial Impact

$2500.00 (This is an estimate with the assumption that two board members will be attending.)

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C7 - Personnel Consent Agenda

Description

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

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

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

Recommendation

To approve the Personnel Consent Agenda.

Contact

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

Financial Impact

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

Review Comments

Attachments

Personnel Consent Agenda - November 5, 2026.pdf

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DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
November 5, 2026
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I. Administrative Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
POWELL, LINDSEY RENAE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-09-28 CAFETERI / Annual
WILSON, RACHEL ANNE AREA MANAGER, TRANSPORTATION 12 MONTH	Transportation	Effective 2026-09-29 12 MONTH / Annual

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I. Administrative Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

DRAFT

I. Administrative Actions

D. TRANSFER

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
CASHEN, MELISSA RAE FNS MANAGER FOOD SERVICES INTE CAFETERI	Food & Nutrition Srvc	Effective 2026-10-02 RESIGNATION
DAVIS, DAIDREN TERRELL ACCOUNTANT - COORDINATOR 4 12 MONTH	BAF ACCOUNTS PAYABLE	Effective 2026-09-29 CONCLUDE EMPLOYMENT
POWELL, LINDSEY RENAE DIS CAFE ASSISTANT 6 HOURS 9 MON SU	Food & Nutrition Srvc	Effective 2026-09-25 RESIGNATION
RIEBE, KRISTIN K COOR NURSING SERVICES - COOR I 12 MONTH	Exceptional Student Education	Effective 2026-10-09 RESIGNATION
WILSON, RACHEL ANNE TRN ROUTING SPECIALIST 12 MO SU	Transportation	Effective 2026-09-28 RESIGNATION

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I. Administrative Actions

F. SUPPLEMENT

Name/Assignment	Site	
DAVIS, DANIEL SCOTT SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment

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II. Professional Managerial Actions

A. APPOINTMENT

	Name/Assignment	Site	

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II. Professional Managerial Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	

DRAFT

II. Professional Managerial Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

DRAFT

II. Professional Managerial Actions

D. TRANSFER

	Name/Assignment	Site	

DRAFT

II. Professional Managerial Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	

DRAFT

II. Professional Managerial Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

III. Instructional Actions

A. APPOINTMENT

Name/Assignment	Site	Contract
ANDERSON, SHANNON RACHEL LEE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
BARQUERO, AMANDA MARIE MENTAL HEALTH CLINICIAN 10 MO 10 MONTH	Exceptional Student Education	Effective 2026-10-13 10 MONTH / Instructional Probationary Annual
BREASTON, CAMELLA LYNETTE POE VE SELF-CONTAINED-ASD 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-02 10 MONTH / Instructional Probationary Annual
DAVIS, PAMELA MOODY OPH TEACHER, DROPOUT PREV SH 10 MONTH	Orange Park High	Effective 2026-10-13 10 MONTH / Instructional Probationary Annual
EASTERLING, THESIS LEON SBJ TEACHER, SC, SIXTH GR 10 MONTH	S. Bryan Jennings Elementary	Effective 2026-10-01 10 MONTH / Instructional Probationary Annual
LINDEMAN, MELISSA PENELOPE GPE VE SELF-CONTAINED-ASD 10 MONTH	Grove Park Elementary	Effective 2026-10-02 10 MONTH / Instructional Probationary Annual
LOUIS, STACEY VANESSA OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
MENSER, KATHERINE SUZANNE KHH VE SELF-CONTAINED-EBD 10 MONTH	Keystone Heights High School	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
MESSMAN, MEGAN GRACE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-10-06 10 MONTH / Instructional Probationary Annual
RAY, DANIEL K OHS TEACHER, SCIENCE, SH 10 MONTH	Oakleaf High School	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
RESURRECCION, MIA PAYTON OLJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-12 10 MONTH / Instructional Probationary Annual
SARRACINO, MICHAEL PETER POE TEACHER, SC, FOURTH GR 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
STONE, SUMMER ANN KHE TEACHER, SC, FIRST GR 10 MONTH	Keystone Heights Elementary	Effective 2026-10-01 10 MONTH / Instructional Probationary Annual
TOPAL, MYRA FUENTES DOE TEACHER, VE/INCLUSION 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-09 10 MONTH / Instructional Probationary Annual
WHITLOCK, CHELSIE VALENTINE TBE TEACHER, SC, KINDERGARTEN 10 MONTH	Thunderbolt Elementary	Effective 2026-10-08 10 MONTH / Instructional Probationary Annual
YOUNG, TRISTAN JOSEPH PES TEACHER, SC, SIXTH GR	Robert M. Paterson Elementary	Effective 2026-10-01 10 MONTH / Instructional

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	10 MONTH		Probationary Annual

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III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
SIMMONS, FRANCES ELLEN OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	10 MONTH / Annual

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III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Effective/Action

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III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
BROOKS, MEGGHAN ELIZABETH TES TEACHER, PRE-KG/KG ASD ESE 10 MONTH	Oakleaf High School	Effective 2026-10-19 /transfer from / OHS TEACHER, SUPP FACIL
CURTIS, CAITLIN RENE ROE COUNSELOR, ELEM 10 MONTH	Robert M. Paterson Elementary	Effective 2026-11-02 /transfer from / PES COUNSELOR, ELEM
TRAUTMAN, SHELLY MARTIN ESE TEACHER, SPEECH CLINICIAN 11 MONTH	Exceptional Student Education	Effective 2026-10-05 /transfer from / ESE TEACHER, SPEECH CLINICIAN

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	ALLEN, KYLE L INSTRUCTIONAL - CWL 10 MO LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-25 CONCLUDE EMPLOYMENT
0.9	ANDERSON, SHANNON RACHEL LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-10-08 RESIGNATION
0.9	BREASTON, CAMELLA LYNETTE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-01 RESIGNATION
	COLLIER, THOMAS MICHAEL GCJ TEACHER, SCIENCE, JH 10 MONTH	Green Cove Springs Junior High	Effective 2026-10-16 RESIGNATION
	GONZALEZ, CRYSTAL LYNN DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-10-16 RESIGNATION
	HANLEY, HEATHER MAUREEN TBE VE SELF-CONTAINED-IND 10 MONTH	Thunderbolt Elementary	Effective 2026-10-09 RESIGNATION
	HAVEY, FRANCES CAROLYN OLJ TEACHER, SC, SIXTH GR 10 MONTH	Oakleaf Junior High School	Effective 2026-10-01 CONCLUDE EMPLOYMENT
	HENRY, JACK TODD OHS TEACHER, LANGUAGE ARTS, SH 10 MONTH	Oakleaf High School	Effective 2026-10-09 CONCLUDE EMPLOYMENT
	KNOTT, ANGELA MARIE FIE VE SELF-CONTAINED-ASD 10 MONTH	Fleming Island Elementary	Effective 2026-10-23 RESIGNATION
0.8	LOUIS, STACEY VANESSA OLJ ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf Junior High School	Effective 2026-10-08 RESIGNATION
	MARTINEZ, YANITZA MARIE OLJ TEACHER, SCIENCE, JH 10 MONTH	Oakleaf Junior High School	Effective 2026-10-30 RESIGNATION
	MCDUFFIE, KRISTEN BRIANNA MBE TEACHER, SC, FIFTH GR 10 MONTH	Middleburg Elementary	Effective 2026-10-23 RESIGNATION
0.9	MENSER, KATHERINE SUZANNE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-07 RESIGNATION
	MIDDLETON, CHIP DOUGLAS CHS TEACHER, INDUSTRIAL ED 10 MONTH	Clay High	Effective 2026-10-13 RESIGNATION
	PRATT, AARON L OPH TEACHER, MATHEMATICS, SR 10 MONTH	Orange Park High	Effective 2026-10-12 RESIGNATION
	STARLING, MELANIE CAITLYN OPH TEACHER, LANGUAGE ARTS, SH	Orange Park High	Effective 2026-10-09 RESIGNATION

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
	10 MONTH		
0.9	TOPAL, MYRA FUENTES DOE GENERAL ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-10-08 RESIGNATION

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	ACKERMAN, FAYE LANETTE FIH CO-CURR CLUB SUPPLEME	Fleming Island High School	Appointment
	BRODERSEN, CHEVY ALLISON SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
0.5	COALWELL, HANNAH ELIZABETH ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
0.5	CRUTCHER, MORGAN NICOLE ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
0.5	CRUTCHER, MORGAN NICOLE ROE ELEM PERF/PROD SUPPLEME	Rideout Elementary	Appointment
	DAIGLE, CASIE NAN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
	DANIELS, JUSTIN LEE SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
	FEHRS, AMBER KAYE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
	GAY, DELISHA DAWN LJH ESE INTERVENTION FAC. SUPPLEME	Lakeside Junior High	Resignation
	GOTTSCHALK, CAROL ELAINE SUPPORT PEER TEACHER SUPPLEME	Keystone Heights Elementary	Appointment
	HAGGARD, BRIAN NEIL FIH WRESTLING ASST SH SUPPLEME	Fleming Island High School	Resignation
	HUBE, SHANNON RENEE LJH ESE INTERVENTION FAC. SUPPLEME	Lakeside Junior High	Appointment
2.0	HUBE, SHANNON RENEE SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
	KAZMIERCZAK, LISA MARIE SUPPORT PEER TEACHER SUPPLEME	W.E. Cherry Elementary	Appointment
0.5	KING, MALLORY ANNE ROE DEPT HEAD (6-10) SUPPLEME	Rideout Elementary	Appointment
	LYBARGER, TARA JUSTINE SUPPORT PEER TEACHER SUPPLEME	Mcrae Elementary	Appointment
2.0	MANSEL-TUCKER, TAMARA D SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment
0.5	MENKE, JOCELYN SIMONE LJH VOLLEYBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
	PACE, ROBERT JOSEPH	Keystone Heights High School	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	KHH SOCCER HEAD JV SUPPLEME		
0.5	PASTERNAK, ANNA MARIE ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
	PAYTON, EDEN IGNACIO SUPPORT PEER TEACHER SUPPLEME	Plantation Oaks Elementary	Appointment
	PRICHARD, SARAH ANN SUPPORT PEER TEACHER SUPPLEME	Ridgeview Elementary	Appointment
0.5	RAY, NATALIE ESNEAULT ROE DEPT HD (3-5) SUPPLEME	Rideout Elementary	Appointment
	ROACHE, SAMANTHA LYNN SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment
0.5	ROBBINS, MICHELLE MAE ROE DEPT HEAD (6-10) SUPPLEME	Rideout Elementary	Appointment
	ROBERTS, CHRISTOPHER ALLEN OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Resignation
	ROE, CHRISTINE PAULINE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
	SHIER, DOROTHY DIANE SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment
	STARLING, MELANIE CAITLYN OPH NATIONAL BETA CLUB SP SUPPLEME	Orange Park High	Resignation
0.5	STUTZMAN, KAYLA ELAINE ROE ELEM PERF/PROD SUPPLEME	Rideout Elementary	Appointment
0.5	THOLL, KYLE K MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	THOLL, KYLE K MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	TIPTON, TRAVIS ANTHONY SUPPORT PEER TEACHER SUPPLEME	Orange Park High	Appointment
	TOSH, NICHOLAS WILLIAM RHS WRESTLING HD SH SUPPLEME	Ridgeview High School	Appointment
	VERNON, DAVID M FIH LACROSSE HEAD SH SUPPLEME	Fleming Island High School	Appointment
2.0	WIRT, CHRISTINE HIGHSMITH SUPPORT PEER TEACHER SUPPLEME	Career And Technical Education	Appointment

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III. INSTRUCTIONAL ACTIONS 2026-2027

G. PENDING APPOINTMENTS

Last Name	First Name	Site	Subject	OOF Subject

NONE

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III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject

DRAFT

A. SUMMER SCHOOL

Name/Assignment	Site	Effective Dates
NONE		

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

B. COMMUNITY EDUCATION

Appointments

NONE

DRAFT

IV. INSTRUCTIONAL MISCELLANEOUS ACTIONS 2026-2027

C. ADULT EDUCATION

Appointments

NONE

DRAFT

V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	AIKENS, TRENYCE ANITA OPE CUSTODIAN 12 MO SU	Orange Park Elementary	Effective 2026-10-12 12 MO SU / Annual
	ANDRADE, ISABEL C SLE CAFE ASSISTANT 5.5 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-28 9 MON SU / Annual
	BELL, WILLIAM BRANDON TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-09-21 12 MO SU / Annual
0.9	BLACKALL, KAILEB ANDREW POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-05 9 MON SU / Annual
	COX, JENNIFER LEA GCJ TESTING/ADMIN SUPPORT ASST 10 MONTH	Green Cove Springs Junior High	Effective 2026-09-16 10 MONTH / Annual
0.9	CRUZ, MILAGROS PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-10-01 9 MON SU / Annual
	CUNNINGHAM, MICHAEL B MNT GENERAL MAINT WORKER 12 MO SU	SAFETY AND SECURITY	Effective 2026-10-19 12 MO SU / Annual
	DABNEY JR, CURTIS JEROME WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-10-12 12 MO SU / Annual
	EZELL, JAMES THOMAS TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	GRIFFIN, MICHEAL CORTNEY OPH CAFE ASSISTANT 4.5 HOURS 9 MON SU	Orange Park High	Effective 2026-10-08 9 MON SU / Annual
	GULLION, HAVEN ELIZABETH WEC CAFE ASSISTANT 6 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-05 9 MON SU / Annual
	HILL, RICHARD PAUL TES CUSTODIAN 12 MO SU	Tynes Elementary	Effective 2026-09-24 12 MO SU / Annual
	JONES, TRACY DEANNIE OPH CAFE ASSISTANT 4.5 HOURS 9 MON SU	Orange Park High	Effective 2026-10-15 9 MON SU / Annual
	LIGONS, ANGELA KAY CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-10-05 9 MON SU / Annual
0.9	LUCIOTTI, LEAH MARIE OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-09-22 9 MON SU / Annual
	MARTIN, JENNIFER DAWN POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-06 9 MON SU / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	MASSO, HECTOR V MNT GENERAL MAINT WORKER 12 MO SU	Division of Support Srvcs	Effective 2026-10-12 12 MO SU / Annual
0.9	MAYBERRY, AISLEN MICHELLE OVE BEHAVIORAL HEALTH ASST 9 MON SU	Oakleaf Village Elementary	Effective 2026-09-24 9 MON SU / Annual
	MCLAURIN, TWALA SHANIK TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	MONCAYO, GEOVANNY TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
0.9	MONTIEL WOODS, MARISSA LILIBETH RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-10-15 9 MON SU / Annual
	NAPOLES, ANA MARIA KHE CAFE ASSISTANT 4 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-09-24 9 MON SU / Annual
0.9	OUAJNATI, FATIMA RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-10-13 9 MON SU / Annual
	PHLONG, KATRIYA SLE CAFE ASSISTANT 4 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-10-06 9 MON SU / Annual
	PRESTON, APRILYNNE ANN WES TITLE I ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2026-10-01 9 MON SU / Annual
	REAGAN, MATTHEW D OLJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Oakleaf Junior High School	Effective 2026-09-25 10 MONTH / Annual
	ROSS HARRIS, NICHOLAS SHERRON OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-10-05 12 MO SU / Annual
0.8	ROZIER, DEBORAH ANNE KHH DROP OUT PREV. CR ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-07 9 MON SU / Annual
0.9	STANFORD, AMBER MARIE KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-10-08 9 MON SU / Annual
0.9	STRONG, REAGAN ANASTASIA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-10-01 9 MON SU / Annual
	THIGPEN, BREANNA ROSE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual
	VASQUEZ, WILDA OPJ CAFE ASSISTANT 3 HOURS 9 MON SU	Orange Park Jr High	Effective 2026-10-05 9 MON SU / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	VEITCH, PATRICIA KAY AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2026-10-08 9 MON SU / Annual
	WYNN, DARENE ELAINE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-28 TRANSPOR / Annual

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V. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	

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V. Support Actions

C. RE-DESIGNATION

Name/Assignment	Site	Previous
ROMIG, NICKI L SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-21 / redesignated from / OLJ CAFE ASSISTANT 4.5 HOURS / LNG TRM

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V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
0.9	CORREDOR SABINO, ALANI MALISE WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-14 /transfer from / WEC GENERAL ASSISTANT
	DELL, CALVIN OPH HEAD CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2026-10-19 /transfer from / WJH HEAD CUSTODIAN
	E0208090 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-09-14 /transfer from / SCHOOL SAFETY OFFICER
	EBREO, JACQUELINE M OLJ CAFE ASSISTANT 5.5 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-10-19 /transfer from / OLJ CAFE ASSISTANT 4.5 HOURS
0.8	HERRERA, ROLANDO JOSEPH ROE ESOL CLASSROOM ASSISTANT 9 MON SU	Rideout Elementary	Effective 2026-10-12 /transfer from / LAE CUSTODIAN
	HILL, JASON SHANNON MNT CARPENTER ASSISTANT 12 MO SU	Division of Support Srvcs	Effective 2026-09-28 /transfer from / MNT GENERAL MAINT WORKER
	MCKINNEY, AMANDA GAIL STS ADMINSTRATIVE SECRETARY 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-10-19 /transfer from / SPS SECRETARY 11 MO
0.9	MCNEAL, JERMEASHIA ARCHELLE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-09-28 /transfer from / RHS CAFE ASSISTANT 7 HOURS
	MORRIS, VICTORIA ELIZABETH WJH HEAD CUSTODIAN 12 MO SU	Wilkinson Jr High	Effective 2026-10-19 /transfer from / WJH CUSTODIAN
	MOSLEY, JESSICA NICHOLE TRN ADMIN SUPPORT ASSISTANT 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / MHS CAFE ASSISTANT 4.5 HOURS
0.8	NUNNERY, KELLY L STS HEALTH ASSISTANT 9 MON SU	Lake Asbury Junior High School	Effective 2026-10-19 /transfer from / LAJ GENERAL HEALTH ASSISTA
	PATRICK, ANNE CHRISTINE TRN ADMINSTRATIVE SECRETARY 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / TRN ADMINSTRATIVE SECRETARY
0.9	RANDA, SHERYL R WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-19 /transfer from / WEC GENERAL HEALTH ASSISTA
	ROSS, WENDY NOEL LJH CAFE ASSISTANT 7 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-09-02 /transfer from / LJH CAFE ASSISTANT 5.75 HOURS
	STEELMAN, MICHELLE M CHS CAFE ASSISTANT 6.5 HOURS 9 MON SU	Swimming Pen Creek Elem	Effective 2026-10-19 /transfer from / SPC CAFE ASSISTANT 7 HOURS
	TAYLOR, KRISTEN BLAIR TRN PAYROLLSEC 12 MO SU	Transportation	Effective 2026-09-28 /transfer from / TRN BUS DRIVER

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V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	WALTERS, JACQUELINE SUZANNE RHS CAFE ASSISTANT 7 HOURS 9 MON SU	Ridgeview High School	Effective 2026-10-19 /transfer from / RHS CAFE ASSISTANT 6.5 HOURS
	WASSNER, ELIZABETH ANNE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Fleming Island Elementary	Effective 2026-11-02 /transfer from / FIE SCHOOL SECRETARY 10 MONTH
	ZAVALA, CHRISTINA FIE CAFE ASSISTANT 6 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-09-28 /transfer from / FIE CAFE ASSISTANT 3.75 HOURS

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V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
0.9	ALLEMAN, ANGELICA DANIELLE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-10-02 RESIGNATION
	ALLEN SR, DANIEL A OPH HEAD CUSTODIAN 12 MO SU	Orange Park High	Effective 2026-09-29 RESIGNATION
0.8	ANDREWS, APRIL G FIE GENERIC CLASSROOM ASSISTAN 9 MON SU	Fleming Island Elementary	Effective 2026-09-30 RESIGNATION
	AYERS, JENNIFER ANNE LAE LICENSED PRAC NURSE 10 MONTH	Lake Asbury Elementary	Effective 2026-10-30 RESIGNATION
0.9	BARNES, MARIE LYNN AES BEHAVIORAL HEALTH ASST 9 MON SU	Argyle Elementary	Effective 2026-09-23 RESIGNATION
	CASTANO, ANSELMO MNT HVAC TECH 12 MO SU	Division of Support Srvcs	Effective 2026-09-30 RESIGNATION
0.9	CHAULK, STACI M SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-25 CONCLUDE EMPLOYMENT
	DELSOIN-MONTROSE, LAKENCIA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-24 CONCLUDE EMPLOYMENT
0.9	DOUGLASS CAVAZOS, APRIL CASSANDRA WEC TITLE I ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-23 RESIGNATION
	E0203742 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-10-16 RESIGNATION
0.9	GRINER, ASHLEY NICHOLE SUPPORT - CWL 9 M0 188 LNG TRM	COUNTY-WIDE LEAVE	Effective 2026-09-30 CONCLUDE EMPLOYMENT
	HARRELL, KIMBERLY CHEYANNE GCJ CAFE ASSISTANT 4 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2026-09-30 RESIGNATION
	HERNANDEZ GARCIA, DANIEL WEC CUSTODIAN 12 MO SU	W.E. Cherry Elementary	Effective 2026-10-15 RETIREMENT
	HUDSON, DARIELL TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-09-16 RESIGNATION
0.9	JONES, TERRI R POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-12-18 RETIREMENT
0.9	MACDONALD, CRYSTAL LEIGH WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-10-09 RESIGNATION

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V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	MELZAK, RENEE NICOLE PES REGISTERED NURSE 10 MONTH	Robert M. Paterson Elementary	Effective 2026-10-30 RESIGNATION
	MOROCHO CORONEL, WILSON PATRICIO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-09 RESIGNATION
0.9	PRIDEMORE, JADE MICHAELA KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-10-22 RESIGNATION
	REYNOLDS, TIFFANI NACOLE KHE CAFE ASSISTANT 5 HOURS 9 MON SU	Keystone Heights Elementary	Effective 2026-09-25 CONCLUDE EMPLOYMENT
0.9	RIGGS, JESSICA LAUREN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-10-15 RESIGNATION
	SALAZAR LADERA, MARIA ISABEL OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-10-02 RESIGNATION
	SANTIAGO ALVAREZ, VERONICA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-10-02 RESIGNATION
0.9	STEVENSON, DESHIA D TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-09-25 RESIGNATION
	TAYLOR, CARLEE PAIGE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Junior High School	Effective 2026-10-16 RESIGNATION
	WILLIAMS, WILBERT DWAYNE OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	Effective 2026-10-16 RESIGNATION
	ZIOLKOWSKI, RAINA ANN RHS COMPUTER LAB ASSISTANT 9 MON SU	Ridgeview High School	Effective 2026-10-21 RESIGNATION

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VI. Support Actions

F. SUPPLEMENT

	Name/Assignment	Site	Previous
	BLACKALL, KAILEB ANDREW OLJ SOCCER HEAD JH SUPPLEME	Plantation Oaks Elementary	Appointment
	COOK, KELLY J KHH WEIGHTLIFTING HD SH SUPPLEME	Keystone Heights High School	Appointment
0.5	MERRITT JR, ANTHONY H MHS FOOTBALL ASST HS 25% SUPPLEME	Middleburg High	Appointment
0.5	MERRITT JR, ANTHONY H MHS FOOTBALL ASST SH 75% SUPPLEME	Middleburg High	Appointment
	SANCHEZ, KIERSTEN NICOLE WJH SOFTBALL FP ASST JH SUPPLEME	Tynes Elementary	Appointment

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VI. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions do not change any position grades or pay classifications:

- **Assistant Superintendent of Operations**
- **Building Official**
- **Director of Facility Planning and Construction**
- **Supervisor of Safety and Security**
- **Project Manager**
- **Supervisor of Planning and Intergovernmental Relations**
- **Fire Safety Inspector I**
- **Safety and Security Coordinator**

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REVIEWED:

The following Operations job descriptions were reviewed and no changes were needed:

- **Director of Safety and Security**
- **District Threat Management Coordinator**

Job Locator: O-1.1.05
Job Title: Assistant Superintendent of Operations
Position Grade: Assistant Superintendent
Evaluated By: Superintendent

Job Description:

The Assistant Superintendent of Operations is responsible to the Superintendent.

Responsibilities and duties of this position include:

1. Supervise and evaluate the Directors of Code Enforcement, Facility Planning and Construction, Maintenance, Food Service, Transportation, and Safety and Security.
2. Provide direction and organization to the areas of Attendance Boundaries, Construction Management, Custodial, Energy, Environmental, Facility Design and Construction, Facility Planning, Growth Management, Inspection, Intergovernmental Relations, Maintenance, Permitting, Plan Review, Planning Plant Surveys, Safety and Security and Intergovernmental Relations, and Emergency Operations.
3. Provide general leadership and coordination for Comprehensive Planning and budgeting for all Departments in the Division of Operations.
4. Ensure compliance with all laws, rules, regulations and policies.
5. Advise and consult with the Superintendent and the School Board on Operations related issues.
6. Direct the development and recommendation of policies relative to Operations.
7. Supervise the preparation of the Operations agenda for School Board meetings.
8. Prepare required studies and reports relative to Operations.
9. Direct the development of the District's annual Classroom Assessment.
10. Facilitate communication, organization and planning efforts among District-level Operations Administrators, School Administrators and local governments.
11. Promote and facilitate positive public relations for the School System especially as that pertains to Operations.
12. Perform other duties as assigned by the Deputy Superintendent or Superintendent.

Required Qualifications:

1. Bachelor's Degree with considerable course work in construction, civil engineering, architecture, surveying, and construction cost accounting.
2. Minimum three (3) years experience in the field of construction.
3. Minimum of five (5) years experience in supervision or administration.

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4. Experience in bidding procedures and contract law.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Master's Degree.
2. Three (3) years experience in School Plant Management.

Revised: 12/13/1987, 08/13/1987, 02/16/1989, 01/17/1991, 05/20/1993, 04/21/1994, 09/18/1997, 11/17/1998, 02/15/2001, 01/20/2005, 03/16/2006, 02/21/2008, 02/10/2014, 05/07/2015, 12/15/2016, 12/10/2020, 11/05/2026

~~Revised: 08/13/1987~~
~~Revised: 02/16/1989~~
~~Revised: 01/17/1991~~
~~Revised: 05/20/1993~~
~~Revised: 04/21/1994~~
~~Revised: 09/18/1997~~
~~Revised: 11/17/1998~~
~~Revised: 02/15/2001~~
~~Revised: 01/20/2005~~
~~Revised: 03/16/2006~~
~~Revised: 02/21/2008~~
~~Revised: 02/10/2014~~
~~Revised: 05/07/2015~~
~~Revised: 12/15/2016~~
~~Revised: 12/10/2020~~

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Job Locator: O-1.1.66
Job Description: Building Official
Position Grade: Director I
Evaluated by: Assistant Superintendent For Operations

Job Description:

The Building Official is directly responsible to the Assistant Superintendent for Operations. The Building Official is responsible for the overall guidance, direction, and management of the Clay County School District Building Code Division.

Responsibilities and duties of this position include:

1. Administrate, supervise, direct, enforce, and perform the permitting and inspection of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems within the boundaries of the Clay County School District, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. The building code administrator or building official shall faithfully perform these responsibilities without interference from any person.
2. Direct and administer the examination of plans and/or plan review.
3. Issue Building Permits, construction trades permits, fire sprinkler, fire alarm, life safety permits, school initiated project permits, and other similar permits as assigned.
4. Review the CCSD annual facility maintenance permit work orders for compliance with the State Statutes, SREF, Florida Building Code and the Florida Fire Prevention Code.
5. Supervise, schedule and manage the Code Enforcement Department effectively and efficiently.
6. Develop and maintain a complete file system and database on all permitting, plan review, enforcement and inspection of projects.
7. Establish standard operations procedures to ensure all division activities are properly documented.
8. Confer with other Department Directors and Division Heads on issues relating to various code interpretation, plan review, permit issuance, field inspections, and other administrative matters.
9. Meet with architects, engineers, contractors, and school administration regarding inspections and code compliance requirements.
10. Perform and/or oversee the performance of annual required inspections including sanitation, casualty, fire, relocatable inspections, bleacher, asbestos, Health Department, structural, and playground inspections.
11. Perform and administer the division's annual operating budget.
12. Perform annual fire safety inspection per F.S. 1013.12.
13. Prepare monthly and annual activity reports regarding permit plan review and field inspections.
14. Establish and maintain systems to ensure that all files, correspondences, reference documents, reports, permits, plans, and other data or materials are maintained in an organized fashion.
15. Perform other duties as directed by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor of Arts or Science Degree; or a minimum of five (5) years experience in building construction and an Associate of Arts or Science Degree or two (2) year Technical Degree; or have ten (10) years experience in building construction and a high school diploma or G.E.D.

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2. Must be State Certified as a Building Code Administrator, under Chapter 468, Part 12.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent verbal and written skills.
8. Must be certified as a fire safety inspector per F.S. 633.081, or able to obtain certification within 1 year.
9. Must have a valid Florida Drivers Licence and maintain a safe driving record during employment

Desired Qualifications:

1. Building Construction Graduate; Graduate Architect or Engineer with certification as a Building Code Administrator.
2. Proven track record as an effective administrator.
3. ~~SREF Certified.~~

Approved: 02/15/2001
Revised: 04/19/2001, 01/20/2005, 09/20/2012, 02/10/2014, 12/10/2020, 04/01/2021, 07/01/2021, 11/05/2026
~~Revised: 01/20/2005~~
~~Revised: 09/20/2012~~
~~Revised: 02/10/2014~~
~~Revised: 12/10/2020~~
~~Revised: 04/01/2021~~
~~Effective: 07/01/2021~~

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Job Locator: O-1.1.31
Job Title: Director of Facility Planning and Construction
Position Grade: Director I
Evaluated By: Assistant Superintendent for Operations

Job Description:

The Director of Facility Planning and Construction is responsible to the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Direct the development of the Educational Facilities Plan as required by the Florida Department of Education.
2. Establish and maintain construction management, documentation, administration, quality control and finance procedures on all capital outlay facility projects.
3. Direct long range planning in order to meet the five, ten and twenty year projected capital construction and land acquisition needs of the District.
4. Direct the development and review for all construction plans, project specifications, bid and contracts on all capital outlay projects.
5. Ensure and compliance with all required governmental and regulatory agencies, all applicable local, State and Federal laws and regulations and the Florida Building Code.
6. Direct the scheduling of Architects, Engineers, and Contractors in order to meet District needs for general capital outlay projects.
7. Direct the development of educational specifications involving appropriate stakeholders for all facility construction projects.
8. Direct the routine update of the Florida Inventory of School Houses (FISH).
9. Assist with the development of the District's annual classroom assessment.
10. Direct the development and current status of the District's Five-Year Plant Survey.
11. Direct the development and maintenance of attendance boundaries of all schools within the District.
12. Direct the maintenance of a current and accurate schematic document and ensure its distribution to all District and Governmental recipients.
13. Ensure District participation in planning coordination with County and municipal governments and attendance at required meetings.
14. Administer and maintain interlocal agreements, comprehensive plan elements and other necessary documents with County and municipal governments.

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15. Administer growth management, school concurrency requirements, developer agreements and impact fee requirements.

16. Perform other duties as assigned by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor Degree in Architecture, Engineering, or Construction Management; or an Associates' Degree and a minimum of five (5) years experience as a Project Manager in architecture, engineering, planning, or construction management
2. Minimum of five years experience in personnel supervision.
3. Knowledge of all aspects relating to school facility construction (SREF).
4. Be able to work in harmony with school based administrators, district staff, subordinates, and the public.
5. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Approved: 06/23/1998
Revised: 02/15/2001, 01/20/2005, 11/22/2005, 02/10/2014, 04/05/2018, 12/10/2020, 11/05/2026
~~Revised: 01/20/2005~~
~~Revised 11/22/2005~~
~~Revised: 02/10/2014~~
~~Revised: 04/05/2018~~
~~Revised: 12/10/2020~~

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Job Locator: O-1.2.41
Job Title: Supervisor of Safety and Security
Position Grade: Supervisor II
Evaluated By: Director of Safety and Security or Designee

Job Description:

The Supervisor of Safety and Security is responsible to the Director of Safety and Security and the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Supervision of personnel within the School Safety and Security division and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.
2. Provide strategic leadership and day-to-day management of the district's safety and security operations across all campuses and facilities.
3. Supervise, train, evaluate, and support safety and security personnel
4. Develop, implement, and continuously improve district-wide safety, security, and emergency management policies, procedures, and protocols.
5. Coordinate emergency preparedness planning to include drills, tabletop exercises, threat assessments, and crisis response procedures in compliance with state and federal regulations.
6. Manage safety-related investigations, documentation, reporting, and data analysis to identify trends to improve preventive strategies.
7. Ensure compliance with applicable laws, regulations, district policies, and best practices related to school safety, security, and emergency management.
8. Provide guidance and consultation to district leadership, school-based administration, staff, and faculty on safety planning, threat mitigation, and crisis management.
9. Oversee daily security operations, ensuring consistent coverage, compliance, and responsiveness at all assigned sites.
10. Manage inventory of district-wide safety and security assets
11. Manage and oversee safety and security grant programs
12. Oversee security planning and staffing for special events, extracurricular activities, and after-hours programs.
13. Oversee corrective action plans resulting from audits, incidents, or compliance reviews to ensure timely resolution.
14. Manage and oversee coordination with other agencies in the threat management review process
15. Supervises District Employee badging and access control permissions for schools and badges.
16. Implement all planning, training, and exercising of all physical security programs.
17. Supervises all physical security and technology applications.
18. Supervises the Florida Safe Schools Assessment Program.
19. Coordinates the District's Security program including vandalism evaluation, school security details, security cameras, security alarm systems, threat assessments and identifies additional security measures and recommends proper mitigation.

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20. Conduct routine audits of school campuses to ensure safety compliance and creates and maintains proper documentation mandated by state law.
21. Lead the District Level Threat Management Team (District Threat Management Coordinator or DTMC) as directed by the FLDOE-Office of Safe Schools.
22. Prepare and present the training curriculum for the new statewide threat management model to all relevant school district personnel and community agencies.
23. Assist in analyzing, planning, developing and initiating School Safety and Security improvements on School Board property.
24. Serve as the liaison between the Clay County School District and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
25. Develop and deliver additional school safety training materials related to threat management.
26. Develop and execute a compliance review process.
27. Review school-based threat management best practices as identified by industry leaders annually and recommend changes for the purpose of ensuring effective outcomes.
28. Collaborate with all school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.
29. Regularly review Florida Statute as it relates to school safety and ensure district policies and procedures are meeting state requirements and recommendations.
30. Report violations or concerns of improper safety and security reporting to proper authorities for corrective action.
31. Strong interpersonal skills demonstrated through the ability to build trusting and collaborative relationships.
32. Assist with Safety & Security processes and procedures.
33. Provide a high level of customer service to school based administrators, staff, subordinates, state and federal departments of education, and the public.
34. Ability to manage multiple tasks, set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
35. Perform other duties as assigned as directed by the Assistant Superintendent for Operations or the Director of Safety & Security.

Required Qualifications:

1. Bachelor's Degree
2. Possess the ability to interpret State and Federal laws and rules.
3. Have demonstrated abilities in oral and written communication skills.
4. Possess the ability to plan, inspect, budget and supervise the work of others.
5. Must have a valid Florida Drivers License and maintain a safe driving record during employment.
6. Must be able to obtain School Safety Specialist Certification within one year of employment.
7. CJIS (Criminal Justice Information Access) Compliance
8. Working knowledge of best practices in school security. Excellent verbal and written communications
9. Experience and knowledge of behavior threat assessments and Youth Mental Health as it pertains to Florida State Statutes

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10. Strong word processing, spreadsheet, and database software skills.
11. Strong creative problem-solving skills.
12. Strong time management skills.

Desired Qualifications:

1. Master's Degree
2. Three (3) years experience preferred in K-12 school administration including program development, supervision and budgeting.
3. Five (5) years experience preferred in the field of emergency management
4. Knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.
5. Five (5) years experience in the field of law enforcement and/or security
6. Background eligibility for State of Florida concealed weapon/firearm license.

Approved: 09/18/1997
Revised: 02/15/2001, ~~Revised:~~ 11/22/2005, ~~Revised:~~ 02/21/2008, ~~Revised:~~ 02/10/2014 ~~Revised:~~ 04/05/2018, ~~Revised:~~ 10/04/2018, ~~Revised:~~ 05/07/2020, ~~Revised:~~ 12/10/2020, ~~Revised:~~ 03/07/2024, 11/05/2026

***Per FLDOE, there can only be one DTMC in the county. The DTMC can have a back-up, but the back-up can only be utilized in the main DTMC's absence (hospitalization, vacation, etc). They (FLDOE) will not allow duties to be shared on a daily basis.

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Job Locator: O-1.1.38
Job Title: Project Manager
Position Grade: Supervisor III
Evaluated by: Assistant Superintendent for Operations or the Director of Facility Planning and Construction

Job Description:

The Project Manager is directly responsible to the Director of Facility Planning and Construction or the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Manage project development, timelines, resources, and quality assurance.
2. Responsible for the supervision and direction of contractors on Clay County School Board properties.
3. Supervise, schedule, coordinate, and close-out School Board construction projects as assigned with City, County, State, and Federal Governments.
4. Ensure compliance with construction management, documentation, quality control, administration and finance procedures on all projects.
5. Ensure compliance with Florida Statutes, State Board Rules and the Florida Building Code for Educational Facilities.
6. Assist in analyzing, planning, developing and initiating improvements on School Board property.
7. Coordinate the development of educational specifications for each project.
8. Coordinate with Architects/Engineers and district staff the development of plans and specifications for School Board construction projects.
9. Coordinate the preparation of contracts for Architects/Engineers and Contractors, review and approve all payments and maintain complete and accurate records for all construction projects.
10. Certify to the Building Official that upon substantial completion, the project has been completed in accordance with the contract documents and the Florida Building Code.
11. Supervise the instruction of all staff on the operation of all features of each completed construction project.
12. Notify CCDS ~~Coordinator~~ Supervisor of Planning & Intergovernmental Relations in regard to School Board construction projects and communication with City, County, State, and Federal Government agencies.
13. Update all ~~Provide required~~ capital project information ~~for the annual update of~~ in the Florida Inventory of School Houses (F.I.S.H.).
14. Perform other duties as directed by the Assistant Superintendent for Operations or the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor's Degree in Architecture, Engineering, Construction Management, or a related field.
2. Experience in at least one (1) of the following categories: (a) State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum three (3) years of experience; (b) Local City or County Building Department General Construction Inspector, with a minimum five (5) years of experience.
3. Knowledge of building, safety-to-life and fire codes.
4. Ability to read and interpret plans and specifications.

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5. Ability to perform basic drafting of plans for buildings and civil projects.
6. Be able to work in harmony with school based administrators, staff, subordinates and the public.
7. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. Experience as a State Licensed Contractor, Construction Superintendent, or Project Management in an Architect/Engineer/Construction (A/E/C) firm, with a minimum five (5) years of experience.
2. Knowledge of State Construction and Procurement Statutes and State Requirements for Educational Facilities (SREF).
3. Building Construction Graduate, with a minimum one (1) year of experience preferred.
   Graduate Architect or Engineer, with a minimum one (1) year of experience preferred.
4. Experience in school plant management and construction preferred.
5. CAD Drafting experience

Approved: 07/21/1988
Revised: 12/14/1988, 07/01/1993, 04/20/1995, 11/17/1998, 02/15/2001, 01/20/2005, 02/10/2014, 12/10/2020, 10/05/2023, 02/05/2026, 11/05/2026

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Job Locator: O-1.1.43
Job Title: Supervisor of Planning and Intergovernmental Relations
Position Grade: Supervisor III
Evaluated By: Assistant Superintendent for Operations or the Director of Facility Planning & Construction

Job Description:

The Supervisor of Planning and Intergovernmental Relations is responsible to the Assistant Superintendent for Operations or the Director of Facility Planning & Construction.

Responsibilities and duties of this position include:

1. Serve as the appointed School District representative for the County Development Review Committee, the County Planning Commission, and Airport Zoning Committees. Attend and provide guidance to Municipalities and develop impact analysis of all residential rezoning and amendments to the County or Municipalities land use.
2. Attend and provide recommendations to the Board of County Commission and Municipal Council meetings as needed to represent the School District's interest.
3. Supervise and establish the School District's requirements with the County and each Municipality on interlocal agreements, developer agreements, county comprehensive plan elements, educational facility planning and communication.
4. Govern the County's and District's School Concurrency Ordinance.
5. Supervise the discussions and requirements on mitigation resolution for all development within the County and each Municipality.
6. Advise the School Board of governmental restrictions related to growth and land use.
7. Act as the district liaison to developers, professional organizations, district staff, property owners, and the public.
8. Manage, plan, assign, develop, and review analysis for developers on Geographic Information System (GIS) projects.
9. Oversee the production reports, maps, and data for GIS applications.
10. Act as the liaison between the District, county and municipalities Planning, Building, Permitting, and Engineering departments
11. Manage site acquisitions, property sales, and site donations according to District need and act as land agent for all School Board property.
12. Govern and administer the Educational Impact Fee ordinance coordinating with the developers and local building departments, the payment and receipt of impact fees and permitting.
13. Attend other intergovernmental meetings as necessary.
14. Supervise, develop and draft amendments, analyze and maintain long range comprehensive facility planning documents for the District and Department of Education.
15. Develop student projections based on current housing development trends, birth rates, student migration, census projections, and the State of Florida Educating Estimation Conference.
16. Supervise the County's approval processes and conduct reviews for all phases of site plan submittals in the County permitting system.
17. Develop student demographic information for schools to assist in annual and long range student projection and to assist in determining facility requirements for existing and new schools.
18. Manage and develop concurrency service areas for the District.
19. Oversee and maintain the Florida Inventory Of School Houses (F.I.S.H.) for all District facilities.

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20. Supervise all contractors for the school plant survey, recommendations, validations, supplemental updates, and District Facility Lists in order to establish funding eligibility for projects.
21. Oversee the operational functions of the ½ Cent Sales Tax Citizens Advisory Committee.
22. Perform other duties as assigned by the Director of Facility Planning and Construction.

Required Qualifications:

1. Bachelor's Degree.
2. Must have the ability to utilize computer technology and software specifically, web GIS and geodatabase management applications.
3. Must have the ability to communicate both verbally and in writing.
4. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

1. Masters Degree associated with educational or governmental planning.
2. Minimum three (3) years experience in educational or governmental planning.
3. Experience in working with multiple governmental agencies, at all levels.

Effective: 08/12/1982
Revised: 06/13/1985, ~~Revised:~~ 08/13/1987, ~~Revised:~~ 07/21/1988
~~Revised:~~ 07/10/1992, ~~Revised:~~ 04/21/1994, ~~Revised:~~ 06/22/1995, ~~Revised:~~ 02/15/2001
~~Revised:~~ 01/20/2005, ~~Revised:~~ 09/15/2005, ~~Revised:~~ 10/20/2005, ~~Revised:~~ 02/10/2014
~~Revised:~~ 12/10/2020, ~~Revised:~~03/07/2024, 11/05/2026

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Job Locator: O-1.1.70
Job Title: Fire Safety Inspector I
Position Grade: Coordinator I
Evaluated By: Building Official

Job Description:

Fire Safety Inspector I is directly responsible to the Building Official.

Responsibilities and duties of this position include:

1. Provide assistance to the Building Official in the general administration of the Code Enforcement Department.
2. Assist with the implementation of regulatory requirements pertaining to permitting, plan review, enforcement and inspection of projects indicating compliance with life safety and fire prevention codes as required by State Law, State Requirements for Educational Facilities (SREF), Florida Fire Prevention Code, and Florida Building Code.
3. Assist in scheduling inspections.
4. Perform Florida Fire Prevention Code Compliance inspections including fire, safety, casualty, and sanitation on all school district properties and portables as appropriately certified by the state.
5. Develop and maintain the required records and database entry on all inspections.
6. Perform annual fire safety inspections per F.S. 1013.12.
7. Perform other duties as directed by the Building Official.

Required Qualifications:

1. Demonstrates four (4) years combined experience in the field of construction or a related field, fire code inspection, or plans review.633.216, F.S.; or a combination of postsecondary education in the field of construction, fire experience which totals three (3) years, with at least one (1) year of such total being experience in construction fire code inspection, or plans review. 633.216 F.S.; or a combination of technical education in the field of construction or a related field and experience which totals three (3) years, with at least one (1) year of such total being experience in construction, fire code inspection, or plans review. 633.216, F.S.
2. Must be Florida State Certified as a Fire Safety Inspector per F.S. 633.216 ~~(or be able to obtain a Fire Safety Inspector certification within a year, if currently Florida State Certified as a building inspector, electrical inspector, or plans examiner)~~.
3. Must have thorough knowledge and ability to interpret the laws, codes, regulations, policies, and procedures governing building construction.
4. Must have thorough knowledge of the principles and practices of architecture, engineering and public environmental health.
5. Must have the ability to examine plans, blueprints and specifications to determine conformity with building codes and standards.
6. Must have the ability to establish and maintain effective working relationships with inspectors, contractors, administrative personnel and the general public.
7. Must possess excellent oral and written skills.
8. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

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Desired Qualifications:

1. Bachelor Degree; or have a minimum of five (5) years experience in building construction or fire related field and an Associate of Arts or Science Degree or have ten (10) years experience in building construction or fire related field and a high school diploma or G.E.D.
2. State Licensed ~~Certified~~ as a Building, Electrical, Mechanical, or Plumbing Inspector. Multiple Licenses preferred.
3. State Licensed ~~Certified~~ as a Plans Examiner.

Approved: 02/15/2001
Revised: 04/19/2001, 01/20/2005, 02/10/2014, 12/10/2020, 11/03/2022, 11/07/2024, 11/05/2026

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Job Locator: O-1.4.37
Title: Safety and Security Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Safety and Security

Job Description:

Coordinate the district's strategic safety initiatives by leading the implementation and maintenance of related school safety projects. Facilitates professional development for teachers, staff, and school leaders on how to most effectively implement safety technology and procedures. Ensures access control projects are efficient and that badge access security remains responsive and a daily priority. The position involves collaboration with project managers and supervisors to facilitate timely and effective system rollouts. Gather and analyze school safety data to review safety initiatives at each school and ensure current practices and procedures are effective in protecting students and staff. Serves as a member of the Director of Safety and Security's staff.

Responsibilities and Duties of this Position Include:

1. Coordinates, oversees, and reviews the implementation of safety-related projects in schools. Position will support and assist end users of multiple safety projects, including but not limited to: badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, key management products and services and/or other safety-related technologies/equipment to ensure proficiency.
2. Coordinates and manages access control projects with school leaders to ensure lost/stolen badges are turned off and new badges created/programmed in a timely manner. Will also collaborate with school leaders to ensure access control door timers coordinate with bell schedule changes.
3. Maintain accurate records of badge/key holders, access levels, and system maintenance crucial for audits and security management.
4. Coordinates project performance review process in schools to determine product effectiveness and collaborates with stakeholders to improve product performance.
5. Collaborates with facility project managers to ensure school comfort/readiness upon project completion.
6. Conducts/leads professional development with school leaders and staff in regards to the proper usage of safety technology (i.e. Audio Enhancement/EPIC, PerryWeather, MyTag, RAPTOR, Avigilon, Genetec/Access Control, Centegix, etc).
7. Assists with the planning and development of CCDS processes and procedures for proper usage of new safety equipment/technology.
8. Attends professional development to stay abreast of educational safety trends and advances in the fields of safety technology.
9. Coordinates annual school safety walks to identify safety and security vulnerabilities and analyzes/implements recommendations provided by first responders.
10. Coordinates with the Facilities department Project Managers to review needs, approve new projects, and secure purchase orders.
11. Communicates with internal and external stakeholders to enhance understanding of school needs, and district initiatives and priorities related to schools.
12. Actively monitors and analyzes school safety data (SESIR, safety infractions, internal audits, FSSAT, etc) on a quarterly basis for trends and creates action plans for overall district safety improvements.
13. Regularly reviews Florida Statute as it relates to school safety and ensures district policies and procedures are meeting state and federal mandates and best practices.
14. Provide a high level of customer service to school based administrators, teachers, staff, and the public.

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15. Keeps Director of Safety and Security and Assistant Superintendent of Operations informed of school matters, as well as other potential problems or unusual events, through appropriate channels and responds to constituent issues on behalf of the Superintendent.
16. Performs other duties as assigned by the Superintendent, Assistant Superintendent of Operations, and/or the Director of Safety and Security.
17. May serve as a back-up District Threat Management Coordinator (DTMC) or District Threat Management Team (DTMT) Member.

Required Qualifications:

1. Experience with educational safety products/services, i.e., badge access control systems, visitor management systems, camera surveillance systems, mobile panic alert systems (Alyssa's Alert), weather notification systems, and key management products and services.
2. Bachelor's degree from an accredited college or university OR Associates degree with a minimum of three (3) years of experience in the field of Safety and Security OR ten (10) years of experience in the field of Safety and Security.
3. Become a certified School Safety Specialist within one year of being hired.
4. Working knowledge of State of Florida policies, rules, regulations, and statutes which govern school police and safe school operations.
5. Working knowledge of best practices in school security.
6. Strong word processing, spreadsheet, and database software skills.
7. Strong creative problem-solving skills.
8. Strong time management skills.
9. Strong presentation skills.
10. Must have a valid Florida Driver's License and maintain a safe driving record during employment.
11. Ability to manage multiple tasks, set priorities, meet deadlines, and schedules, deal with frequent interruptions, and work as part of a team.

Desired Qualifications:

1. Project Management Experience
2. Proven track record of implementing and managing efficient systems/logistics at the school-level.
3. School administrator and/or program administrator experience preferred.
4. Experience working in an educational setting is preferred.
5. General knowledge of FEMA (Federal Emergency Management Agency) rules, regulations and training requirements.

Board Approved: March 6, 2025
Revised: 11/05/2026

DRAFT

Job Locator: O-1.4.36
Title: Director of Safety & Security
Pay Grade: Director I
Evaluated By: Assistant Superintendent of Operations

Job Description:
The Director of Safety & Security will oversee, supervise and effectively manage all matters related to the Safety & Security for Clay County District Schools. This position exists to perform administrative work as identified through s. 1006.7 (6). This position is tasked to ensure that the Clay County District Office of Safety & Security provides high-quality and ethical services to the citizens of Clay County and to the employees and students of the School District. This position will act as the designated Safety Specialist for the school district.

Responsibilities and duties of this position include:

1. Coordinates with Clay County Sheriff's Office, Orange Park Police and Green Cove Springs Police designees and supervises personnel within the School Safety and Security division and School Safety Officer (The Coach Aaron Feis Guardian Program) employees assigned to all schools.
2. Maintains the District's Disaster Preparedness Plan, updating as needed. Coordinates activities with other governmental agencies, including Clay County Emergency Management. Coordinates between Clay County Emergency Management for the opening of emergency shelters located on District property.
3. Coordinate the development of Emergency Evacuation and Reunification plans for individual schools and for the District.
4. Must demonstrate ethical and professional characteristics when communicating and working with local, county and law enforcement and non-law enforcement personnel and staff at all times.
5. Maintain the highest personal and professional standards.
6. Assign, direct and supervise subordinates in a wide variety of school settings, department job functions and situations.
7. Foster partner relationships with all levels of law enforcement agencies to include agencies at the Local, State and Federal levels.
8. Create and foster relationships with all community stakeholders.
9. Professionally interact with all forms of media and news sources to include newspaper, radio, television and social media platforms.
10. Support and uphold the vision for security of the Clay County District Schools.
11. Demonstrate thorough and proven knowledge of best practices in the fields of school safety and security, School Resource Officer Programs, Crime Prevention, Homeland Security and General School Security Practices.
12. Possess detailed knowledge of the latest trends and strategies relating to school safety and public safety.
13. Design, implement, direct and maintain school-based security strategies, school security programs and policies standard operating procedures.
14. Write and implement memoranda of understandings, mutual aid agreements and other partnership agreements.

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15. Identify and apply for grants and other related funding for various programs in support of the school district.
16. Create and manage a highly effective training program that will enable the Office of Safety & Security department to meet and/or exceed Florida State standards.
17. Possess comprehensive knowledge of and ability to interpret Florida State Statutes, Federal Laws, Local Ordinances and District Policies.
18. Possess effective oral and written communications skills.
19. Must be able to speak to large crowds, community groups and stakeholders.
20. Must represent the school district with a professional appearance and have the ability to interact professionally at all times with students, staff, faculty and the general public.
21. Work collaboratively and professionally with Clay County Emergency Management Department.
22. Read, analyze and interpret professional periodicals, professional and technical journals, governmental regulations and data.
23. Create and manage the department's annual budget and subsequently monitor expenditures as it relates to payroll, capital expenditures, operating expenditures, Etc.
24. Monthly maintain the CCDS Law Enforcement Agency ORI number (FL0101200) with FDLE.

Required Qualifications:

1. School Safety Specialist Certification within one year of employment.
2. 10 years of Supervisory Experience.
3. 5 years of safety & security experience directly in a K12 or Higher Learning Environment.
4. Bachelor's Degree
5. Thorough knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS) structure and programs.
6. Thorough knowledge and experience in School Campus Threat Assessments.
7. Experience with Governmental Budgeting.
8. Possess and maintain a valid Florida Driver's License.
9. Florida Model Threat Assessment Instructor Certification within one year
10. Crisis Intervention Certification within one year

Desired Qualifications:

1. Master's Degree
2. ICS Training in the 100, 200, 300, 400 & 700 series.
3. Experienced in an Emergency Operations Center.
4. Law enforcement or safety and security experience.

Work Context:

Requires sitting, standing, walking, use of stairs, and running to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and / or teams. Requires work with both internal and external contacts and with the public. Must interact professionally with all law enforcement/fire rescue/internal safety departments with the ability to calmly assess solutions and or implement processes during critical events.

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Physical Environment:
Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. Requires travel to schools and work sites within the District.

Board Approved: 03/07/2024
Reviewed: 11/05/2026

DRAFT

Job Locator: O-1.4.34
Title: District Threat Management Coordinator
Position Grade: Coordinator III
Evaluated By: Supervisor of Safety and Security

Job Description:

The District Threat Management Coordinator is responsible to the Supervisor of Safety and Security.

District Threat Management Coordinator designation and reporting, "*Each district school superintendent must designate a* ***Threat Management Coordinator*** *to oversee threat management at all public K-12 schools, including charter schools sponsored by or under contract with the district.*" (Florida Administrative Code Section 6AER23-02(a) - District Threat Management Coordinator Designation and Reporting) effective July 1, 2023.

Responsibilities and Duties of this Position Include:

1. Lead the District Level Threat Management Team as directed by the FLDOE-Office of Safe Schools.
2. Prepare and present the training curriculum for the new statewide threat management model to all relevant school district personnel and community agencies.
3. Assist in analyzing, planning, developing and initiating School Safety and Security improvements on School Board property.
4. Serve as the liaison between the Clay County School District and the Statewide District Threat Management Coordinator at FLDOE-Office of Safe Schools.
5. Develop and deliver additional school safety training materials related to threat management.
6. Develop and execute a compliance review process.
7. Review school-based threat management best practices as identified by industry leaders annually and recommend changes for the purpose of ensuring effective outcomes.
8. Collaborate with all school district staff, traditional and charter school threat management teams, other District Threat Management Coordinators statewide, local law enforcement agencies, and any community partners that may inform the development of appropriate school safety measures.
9. Regularly review Florida Statute as it relates to school safety and ensure district policies and procedures are meeting state requirements and recommendations.
10. Report violations or concerns of improper safety and security reporting to proper authorities for corrective action.
11. Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
12. Assist with Safety & Security processes and procedures.
13. Perform other duties as assigned as directed by the Assistant Superintendent for Operations or the Supervisor of Safety & Security.
14. Provide a high level of customer service to school based administrators, staff, subordinates, state and federal departments of education, and the public.
15. Ability to manage multiple tasks, set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.

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Required Qualifications:

1. Bachelor's degree from an accredited college or university OR Associates degree with a minimum of three (3) years of experience in the field of Safety and Security OR ten (10) years of experience in the field of Safety and Security.
2. Experience and knowledge of behavior threat assessments and Youth Mental Health as it pertains to Florida State Statutes.
3. Become a certified School Safety Specialist within one year of being hired.
4. Working knowledge of state of Florida policies, rules, regulations, and statutes which govern school police and safe school operations.
5. Working knowledge of best practices in school security. Excellent verbal and written communications
6. Strong word processing, spreadsheet, and database software skills.
7. Strong creative problem-solving skills.
8. Strong time management skills.
9. Must have a valid Florida Driver's License and maintain a safe driving record during employment.

Desired Qualifications:

1. School administrator and/or program administrator experience preferred.
2. Experience working in an educational setting is preferred.

School Board Approved: 06/29/2023
Reviewed: 11/05/2026

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VI. JOB DESCRIPTION ACTIONS

B. Instructional - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions do not change any position grades or pay classifications.

- **School Safety Communications Specialist**

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Job Locator: I-2.2.108
Title: School Safety Communication Specialist
Position Grade: Teacher Salary Schedule
Evaluated By: Director of Safety and Security
Job Description:

The School Safety Communications Specialist is responsible for managing and disseminating critical information during school-based emergencies and crises. This position will serve as a key liaison between Clay County District Schools and other stakeholders to ensure timely, accurate, and effective communication during school lock-downs and other sensitive situations. The Specialist will develop and deliver community and school-based programs, assemblies, and events that educate and engage stakeholders on safety and security topics such as bullying prevention, responsible cell phone usage, vaping awareness, and other relevant safety initiatives.

Responsibilities and duties of this position include:

1. Serves as a primary point of contact for crisis communications, working in close collaboration with the Safety and Security Departments, Communications Department, and school leaders.
2. Executes communication protocols for school lock-downs, threats, and other crisis situations, ensuring that all stakeholders, including parents, staff, and the community, receive clear and consistent information.
3. Develops, coordinates, and delivers community and school-based programs, assemblies, and events that educate and engage stakeholders on safety and security.
4. Create and implement comprehensive safety messaging campaigns for parents, addressing potential risks and providing guidance on proactive measures to ensure student well-being.
5. Maintains and adds to the Safety and Security section of the district website. Content should be relevant, up-to-date, and organized in a manner in which materials are easily located.
6. Assists in monitoring communications for improper use and provides training to school and district staff on the proper use of the board-approved communications platforms.
7. Responds to media requests regarding safety and security.
8. Builds collaborative partnerships with local safety groups and first responder agencies to strengthen school safety initiatives and connect valuable resources to schools
9. Manages the district's emergency notification systems (FortifyFL, SaferWatch, FSSAT, internal lists, etc) and ensures that all contact information is up-to-date.
10. Monitors media coverage and public sentiment during a crisis and provides regular updates to district leadership.
11. Performs other related tasks as assigned by the Director of Safety and Security.

Required Qualifications:

1. Bachelor's degree or higher from an accredited college or university, preferably in Education, Communications, Public Relations, Emergency Management, or a related field.
2. Minimum of three years of successful experience in education, public relations, or emergency management.
3. Demonstrated ability to work effectively under pressure and in fast-paced, high-stakes environments.
4. Excellent written and verbal communication skills, with the ability to write clear, concise, and accurate information for a variety of audiences.

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5. Ability to work collaboratively with diverse groups, including law enforcement, school administrators, and the general public.
6. Strong organizational and planning skills, with the ability to manage multiple tasks simultaneously.

Preferred Qualifications:

1. Experience working in a K-12 school district or other educational setting.
2. Familiarity with the board-approved reunification system or similar student accountability software.
3. Experience with social media management and other digital communication tools in a professional setting.
4. Formal training in crisis communications or emergency management (e.g., FEMA's National Incident Management System).

Approved: 10/02/2025
Revised: 11/05/2026

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VI. JOB DESCRIPTION ACTIONS

C. Support - Approve the following job descriptions:

REVISED:

The following Operations job descriptions were updated for formatting, grammar, accurate responsibilities and in some cases the salary schedule table is updated. These revisions do not change any position grades or pay classifications.

- **Access Control Technician**
- **Capital Program Accountant**
- **Lead Guardian/School Safety Technician**
- **School Guardian**

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Job Locator: C-3.4.66
Title: Access Control Technician
Position: Support Salary Schedule
Evaluated By: Director of Operations – Safety and Security

Job Description:

Supervises, manages and directs all access control and security systems within the District; assists with the daily operation of camera systems and visitor management systems. Organizes and assigns daily work priorities; Orders and maintains materials and tools; Demonstrates proficiency with computers, and trade practices associated with electronic access controls; Complies with and supports all safety standards when using access control systems; Ensures quality control, code compliance and follows set building standards; Coordinates with vendors and outside contractors when required; Cleans and maintains office and associated equipment.

Responsibilities and duties of this position:

1. Performs a variety of skilled and semi-skilled work on a variety of electronic access control systems throughout the District and other work as required.
2. Manages the district identification and access cards for staff and maintains records of all persons having electronic access to District facilities. Produces other identification cards for various divisions as needed.
3. Interfaces with all District Access control, CCTV systems, Security Systems and associated electrical hardware.
4. Makes modification from specification, plans or oral directions on security systems; confers with supervisors, manufactures, architects or management on key systems requirements and adjustments.
5. Maintains central access control records and produces printout of specific access activity as required.
6. Assist with performing a variety of tests to determine whether product functions as specified; determine cause of product failure; analyze test results.
7. Receive, understand and execute work orders which may involve any or all the following:
    a. Electronically maintain material such as Access control, CCTV systems, Security Systems and electrical hardware.
    b. Troubleshooting of new and existing material.
    c. Produce quality results in the most efficient and cost-effective manner.
8. Coordinates, maintains, and manages the school-based two-way radio inventory, including the specialized 800-MHz radio system.
9. Assists in the implementation of physical security upgrades.

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10. Maintains the district's emergency after-hours contact database. Ensures updated lists are provided to incorporated cities and internal departments.

11. Annually develops the district-wide school zone schedule (times, days, and locations) and distributes to all county-incorporated law enforcement and traffic agencies.

Required Qualifications:

1. Three years previous related security or access control experience or a combination of previous education/training/experience providing for an equivalent background necessary to perform the work with working knowledge of computer-based maintenance management systems.
2. Must be a high school graduate, and a minimum associate degree strongly preferred.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
4. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
5. Must maintain a safe driving record while employed.
6. Ability to work in a team environment, as well as independently with minimal supervision.
7. Good communication and interpersonal skills.
8. Strong attention to written detail, drawings, and data.
9. Skilled in organization and time management.
10. Law Enforcement conducted background check.

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

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

Board Approved: 11/07/2019
Revised: 11/05/2026

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Job Locator: C-3.3.10
Title: Capital Program Accountant
Position Grade: Support Salary Schedule
Evaluated By: Assistant Superintendent for Operations

Job Description:

The Capital Program Accountant is responsible to the Assistant Superintendent for Operations and provides financial accountability support to all Departments within the Operations Division.

Responsibilities and Duties of this Position:

1. Work directly with the Assistant Superintendent to manage all Operations related general and capital funding revenue sources.
2. Assist Facility Accounting Assistant with ~~to~~ entering, tracking and processing all purchase orders and invoices for direct purchasing of materials for Capital Outlay projects. Work closely with Contractors and suppliers to verify materials are received. Prepare Change Orders for Board approval that reduces the Contractors contract by the amount of purchased materials plus tax.
3. Enter, track and process all purchase orders and invoices from the General Operating funds (100) for Operations and assist the Facility Planning and Construction, Code Enforcement, ~~and Operations Departments.~~ Maintenance, Safety and Security, and Transportation Departments.
4. Assist Facility Accounting Assistant with processing all Architect, Engineer and Contractor pay applications for Capital Outlay funded projects.
5. Track all Capital Outlay funding. Ensure that funds are being spent correctly by verifying advertisement and/or Florida Statute requirements. Work closely with the Business Affairs team: Director of Finance, Coordinator of Budgeting, Supervisor of Purchasing and Material Management, and Coordinator of Accounts Payable.
6. Assist in preparing the Educational Facilities Plan by reconciling all available revenue and providing information to the Asst. Superintendent. Establish/create project fund lines for the new fiscal year and work in conjunction with Business Affairs Chief Financial Officer and Director of Finance to prepare required public advertisements for Board approval.
7. Submit all budget amendments for the Facility Planning & Construction, Code Enforcement and Operations Departments.
8. Track all State and Local ~~PECO New Construction~~ funding. ~~from the State~~. Prepare encumbrance authorization requests to the Department of Education. Maintain the original file.
9. Assist in preparing the Project Priority List (P.P.L.). This is required in order to expend CO&DS (360) funds on any projects. This list requires Board approval. Maintain the original file.
10. Assist in preparing the Cost of Construction required annually by the Department of Education. This report breaks down the cost of each project to ensure that we are building within the State approved cost per square foot. Maintain the original file.
11. Track hospitality money. Prepare a request for use of funds and maintain a spreadsheet of expenditures. Maintain the original file.
12. Assist with ~~Track~~ Division of Operations credit card expenditures. Provide documentation to Business Affairs for payment as appropriate.
13. Assist ~~Due to~~ Code Enforcement ~~being understaffed, this position assists~~ with the secretarial responsibilities of completing State Requirements for Educational Facilities (SREF) inspections as well as other secretarial needs of the department.

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14. Provide construction project support to the ~~Maintenance Department and~~ Director ~~of Support Services~~ of Maintenance, Facility Planning & Construction, and Information Technology Services when projects are funded with Capital Outlay.
15. Provide daily support to Assistant Superintendent for Operations and perform all other duties as assigned.

Required Qualifications:

1. Must be a high school graduate or have passed the G.E.D. equivalency examination.
2. Must have experience producing financial summaries and reports utilizing Generally Accepted Accounting Principles (G.A.A.P).
3. Minimum of 10 years' experience with Capital Funding to include direct experience with managing General Fund, Local Capital Improvement Funds (L.C.I.F.), Impact Fees, Gas Tax, Public Education Capital Outlay (P.E.C.O), Capital Outlay and Debt Service (CO&DS), and other revenue sources as related.
4. Must have experience with Florida Statutes and Florida School Law related to Facilities, Planning & Construction.
5. Must be technologically proficient with demonstrated ability to navigate efficiently within Enterprise Resource Programs (ERP) and software.
6. Possess effective interpersonal skills with demonstrated ability to coordinate and collaborate with Directors within the Operations Division to include direct support to Facilities, Planning, & Construction; Maintenance, Code Enforcement, Support Services, Transportation, and Food & Nutrition Services.
7. Must be self-directed and possess the ability to multi-task in a high-paced, deadline-driven environment.

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

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

Board Approved: 09/6/2018
Revised: 11/05/2026

DRAFT

Job Locator Number: C-3.1.17
Title: Lead Guardian/School Safety Technician
Position Grade: ~~Miscellaneous Salary Schedule~~ Table II G: Guardian / Lead Guardian Placement Schedule
Evaluated by: Director of Safety & Security or designee

Job Description:

Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are school district personnel, hired for the specific purpose of serving as a School Guardian. The Lead Guardian/School Safety Technician will be responsible to the Director of Safety & Security or designee. This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety & security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed Lead Guardian/School Safety Technician position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The Lead Guardian/School Safety Technician will work collectively with the Director of Safety and Security/Designee, Principal and the School Safety Officer at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment, deter crime, and conduct preliminary inquiries into violations of school board policies on school property or at school-sponsored events.

Responsibilities and duties of this position include:

1. As a member of the Office of Safety and Security, the Lead will provide assistance to the Director and Supervisor of Safety and Security/Designee, Controlled Access, Video Surveillance, Law Enforcement Agencies and School Guardians.
2. Maintains confidentiality at all times.
3. Responds immediately to school-based emergencies (i.e. lockdowns, secures, etc). Provides an enhanced security presence when requested.
4. Fills in at school sites as needed to maintain state-mandated security coverage.
5. Conducts daily routine inspections (where assigned) while also providing support to schools, administrators, guardians, and other personnel. ~~, meets with school administrative staff, School Guardians, and other and agency District personnel.~~
6. Provides additional security and surveillance to multiple school campuses in a single day, which includes patrolling parking lots, school grounds and other school district owned facilities.
7. Gathers and maintains reports and paperwork to include sensitive and confidential information.
8. Mentors and manages their regional guardian team.
9. Assists in internal compliance audits conducted to ensure the safety of all district schools (public and charter).
10. Assists with school safety project rollouts by providing technical training on new systems as well as advanced training on camera systems.
11. Manages the transportation, setup, calibration, and monitoring of county metal detectors for various district needs.
12. Supervises Guardian personnel and metal detector operations at sporting events, school board workshops/meetings, and other school/district events.
13. Coordinates and assists in Critical Infrastructure Inspections/Threat Assessments.

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14. Assists with Florida Safe Schools Assessment Tool (FSSAT) campus walk through district-wide.
15. In accordance with the CCDS Safety and Security department, Lead Guardians maintain data logs of canine searches conducted at CCDS schools.
16. Assists with scheduling and conducting training for School Guardians.
17. Daily staff roster duties to ensure School Guardian coverage and compliance with Florida State Statutes.
18. Assists with logistics of the District School Guardian Program.
19. Performs other related tasks/duties as assigned.

Responsibilities and duties of this position MAY include:

1. Serves as liaison with outside law enforcement and fire rescue agencies.
2. Provides security to school and district functions, including after school and extra-curricular activities when needed.
3. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
4. Communicates with the Director or Supervisor of Safety and Security/Designee, school administrators, guardians, students, and staff regarding safety and security related concerns and issues; works cooperatively with local law enforcement and other district personnel as needed.
5. Communicates school policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
6. Responds to emergency situations and coordinates appropriate actions in accordance with established guidelines
7. Communicates with district and school-based administration through email communications, telephone, etc.
8. Establishes professional working relationships with local law enforcement agencies as well as local fire rescue staff, and other outside agencies.
9. Assists administration in performing searches of students and school property.
10. Suppresses disturbances and security incidents according to district established policies and guidelines.
11. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
12. Assists with the development of threat assessments in coordination with school administration and local law enforcement.
13. Utilizes and monitors surveillance technology to ensure campus safety at multiple schools.
14. Assists with and monitors school safety drills.
15. May serve as security, if emergency shelters are open.
16. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no times will traffic control and or directing traffic be permitted by the Lead Guardian/School Safety Technician.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety and/or security related field or any equivalent combination of education and experience.
4. Read, write, speak, and understand standard English.

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5. Must possess and maintain a valid Florida Drivers License for at least three (3) years.
6. Must obtain a State of Florida (s.790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
7. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
8. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act.
9. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
10. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a record search, no accumulation of points totaling 8 or more in any 12-month period within the three (3) years immediately preceding the record search; and no conviction for DUI within the seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
11. Must maintain a safe driving record while employed.
12. Must be certified and in good standing with the Criminal Justice Standards and Training Commission who meets the qualifications established in s. 943.13 or successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
    a. 80 hours of firearms training.
    b. 16 hours of instruction in precision pistol.
    c. 8 hours of discretionary shooting instruction using approved simulator exercises.
    d. 8 hours of instruction in defensive tactics.
    e. 8 hours of instruction in active shooter or assailant scenarios.
    f. 12 hours of instruction in legal issues.
    g. Must complete at least 12 hours of a certified nationally recognized diversity training program.
    h. De-escalation training
    i. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
    j. Must successfully pass a comprehensive employment background check and psychological evaluation.

Desired Qualifications:

1. Five years of work in law enforcement, safety, security, and/or military field.
2. Three years supervisory experience.
3. Knowledge of Florida School Law.
4. Coursework or training in related field.

Work Context:

Requires sitting, standing, walking, use of stairs, and running. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts and with other agencies. Must interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and or implement processes during critical events.

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Physical Environment:

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. Requires travel to schools and work sites within the District.

Approved: 06/07/2018
Revised: 04/06/2023, 06/27/2024, 11/05/2026
~~Revised: 06/27/2024~~

DRAFT

Job Locator Number: C-3.1.16
Title: School Guardian
Position Grade: ~~Miscellaneous Salary Schedule~~ Table II G: Guardian / Lead Guardian Placement Schedule
Evaluated By: Supervisor of Safety and Security/Designee

Job Description:

Guardians are armed personnel who aid in the prevention or abatement of active assailant incidents on school premises. They are school district personnel, hired for the specific purpose of serving as a School Guardian. The School Guardian will be responsible to the Supervisor of Safety and Security/Designee. This position exists to perform highly responsible administrative work as identified through F.S. 1006.7 (6). This position is tasked to ensure that all mandated requirements by the Office of Safe Schools within the Department of Education are implemented and followed as defined as well as all safety and security policies/directives of the Clay County School Board and the Superintendent of Schools. The armed School Guardian position shall have no law enforcement authority, except to the extent necessary to prevent or actively respond to an active assailant incident on Clay County District Schools' properties. The School Guardian will work collectively with the Principal at each school to identify and implement strategies related to ensuring safety on campus while maintaining a peaceful environment and deter crime. The School Guardian will have the responsibility for performing a variety of duties related to protecting students, school staff, visitors, equipment, facilities, and school grounds at the request of the site administrator and under the supervision and direction of the Supervisor of Safety and Security/Designee.

Responsibilities and duties of this position include:

1. Maintains confidentiality at all times.
2. Provides security and surveillance to the school campus, including patrolling parking lots and school grounds.
3. Provides security to school and district functions, including after school and extracurricular activities as needed.
4. Investigates, monitors, and reports to administration, and when appropriate, law enforcement, suspicious activity, including but not limited to theft, vandalism, and criminal mischief.
5. Communicates with the Supervisor of Safety and Security/Designee, school administrators, students, and staff, regarding safety and security related concerns and issues; works cooperatively with local law enforcement, other agencies and other district personnel as needed.
6. Communicates District and/or State policies and procedures to personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violating the policy.
7. Responds to emergency situations and takes appropriate actions in accordance with established guidelines and State Laws.
8. Monitors students, staff, visitors, vendors, etc. within a variety of school environments (e.g. grounds, hallways, media center, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of all persons on school district grounds.
9. Continuous heightened awareness of his or her surroundings.
10. Reads and responds to email communications from district and school-based administration.
11. Builds relationships with the county's and/or local municipalities law enforcement agency, fire rescue, students and stakeholders.

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12. Assists in suppressing disturbances and security incidents according to district established policies and guidelines.
13. Conducts documented security and perimeter rounds throughout the school day to ensure campus integrity and deter unauthorized access.
14. Responsible for monitoring live video feeds and retrieving specific surveillance footage upon request to assist in investigations or safety reviews.
15. Actively documents and investigates all door and gate violations to identify security gaps or behavioral trends.
16. Assists in the planning and execution of the student reunification process, whether conducted on-campus or at a designated off-site location.
17. Deescalates confrontations between students, parents, visitors, and community members while on campus. Works to assist school administration in order to address and investigate all incidents.
18. Assists District personnel, school administration and law enforcement with annual and on-going school campus threat assessments.
19. Utilizes and monitors surveillance technology to ensure campus safety.
20. Serves on the school safety committee.
21. Assists with and monitors school safety drills.
22. May be assigned to provide security if emergency shelters are open.
23. Observation and supervision of parent pick up and drop off traffic areas may be needed at times but at no time will traffic control and or directing traffic be permitted by a School Guardian.
24. Performs other related tasks/duties as assigned.

Required Qualifications:

1. Must possess a high school diploma (or equivalency).
2. Must be 21 years of age or older.
3. Experience or training in a safety or security related field or any equivalent combination of education and experience.
4. Read, write, speak, and understand standard English.
5. Must obtain a State of Florida (s 790.06 Florida Statutes) concealed weapons permit and must maintain the permit throughout employment in this position.
6. Must be able to successfully complete ongoing training and firearm proficiency test as outlined in the Marjory Stoneman Douglas High School Public Safety Act.
7. Must meet all Clay County Sheriff's Office requirements to attain a "Guardian" appointment pursuant to the Marjory Stoneman Douglas High School Public Safety Act. Must obtain and maintain the "Guardian" appointment throughout employment in this position.
8. Must be certified and in good standing with the Criminal Justice Standards and Training Commission who meets the qualifications established in s. 943.13 or successfully complete a 144 hour comprehensive firearms safety proficiency training during a Criminal Justice Standards and Training Commission certified course conducted by the Clay County Sheriff's Office as outlined below:
    a. 80 hours of firearms training.
    b. 16 hours of instruction in precision pistol.
    c. 8 hours of discretionary shooting instruction using approved simulator exercises.
    d. 8 hours of instruction in defensive tactics.
    e. 8 hours of instruction in active shooter or assailant scenarios.

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f. 12 hours of instruction in legal issues.
g. Must complete at least 12 hours of a certified nationally recognized diversity training program.
c. De-escalation training
d. Must submit to and pass an initial drug test and subsequent random screenings throughout employment.
e. Must successfully pass a comprehensive employment background check and psychological evaluation.
f. A valid Florida Driver's license is required prior to appointment and must be maintained during employment in this position.

Desired Qualifications:

1. Three years of work in law enforcement, safety, security, and/or military field.
2. Coursework or training in related field.
3. Awareness of tenets and trauma informed care and mental health resources.

Work Context:

Requires sitting, standing, walking, use of stairs, and running. Requires the use of alternative communication systems, such as electronic mail, telephones, radios and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts and with other agencies. Must interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and or implement processes during critical events.

Physical Environment:

Requires working indoors and outdoors in various weather-related conditions. Requires sitting, standing, running, walking and moving about during the day and the ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds. May requires travel to schools other than assigned and/or other work sites within the District.

Approved: 05/03/2018
Revised: 06/07/2018, 04/06/2023, 06/27/2024, 11/05/2026
~~Revised: 04/06/2023~~
~~Revised: 06/27/2024~~

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C8 - Proclamation #27-07 to Establish November 16-20, 2026 as National Education Week and November 18, 2026 as Educational Support Professionals' Day

Description

Every year, the National Education Association establishes National Education Week. This year, National Education Week is November 16-20, 2026. Within National Education Week, one day is set aside to recognize Educational Support Professionals. This year, Education Support Professionals' Day is Wednesday, November 18, 2026.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

N/A

Recommendation

Establish November 16-20, 2026 as National Education Week and November 18, 2026 as Educational Support Professionals' Day.

Contact

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

Financial Impact

None

Review Comments

Attachments

Proclamation 27-07 National Education Week.pdf

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SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION # 27 - 07

WHEREAS, November 16 - 20, 2026, has been designated National Education Week; and

WHEREAS, November 18, 2026, has been designated Educational Support Professionals' Day; and

WHEREAS, this occasion allows us to honor and show gratitude to individuals who shoulder the responsibility of ensuring every child in Clay County receives a high-quality education which progresses our national prosperity, provides a sound foundation for our freedoms, and helps develop our citizenry for the rigors of the modern age; and

WHEREAS, we believe that the outstanding educational experience students receive in Clay County is built upon a bedrock of support from vital partners who ensure a safe, warm, and welcoming environment which develops the diverse potential of children, and helps nurture in each a sense of excellence and respect for all people; and

WHEREAS, all Clay County District School employee's duties are woven throughout the fabric of our district's mission with mastery and professionalism, thus providing a public education experience that is stimulating, challenging, and creates opportunities for all children; and

WHEREAS, these valued individuals are deserving of our ongoing appreciation and recognition for their efforts in serving the families of Clay County through maintaining and creating welcoming facilities in which exploration and discovery can occur so that our students may seize any and all opportunities afforded them.

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NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby proclaim November 16 - 20, 2026, as National Education Week; and November 18, 2026, as Educational Support Professionals' Day in Clay County.

Duly adopted and approved by the School Board of Clay County, Florida, this 5th day of November 2026.

ATTEST:

_____	_____
David Broskie Superintendent of Schools Clay County, Florida	School Board Chair

November 5, 2026 - Regular School Board Meeting

Title

C9 - 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
Argyle Elementary	April 30, 2027	Valdosta, GA	Multi Grade	The 6th grade students will be studying force and motion, in addition to changes in force and unbalanced forces. For the trip, students will spend time studying roller coasters (force and velocity) and designing their own roller coasters.

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Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

It is important to recognize that learning outcomes from field trips can range from cognitive to affective outcomes. Exposing students to new experiences 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 state 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

2627 Wild Adventures 043027.pdf

Clay County District Schools
Field Trip Request Form

School Requesting:	*EL* Argyle Elementary
Staff Requesting:	Miguel Rivera, Team Leader miguel.rivera@myoneclay.net
Grade Level and Subject/Program:	Sixth Sixth N/A
Destination:	Wild Adventures, 3766 Clyattville Rd, Valdosta, GA 31601
Educational Value	The 6th grade students will be studying fore and motion, in addition to changes in force and unbalanced forces. For the trip, students will spend time studying roller coasters (force and velocity) and designing their own roller coasters.
FLDOE Standards/Benchmarks	SC6.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. SC.6.P.13.1 - Explore the Law of Gravity by recognizing that every object exerts gravitational force on every other object and that the force depends on how much mass the objects have and how far apart they are.
Field Trip Details: Start/End Date/Time	Starts: 4/30/2027 9:00:00 Ends: 4/30/2027 20:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	A Candies Coachworks
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	110
Cost Per Student and What it Covers:	$100 Transportation to and from Wild Adventures and AES, admission into the park, and buffet lunch.
Anticipated # of Chaperones:	20
Cost Per Chaperone and	$100 if riding the bus, $80 if driving themselves

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What it Covers:	Transportation to and from Wild Adventures and AES, admission into the park, and buffet lunch.
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3106
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Miguel Rivera 9/9/2026 9:48:17
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/14/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9/15/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here

DRAFT

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

November 5, 2026 - Regular School Board Meeting

Title

C10 - School Advisory Council (SAC) Membership Review

Description

According to State Statute 1001.452, every school must establish an advisory council for each school in t district and shall develop procedures for the election and appointment of advisory council members. The school board shall review the membership composition of each advisory council. School board policy 21 also states that the Board shall review the membership composition of each advisory council. School adv councils for school improvement and accountability will comply with procedures set forth in Florida statute State Board of Education rules.

Gap Analysis

These plans are necessary for school improvement efforts and all stakeholder involvement.

Previous Outcomes

School improvement plans, while only required to be approved by the district, have previously been revie and approved by the School Board. Now, we are reviewing the SAC membership for each school.

Expected Outcomes

Review of all School Advisory Council memberships

Strategic Plan Goal

Goal 3: Family and Community Engagement
Collaborate with parents and community partners to increase stakeholder participation within our district.

Recommendation

That the School Board review the School Advisory Council memberships for each school.

Contact

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

Financial Impact

None

Review Comments

Attachments

Clay SAC Rosters 2026-2027.pdf

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School Name: Argyle Elementary School		
Last Name	**First Name**	**Member's Position**
Rivera	Miguel	School Staff
Redublo	Marisa	Parent
Veitch	Patricia	Parent
Ecklor	Heidi	School Staff
Miller	Traci	School Staff
Seibert	Dina	School Staff
Rump	Ashley	Parent
Maffett	William	Community Member/Partner
Nguyen	Tammie	Parent
Olthoff	Liza	Parent
Dorsey	Courtney	Parent
Smith	Olivia	School Staff
Mitchell	Kenisha	Parent
Kelly	Jayme	Parent
Barong	Dyanna	Parent

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School Name: Bannerman Learning Center

Last Name	First Name	Member's Position
Palmer	Stephanie	School Staff
Cox	Brian	School Staff
Johns	Hailey	Parent
Ondish	Ryder	Parent
Cooke	Taylor	Student (required for high school only)
Deel	Robin	Community Member/Partner
Garrett	Mia	Student (required for high school only)
Tobler	Marlana	Parent

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School Name: Charles E. Bennett Elementary		
Last Name	**First Name**	**Member's Position**
Gabrielle	Taylor	Parent
Hobbs	Miranda	Parent
Walker	Kerra	Parent
De La Rossa	Cetalit	Parent
Matusiak	Monica	Parent
Rake	Britany	Parent
Wright	Roy	Parent
Sanders-Wolfson	Kristen	Parent
Longdon	Kylee	Parent
Littles	Melinda	Parent
Bozart	Kaitlynn	Parent
Nystrand	Ashlea	School Staff
Nelson	Victoria	Parent
Kelley	Christina	Parent
Snyder	Adriana	Parent
Mehl	Brandy	Parent
Myers	Ashley	Parent
Martinello	Sarah	Parent
Cattncart	Amya	Parent
Hinkley	Christina	Parent
Morgan	Amber	Parent
Brewer	Heather	Parent
Anderson	Vanessa	Parent
Alexander	Jonathan	Parent
Donley	Chelsey	Parent
Landsittl	Paul	Parent
Brumley	Janett	Parent
Stotts	Angela	School Staff
Horner	Mikayla	School Staff
Koenig	Elizabeth	School Staff
Dudley	Jasmine	School Staff
Lillard	Leigh	School Staff
Saunders	Kristen	School Staff
Grant	Yolanda	School Staff

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School Name: Coppergate Elementary

Last Name	First Name	Member's Position
Allen	Lisa	School Staff
Thomas	Jessica	School Staff
Gray	Meagan	School Staff
Hernandez	Maria	Parent
Young	Jessica	Parent
Arcia Ortiz	Milena	Parent
Zesch	Autumn	School Staff

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School Name: Clay Hill Elementary

Last Name	First Name	Member's Position
Wall	Lauren	SAC Chair/School Staff
Mendez	Carolina	Parent
Velez	Liana	Parent
Fahy	Ashlyn	Parent
Johnson	Samantha	Parent
Brashears	Tori	Parent
Pringle	Megan	Parent
Murphy	Patricia	Parent
Parrish	Carolyn	School Staff
Nazario	Shannon	School Staff
Reed	Adele	School Staff

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School Name: Clay High School		
Last Name	**First Name**	**Member's Position**
Dillon	Theresa	School Staff
Hackett	Brittany	School Staff
Harper	Charles	School Staff
Glazener	Sydney	School Staff
Heath	Tracey	School Staff
Bleau	Chera	Parent
Larson	Jeromy	Community Member/Partner
Schaeffer	Aiden	Student (required for high school only)
Ledford	Taylor	Student (required for high school only)
Pinter	Addison	Student (required for high school only)
Checketts	Mackenzie	Student (required for high school only)
Tyrie	Lordyn	Student (required for high school only)
Haynes	Everett	Student (required for high school only)
Hoodenpyle	Charlene	Student (required for high school only)
Monroe	Cuyler	Student (required for high school only)
Payton	Kimie	Student (required for high school only)
Dover	Julie	School Staff
Stilianou	Amanda	School Staff

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School Name: Clay Virtual Academy/7004

Last Name	First Name	Member's Position
Cochuyt	Carol	School Staff
Boring	Theresa	School Staff
Shook	Tonya	School Staff
Gann	William	School Staff
Burrus	Nathan	Student (required for high school only)
Burrus	Terry	Parent
Perry	Cora	Parent
Hattabaugh	Oliver	Student (required for high school only)
Michaels	Jacob	Student (required for high school only)
Hattabaugh	Angela	Parent

DRAFT

School Name: Doctors Inlet Elementary		
Last Name	**First Name**	**Member's Position**
Ayers	Carolyn	School Staff
Melancon	Auche	School Staff
Mineo	Kristi	School Staff
Paine	Lauren	School Staff
Ott	Patti	School Staff
Turturro	Phillip	School Staff
Viau	Shannon	Parent
Allen	Josh	Parent
Dean	Mary	Parent
O'Neal	Jana	Community Member/Partner
Taylor	Megan	Community Member/Partner
Tholen	Pam	Community Member/Partner
Torres	Suzette	Parent
Todd	Jessica	Parent
Poff	Dawn	Community Member/Partner
Carman	Melody	Parent
Otte	Jean	Parent
Alexander	Kevin	School Staff

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School Name:	Discovery Oaks Elementary	
Last Name	**First Name**	**Member's Position**
Herrholtz	James	School Staff
Brown	Hayley	Community Member/Partner
Diaz	Danelle	School Staff
Calhoun	Rodney	Parent
Streaty	Jessica	School Staff
Sutton	Anissa	School Staff
Considine	Jackie	School Staff
Mcdonald	Teandria	Parent
Jackson	Nicole	Parent
Hester	Theodosia	School Staff
Yrigollen	Gilbert	School Staff

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School Name: Fleming Island Elementary School		
Last Name	**First Name**	**Member's Position**
Schoenthaler	Brittany	School Staff
Kaarkaninen	Kris	School Staff
Buckley	Amanda	School Staff
Vogel	Ken	Community Member/Partner
Mitchell	Mariesa	Parent
Miller	Tammy	Parent
Fourie	Marelise	Parent
Wood	Heather	Parent

DRAFT

School Name: Fleming Island High School			
Last Name	**First Name**	**Member's Position**	
Anderson	Vicki	School Staff	Support
Grimm	Amy	School Staff	
Fitzgerald	Marie	School Staff	
Turpin	Alycia	School Staff	
Payne	Yvette	School Staff	
Lowe	Ginny	School Staff	Support
Pittman	Thomas	School Staff	
Hammock	Beth	Community Member/Partner	
Vu	Tommy	Community Member/Partner	
Rickman	Ashlyn	Student (required for high school only)	
Shelly	Ellen	Student (required for high school only)	
Kirk	Alexander	Student (required for high school only)	
Kirk	Olivia	Student (required for high school only)	
Netherland	Carly	Parent	
Upton	Amanda	Parent	

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School Name: Green Cove Junior High

Last Name	First Name	Member's Position
DeMarie	Jim	School Staff
Green	Monica	School Staff
Chiossone	Christina	School Staff
Bacote	Sabriya	School Staff
Tabet	Ilona	School Staff
Bivins	Kelly	School Staff
Hancock	Tara	School Staff
Wittwer	Kassandra	School Staff
Bryant	Shacourtney	School Staff
Bratcher	Diondra	Parent
Caton	Denise	Parent
Reynolds	Kimberley	Parent

DRAFT

School Name: Grove Park Elementary		
Last Name	**First Name**	**Member's Position**
Halter	Jonathan	School Staff
Ehlinger	Jessica	School Staff
Nguyen	Angela	School Staff
Wine	Meghan	Parent
Hall	Paige	Parent
Sherych	Lana	Parent
Bailey	Dorothy	Parent
Mckelvain	Dennis	Parent

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School Name: Keystone Heights Elementary		
Last Name	**First Name**	**Member's Position**
Turbeville	Beth	School Staff
Stone	Cory	School Staff
Slayton	Kristin	School Staff
Miller	Siobhan	School Staff
Krohn	Mindy	School Staff
Waughon	Heidi	School Staff
Mason	Christi	Parent
Tisdale	Shannon	Parent
McCord	Rebecca	Parent

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School Name: Keystone Heights Junior Senior High		
Last Name	**First Name**	**Member's Position**
Berlinicke	David	School Staff
Brymer	Jennifer	School Staff
Gillenwaters	Missy	School Staff
Green	Marla	Community Member/Partner
Johnson	Spencer	School Staff
Lee	Jillian	School Staff
Lee	Ginger	Parent
Mahaffey	Gigi	Community Member/Partner
Mason	Christina	Parent
Moncrief	Helen	School Staff
Morford	Carey	Community Member/Partner
Morford	Isaac	Community Member/Partner
Pardue	Kimberly	School Staff
Parker	Kimberly	Parent
Pellerito	MeLissa	Community Member/Partner
Rodriguez	Melanie	School Staff

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School Name: Lake Asbury Elementary		
Last Name	**First Name**	**Member's Position**
Meadows	Heather	School Staff
Brundige	Sarah	School Staff
Wells	Heather	School Staff
Craven	Deidre	School Staff
Lorentzen	Sheryl	Parent
Ulch	Nathan	Parent
Rodriguez	Jacqueline	Parent
Rojas	Devin	Parent
Edmunds	Lauren	Parent
Felizola	Jessica	Parent
Newman	Alyssa	Parent
Schliff	Meghan	Parent

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School Name: Lake Asbury Junior High		
Last Name	**First Name**	**Member's Position**
Creel	Lydia	Principal
TBD		Parent
Davidson	Stefani	Parent
Whitaker	Kim	Parent
Fite	Jefferson	School Staff
Moore	Haley	School Staff
Sieruta	Margaret	School Staff
Wyatt	Melanie	School Staff
Hawthorne	Chrissy	Community Member/Partner
Blocton	Na'sha	Community Member/Partner
Larson	Jeromy	Community Member/Partner

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School Name: Lakeside Elementary

Last Name	First Name	Member's Position
Wolfe	Dawn	School Staff
Warner	Beth	School Staff
Bunn	Tara	School Staff
Lee	Jenny	School Staff
Hube	Shannon	Parent
King	Wendy	Parent
Freeman	Zelia	Parent
Pollo-Anderson	Suzanne	Parent
Canales	Alba	Parent
Reed	Tosha	School Staff
Birkholz	Angela	School Staff
Martelle	Laura	Community Member/Partner
Johnson	Corrine	School Staff

DRAFT

School Name: Lakeside Junior High School		
Last Name	**First Name**	**Member's Position**
Hube	Shannon	School Staff
Anschuetz	Kim	School Staff
Maly	Richard	School Staff
Burns	Cheyanne	School Staff
Hollis	Kristen	Parent
Johnson	Kyndal	Parent
Carver	Kristi	Community Member/Partner
Frederick	Ryan	Community Member/Partner

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School Name: Middleburg Elementary School		
Last Name	**First Name**	**Member's Position**
Lamothe	Angela	Parent
Jackson	Jennifer	Parent
Corbin	Elizabeth	Parent
Rhoden	Shailey	Parent
Turner-Garzone	Megan	Parent
Watkins	Samantha	Parent
Rodriguez-Sanchez	Giselle	Parent
Smith	Robyn	Parent
Haug	Ashleigh	School Staff
Wilkerson	Becky	School Staff
Artzer	Sarah	School Staff
Bicknell	Mary Ann	School Staff
Polan	Morgan	School Staff
Waller-Riggin	Angela	Community Member/Partner

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School Name: Montclair Elementary

Last Name	First Name	Member's Position
Miller	Bill	School Staff
Harrison	Kristen	School Staff
Pugh	Melissa	School Staff
Rykalsky	Carol	School Staff
Tarkington	Pastor	Community Member/Partner
Waller	Jessica	Community Member/Partner
Monday	Darrel	Parent
Monday	Vickie	Parent
Sorell	Nancy	Parent
Sowder	Becky	Parent

DRAFT

School Name: Middleburg High School

Last Name	First Name	Member's Position
Aftuck	Martin	School Staff
Hobbs	Jordan	School Staff
Malucci	Colleen	School Staff
Burrell	Lainey	School Staff
Boyles	Courtney	Parent
Russell	Jaime	Parent
Stokes	Morgan	Community Member/Partner
Bailey	Rebecca	Community Member/Partner
Hobbs	Lily	Student (required for high school only)
McKenzie	Michael	Student (required for high school only)

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School Name: McRae Elementary

Last Name	First Name	Member's Position
Moore	Brandi	Parent
Lowery	Heather	Parent
Hallberg	Michelle	Parent
Walker	Karri	Parent
Messom	Cortney	Parent
Walker	Kaitlyn	School Staff
Crews	Melissa	Community Member/Partner
Gray	Sarah	School Staff
Scamahorn	Alex	School Staff
Rabe	Eliza	School Staff

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School Name: Oakleaf High School

Last Name	First Name	Member's Position
Forbis	Michelle	School Staff
Mills	Toyia	School Staff
Tokkes	Monique	Parent
Bradley	David	School Staff
Allen	Jazmine	Student (required for high school only)
Marshall	Terrence	Community Member/Partner
Brooks	Megghan	School Staff

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School Name: Oakleaf Junior High School		
Last Name	**First Name**	**Member's Position**
Dixon	Wilnitra	School Staff
Davis	Tamika	School Staff
White	Leslie	Community Member/Partner
Love	Pamela	Parent
TBD		Parent
TBD		Community Member/Partner
TBD		Community Member/Partner

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School Name: Orange Park Elementary

Last Name	First Name	Member's Position
Wood	Tyler	School Staff
Luck	Elaine	School Staff
Smith	Misty	School Staff
Reinhardt	Alexandra	Parent
Thibideaux	Tiffany	Parent
Gross	Julie	Community Member/Partner

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School Name: Orange Park High School		
Last Name	**First Name**	**Member's Position**
James Rebecca School Staff	Rebecca	School Staff
Arroyo Stephanie Community Member/Partner	Stephanie	Community Member/Partner
Davies Brooke Parent	Brooke	Parent
Salem Jamison Parent	Jamison	Parent
Boccieri Stephanie Parent	Stephanie	Parent
Warmouth Nate School Staff	Nate	School Staff
Green Cheyann Community Member/Partner	Cheyann	Community Member/Partner
Wages Carrie Parent	Carrie	Parent
Roddy Linda Parent	Linda	Parent
Salliotte Jayden School Staff	Jayden	School Staff
Worley Katherine Student (required for high school only)	Katherine	Student (required for high school only)
Hofland Fred Community Member/Partner	Fred	Community Member/Partner
Pantelakis David Community Member/Partner	David	Community Member/Partner

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School Name: Orange Park Junior High- 8/20/26		
Last Name	**First Name**	**Member's Position**
Fite	Kristen	School Staff
Eunice	Sherehe	School Staff
Ecker	Elizabeth	School Staff
Cabral	Melody	Parent
Auguste	Tania	School Staff
Sason	Tyler	School Staff

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School Name: Oakleaf Village Elementary		
Last Name	**First Name**	**Member's Position**
Newman	Knorcia	Parent
Byrd	Erin	Parent
Dobbs	Trisha (Nitisicia)	Parent
Miller	Heather	Parent
Wilmoth	Jennifer	Community Member/Partner
Lester	Shelley	School Staff
Hurlock	Lisa	School Staff
Simmons	Tie	School Staff

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School Name: Paterson Elementary

Last Name	First Name	Member's Position
Muhleman	Stephanie	Parent
Kern	Lisa	School Staff
Phillps	Jayme	Parent
Kilcoin	Sarah	School Staff
Spratley	Laura	Community Member/Partner
Creswell	Jenny	School Staff
O'Brian	John	School Staff

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School Name: Plantation Oaks Elementary		
Last Name	**First Name**	**Member's Position**
Slater	Robyn	School Staff
Wilcox	Katie	School Staff
Breedlove	Frankia	Parent
Breaston	Camella	School Staff
Marks	Kim	School Staff
Grant	Ashely	Parent
Aldrich	Aimee	Parent

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School Name: Ridgeview High School

Last Name	First Name	Member's Position
Strong	Colleen	Parent
Worley	Todd	Parent
Worley	April	Parent
Wilkins	Lily	Student (required for high school only)
DiMaio	Natalie	Student (required for high school only)
Miller	Zoe	Student (required for high school only)
Felder	Kiersten	Student (required for high school only)
Kennedy	Ally	Student (required for high school only)
Raley	Skylar	Student (required for high school only)
Johnson	Samantha	School Staff
Lickliter Spain	Joanna	School Staff
Henning	JoAnn	School Staff
McCutchen	Rose	School Staff
Schellhorn	Adam	School Staff
Sadlo	Andrew	School Staff

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School Name: Rideout Elementary		
Last Name	**First Name**	**Member's Position**
Hinson	Brandie	School Staff
Williams	Bryna	School Staff
Hoodenpyle	Tiffany	School Staff
Jourdan	Jana	School Staff
Buschbacher	Elizabeth	Parent
Gillis	Michele	Parent

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School Name: Ridgeview Elementary	
Member Name	**Member's Position**
Kristin Makar	School Staff
Miriam Bodie	Parent
Maureen Hernandez	Parent
Christy Admire	School Staff
Melissa Doukmak	School Staff
Nancy Neal	School Staff
Laura Hingson	Parent
	Parent
	Parent

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S Bryan Jennings Elementary 2026-2027			
Last Name	**First Name**	**Elected**	**Position**
Farber	Jocelyn		Principal
Gleneski	Nancy	2026	Instructional
Ruckersfeldt	Jordan	2026	Instructional
Johnson	Maddy	2026	Support
Dixon	Passion	2026	Parent
Winters	April	2026	Parent
Boroski	Alicia	2026	Parent
Stevens	Savannah	2026	Parent
Hagan	Ilona		Community Member

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Shadowlawn Elementary

Last Name	First Name	Member's Position
Bergbower	Sidney	Parent
Benner	Brittany	Parent
Weaver	Valeria	Parent
Ford	Fonmelaka	Parent
Ajax	Mike-Kerline	Parent
Johnson	Shari	Parent
Lade	Erika	Parent
Brown Jackson	Brittany	Parent
Kimbrew	Michauni	Parent
Studer	Lauren	School Staff
Dow	Priscilla	School Staff
Nabors	Elaine	School Staff
Parker	Ashley	School Staff
Adair	Kim	School Staff
Jackson	Joseph	School Staff
Mathis	Amanda	School Staff
Barrera-Slycord	Jessica	School Staff
Rhodes	Allison	School Staff
Murray	Sarah	Community Member/Partner
Johnson	Whitney	School Staff

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School Name: Swimming Pen Creek Elementary		
Last Name	**First Name**	**Member's Position**
Larson	Cheryl	School Staff
Halcomb	Donna	School Staff
Zayas	Denise	School Staff
Smith	Mark	Parent
Wooten	Melissa	Parent
Grimsley	Amber	Parent
Burleson	Karima	Community Member/Partner

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School Name: Spring Park Elementary					
Last Name	**First Name**	**Member's Position**			
Love	Angela	School Staff			
Thomas	Christina	Parent			
Poteat	Tiffany	Parent			
Adkins	Shannon	Parent			
Bratcher	Deondrea	Parent			
Martin	Vianna	Parent	vianamartin19@gmail.com		
Smith	Colleen	Parent	colleen.smith3@icloud.com		
		Parent			
Foerman	Deanna	Community Member/Partner	deanna@cbvfl.com		
Growing Healthy Smiles	Crystal	Community Member/Partner	marketing@ghsmiles.com		
Mike Boucher Roofing	Mike	Community Member/Partner	office@MBRFL.com		
Dentistry 4 Children & Teens	Elaine	Community Member/Partner	frontoffice@drelainemartinez.com		
Ripple Effect Martial Arts	Becki	Community Member/Partner	bdavis@rippleeffectmartialarts.com		
Thorne Metal Systems, Inc.	Cody	Community Member/Partner	cthorne@thornemetalsystems.com		
Diva Nails	Lena	Community Member/Partner	linhnguyen070709@gmail.com		
Mariachi's Restaurant	*Jessica Cousar as a go-between*	Community Member/Partner	Jesika0713@gmail.com (Jessica Cousar)		
Outman	Tiffany	School Staff			
Caricato	Michelle	School Staff			
Ausmus	Jessica	School Staff			
Burrell	Tara	School Staff			
Pellegrini	Shannon	School Staff			
Kinnet	Taryn	School Staff			
Kicklighter	Kelly	School Staff			
		School Staff			
Miller	Heather	School Staff			
		School Staff			
Willadsen	Sophie	School Staff			
McIlwain	Cherral	School Staff			
Hicks	Jaclyn	School Staff			

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School Name: Thunderbolt Elementary

Last Name	First Name	Member's Position
Bathurst	Amy	School Staff
Pacheco	Carly	School Staff
Swearingen	Lindsay	Parent
Heussler	Amanda	Parent
Heussler	Jud	Community Member/Partner
Roberts	Christina	Parent
Roberts	David	Parent

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School Name: Tynes Elementary

Last Name	First Name	Member's Position
Cambron	Michelle	School Staff
Hunter	Samantha	School Staff
Wright	Eric	School Staff
Kimbrell	Mikki	School Staff
Simpson	Jessica	Parent
Sweigart	Brandi	Parent
Durham	Alyssa	Parent
Vinduska	Kyle	Community Member/Partner

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School Name: W.E. Cherry Elementary		
Last Name	**First Name**	**Member's Position**
Cummings	Beth	School Staff
Lee	Kristie	School Staff
Minzenmayer	Emily	School Staff
Solomon	Michelle	School Staff
Salem	Jamie	School Staff
Counts	Vicki	Parent
Ruby	Elizabeth (Ashley)	Parent
Pierce	Brittany	Parent
Melendez	Jose	Parent
Aguaveva	Jenny	Community Member/Partner
Vitrano	Joe	Community Member/Partner
Minzenmayer	Lucas	Community Member/Partner

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School Name: Wilkinson Elementary

Last Name	First Name	Member's Position
Hayward	Carolyn	School Staff
Hoffmann	Kara	School Staff
VanVactor	Alice	School Staff
Jones	Mary	School Staff
Carroll	Lindsey	Parent
Cazares	Victoria	Parent

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School Name: Wilkinson Junior High

Last Name	First Name	Member's Position
Labbe	Heather	School Staff
Conyers	Shelley	Parent
Eaton	Samantha	School Staff
Hershey	Lori	Community Member/Partner
Farmer	Carrie	Community Member/Partner
Abrahamson	Kellie	Community Member/Partner
Mackenzie	Barbara	School Staff
Hinton	Brittney	School Staff
Hucks	Dannielle	School Staff
Henderson	Alicia	Parent
Zommer	Kristin	Parent
Schlofman	Danielle	Parent
Haydu	Sarah	Parent
Chandler	Jhenai	Parent

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November 5, 2026 - Regular School Board Meeting

Title

C11 - Mental Health Provider Services Agreement with Clay Behavioral Health Center, Inc.

Description

Mental Health Provider Services Agreement with Clay Behavioral Health Center, Inc. for contractual services to include mental health clinicians to schools for therapeutic services.

Gap Analysis

The Mental Health Provider Services Agreement will enabled CCDS to improve direct services to students through staffing and programming by ensuring all schools have access to certified mental health clinicians.

Previous Outcomes

Clay Behavioral Health Center has successfully grown our capacity to serve our students and their families through initiatives that provide support services across the district the last two years. This agreement will increase the number of students served, and in the increase in overall programs provided.

Expected Outcomes

We expect to see a reduction in behavioral and emotional issues detracting our students from academic success, as well as an increase in life skills building and overall resiliency in our students.

Strategic Plan Goal

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

Recommendation

To approve agreement for the continued collaboration and services provided by Clay Behavioral Health Center, Inc.

Contact

Dr. Melanie Sanders, Chief of Student Support Services

Financial Impact

$250,000

Review Comments

Attachments

270035 Clay Behaviorial Health Center In School Therapists Contract Review Packet.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 270035
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: 9/11/26

Name of Contract Initiator: Melanie Sanders — Telephone #: 904-336-6867

School/Dept Submitting Contract: Student Support Services — Cost Center # 9005

Vendor Name: Clay Behavioral Health Center

Contract Title: Clay Behavioral Health Center- In School Therapists 26-27

Contract Type: New ☐ Renewal ● Amendment ☐ Extension ☐ — Previous Year Contract # 260012

Contract Term: 7/1/26-6/30/27 — Renewal Option(s):

Contract Cost: $250,000.00

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

Funding Source: Budget Line # 100-6100310-9005-1176-0000-000-0

Funding Source: Budget Line # _____

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

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

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

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

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (11)(a) Professional Services Using SBCC & Vendor agreed upon template. Take note the pages numbers have been fixed since contract submitted for review had blank page 19. See comments on Attachment A-2
School Board Attorney JPS 9/29 Review Date	See comments by Ms. Staefe. Pdates need to be corrected.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE: Pending comments & signatures

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CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o _____ (insert the school or department name)" where o/b/o means "on behalf of".

All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.

All contracts having a value of $100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than $100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of $50,000 or more, but less than $100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of $25,000 or more, but less than $50,000, shall be signed by the Superintendent, or an Assistant Superintendent, or a Chief Officer.
3. All approved contracts having a value of less than $25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or an Assistant Superintendent for their Division, or Chief Officer, or Director, or Supervisor, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or $50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

Step 1: Contract Initiator and Vendor prepare draft contract
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

Step 2: Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:
Initiator submits Contract Review Package to Purchasing Department - See Step 3

For Contracts using Internal Funds Individual to each School:
Initiator submits Contract Review Package direct to SBAO - See Step 4

IMPORTANT

Step 3: If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Email: district9056@myoneclay.net. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator. Purchasing will save a digital copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.
Email: contractreview@myoneclay.net
The SBAO will begin the contract review process and return it directly to Initiator

Step 5: The Initiator is responsible for finalizing the Contract which includes:
Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.

If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.
Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.

For assistance with legal-related matters, please visit the School Board Attorney's Office ("SBAO") webpage or call 904-336-6507
For assistance with insurance-related matters, please visit the Business Affairs - Risk Management webpage or call 904-336-6745
For assistance with District Purchasing, please visit the Business Affairs - Purchasing webpage or call 904-336-6736

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MENTAL HEALTH PROVIDER SERVICES AGREEMENT

This MENTAL HEALTH SERVICE PROVIDER Services Agreement ("Agreement") shall become effective upon the later of the effective date and the execution hereof, by and between the SCHOOL BOARD OF CLAY COUNTY, Florida (hereinafter referred to as "SBCC" "DISTRICT"), a body corporate pursuant to s. 1001.40, Florida Statute, whose principal place of business is 900 Walnut Street, Green Cove Springs, Florida 32043 and Clay Behavioral Health Center (hereinafter referred to as "CONTRACTOR" "PROVIDER"), whose principal place of business is 3292 CR 220, Middleburg FL 32068.

WHEREAS, the SBCC is engaged in the activity of providing educational opportunities to children; and

WHEREAS, CONTRACTOR has experience, skill, and expertise in delivering the services described in this Agreement; and

WHEREAS, the SBCC is interested in procuring the services of CONTRACTOR, as best fits the needs of the school district as determined by the SBCC; and

WHEREAS, CONTRACTOR desires to provide their services to all Clay County District Schools/Department,

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1 The Company, Vendor, Agency, or Consultant, of Contract for Services, hereafter collectively and individually referred to as the "CONTRACTOR".

2 CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:

a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law [accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.

3 CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.

4 CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, regulations, and School Board Policies applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.

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

6 CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR. The means by which the services called for under this Agreement are performed shall be determined by the PROVIDER, but such means shall satisfy the schedules, needs, and objectives established by the SBCC.

7 Method of Payment by the SBCC: Services requested by the SBCC via a DISTRICT Purchase Order shall be compensated when applicable in accordance with ATTACHMENT A-2 for specified School Year and these terms:

a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the DISTRICT Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services provided.
b. Services, as authorized by and listed in ATTACHMENT A-2 for specified School Year, shall be compensated by Hour Rate (cost per hour) / Flat Rate (*cost for scope of work)* / Medicaid Rates, etc.
c. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8 Method of Payment by Third-Party Sources: The PROVIDER shall look to Third-Party Sources for payment for its services, including Insurance Companies, Medicaid or other alternate funding sources. List of Individual Services 1 – 7 on ATTACHMENT A-1 at the Current Florida Medicaid fee schedule/Community Behavioral Health Services Fee Schedule on the Florida Agency for Health Administration Medicaid website.
The SBCC shall ONLY be responsible for payments of services requested via a DISTRICT Purchase Order per Section 7.

9 The term of this Agreement commences as of the date upon which it is fully executed and shall continue in effect until terminated by either party as specified herein. Services shall be received each School year July 1 through June 30, and shall be reviewed annually along with this Agreement and amended as necessary.

10 The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately without penalty.

11 Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

12 This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

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13 CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

14 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.

15 No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

16 In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

17 Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

18 The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

19 CONTRACTOR shall retain records associated with the services provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

20 Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

21 E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

22 The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

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23 CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	*Exempt, need signed WCAF

*If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

24 CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any PROVIDER of the SBCC insurance program.

25 CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

26 CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:

a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
c. Ensure all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible with the SBCC's information technology systems.
e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their

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employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the DISTRICT's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):

a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]
b) Vendors/Consultants that DISTRICT reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

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

27 Government Funding: Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 4.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2 : (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

28 This Agreement supersedes all prior agreements and understandings, oral, written and implied, between the parties hereto with respect to the subject matter hereof. All such prior agreements and understandings are hereby terminated and deemed of no further force or effect.

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In the event of any conflict or inconsistency between the terms and conditions of this Agreement and any terms or conditions set forth in any other document relating to the transactions contemplated by this Agreement, the terms and conditions set forth in this Mental Health Provider Services Agreement shall prevail.

SBCC'S Representative with CONTRACTOR is: Melanie Sanders

Department Name and Address: Student Support Services

Phone #: 904-336-6867 Email Address: melanie.sanders@myoneclay.net

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CLAY BEHAVIORAL HEALTH CENTER**
By: _____	By: Irene M. Toto
Print Name: _____	Print Name: Irene M. Toto
Title: _____	Title: CEO
Date: _____	Date: August 27, 2026

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "DISTRICT"), any primary workers compensation insurance policy purchased by or on behalf of the DISTRICT, any excess workers compensation insurance purchased by or on behalf of the DISTRICT, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the DISTRICT, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the DISTRICT or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the DISTRICT.
6. Contractor performs work or is able to perform work for entities other than the DISTRICT at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the DISTRICT in the amounts required by the DISTRICT.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the DISTRICT is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the DISTRICT entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: Clay Behavioral Health Center

Signature of Authorized Representative: Irene M. Toto

Printed Name of Authorized Representative: Irene M. Toto

Title of Authorized Representative: CEO

Date: August 27, 2026

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Exhibit # 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the DISTRICT shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

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EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

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Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Clay Behavioral Health Center

Signature of Authorized Representative: Irene M. Toto

Print Name of Authorized Representative: Irene M. Toto

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Exhibit # 2 (b)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or

d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Clay Behavioral Health Center

Irene M. Toto
Printed Name

CEO
Title of Authorized Representative

Signature: Irene M. Toto

Date: August 27, 2026

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendero to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: Clay Behavioral Health Center

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Irene M. Toto	Irene M. Toto
(Printed Name)	(Signature)
CEO	August 27, 2026
(Title)	(Date)

DRAFT

Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Irene M. Toto). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY Clay Behavioral Health Center) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Clay Behavioral Health Center) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Clay Behavioral Health Center

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Irene M. Toto	Irene M. Toto
(Printed Name)	(Signature)
CEO	August 27, 2026
(Title)	(Date)

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Exhibit # 2 (e)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Check one of the following and sign:

☑ I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

Irene M. Toto
Signature

Clay Behavioral Health Center
Company Name

Exhibit # 2 (f)

STATE OF FLORIDA REQUIRED AFFIDAVITS

FOREIGN COUNTRY OF CONCERN ATTESTATION

Form must be completed by an officer or representative of an entity submitting a bid, proposal, reply to, entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have definitions ascribed in Rule 60A-1.020, F.A.C.

(INSERT NAME OF COMPANY Clay Behavioral Health Center) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Irene M. Toto Title: CEO

Signature: Irene M. Toto Date: August 27, 2026

FL DMS PUR 1355 10/23

VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name: Clay Behavioral Health Center

Address: 3292 CR 220, Middleburg FL 32068

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Levy County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Printed Name: Irene M. Toto Title: CEO

Phone Number: 904-385-2135 Email Address: irene.toto@firstinclay.org

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ATTACHMENT A
MENTAL HEALTH PROVIDER SERVICES AGREEMENT
SCOPE OF SERVICES AND RESPONSIBILITIES

The need for additional mental health support in schools has become evident, and it is now a requirement by statute that school districts provide and track student mental health issues on an increasing basis. Providing school based mental health services by which qualified students attending all Clay County District Schools who are unable to receive services in office can receive mental health services on the school site, if appropriate, including individual or group therapy on a weekly or bi-weekly basis, would be invaluable to students and ultimately families and staff and would work to satisfy statutory requirements. A mental health professional would serve as a resource to provide evaluation using a bio-psychosocial assessment to evaluate every component of a student's life, therefore giving the agency a better overview of what service shall meet his/her needs. Services shall include but not limited to: Individual Assessment, Family Assessment, Behavior Management Services, Individual Counseling, Group Counseling, Family Counseling, Parent Education, Treatment Plan, Case Management, Suicide Prevention, Intervention & Postvention Training, and Comprehensive Biopsychosocial Assessments. PROVIDER shall professionally staff on-site, school based mental health Clinicians as specified herein.

The SBCC and PROVIDER shall utilize the agreed upon referral system, which serves as the HUB for behavioral health service referrals for the schools in Clay County. The agreed upon referral system is used to screen families for the most appropriate behavioral health services and links each family to behavioral health providers for immediate connection to services and continues to support the family throughout treatment.

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RESPONSIBILITIES OF PROVIDER

1. PROVIDER shall supply Master's Level Clinicians ("Clinicians") as needed at any of Clay County District School campuses for individual and/or group therapy on a weekly or bi-weekly basis during the school year July 1 through June 30.

2. PROVIDER shall staff Master's Level Clinicians* as defined by Florida Statute 491 for individual and group therapy at the school, and be available for consultation and support to teachers, administrators, and other school staff when appropriate.

   *A Master's Level Clinician shall have a master's degree from an accredited university or college with a Major in the field of counseling, social work, psychology, nursing, rehabilitation, special education, health education, or a related human services field with one of the following:

   1. Two years of professional experience in providing services to persons with behavioral health disorders.

   2. Current supervision under a Licensed Practitioner of the Healing Arts (LPHA) as described in the applicable Florida Statute(s).

3. Master's level practitioners hired after July 1, 2014, with degrees other than social work, psychology, marriage and family therapy, or mental health counseling shall have completed graduate level coursework in at least four of the following thirteen content areas: human growth and development; diagnosis and treatment of psychopathology; human sexuality; counseling theories and techniques; group theories and practice; dynamics of marriage and family systems; individual evaluation and assessment; career and lifestyle assessment; research and program evaluation; personality theories; social and cultural foundations; counseling in community settings; and substance use disorders.

3. All Clinicians providing services pursuant to this Agreement are employees or subcontractors of PROVIDER, and PROVIDER is solely responsible for any wages, fees, benefits, taxes or any other compensation.

4. All Clinicians provided to the SBCC pursuant to this Agreement shall be qualified to perform the services defined in this Agreement under the PROVIDER's license and will follow Medicaid Practice Guidelines.

5. In providing services under this Agreement, Clinicians will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar

circumstances. Upon notice by the SBCC, PROVIDER will correct those services not meeting such a standard. Clinicians shall provide treatment rooted in best practices and evidence-based research using reasonable diligence to serve eligible students.

6. All replacement Clinicians assigned to the SBCC shall require prior written approval by the SBCC Mental Health Coordinator or designee. Replacement Clinicians must have, at a minimum, credentials equivalent to the individuals whom they replace. Resumes of replacement personnel may be required for submittal to the SBCC Mental Health Coordinator or designee for review. The SBCC reserves the right to interview replacement Clinicians prior to approval. Additionally, PROVIDER agrees that it will remove (within a mutually agreed upon period of time) from assignment under the contract any individual in its employ, if, after the matter has been reviewed jointly by the SBCC and PROVIDER, the SBCC requests such action in writing. Any such removal shall not necessarily reflect on the capabilities or competence of the individual so removed.

7. PROVIDER and Clinicians shall ensure that students are referred through the agreed upon referral system, and that services are initiated on site at the school. PROVIDER and Clinicians shall ensure that each student referred is evaluated using a bio-psychosocial assessment that evaluates every component of the student's life, thereby giving the agency a better overview of what service shall meet his/her needs. If level of care needed is determined by Clinicians to be appropriate to school-based individual or group therapy, Clinicians shall begin to see student on a weekly or biweekly basis.

8. The Clinicians shall coordinate with school staff to establish day(s) of the week to provide on-site services and shall follow all check in procedure requirements. Clinicians shall be required to sign in and out each day they are on a school's campus.

9. Clinicians shall collaborate with teachers and staff to schedule and coordinate therapy time each week to ensure minimal impact to students' academic learning.

10. In the event that Clinician is unable to provide service on a designated day in a given week, an alternate day may be assigned by designated school staff with agreement of the PROVIDER. The School principal or designee shall be notified no later than 7:00 a.m. of Clinician's inability to work on a given day.

11. PROVIDER shall provide the SBCC with the names of staff qualified to supervise personnel assigned to deliver services to students. PROVIDER shall provide adequate supervision for school-based staff and shall be solely responsible for the provision and quality of professional services.

12. Clinicians may complete PROVIDER-based intake process but **shall obtain a written, signed consent** to treat and to release information to relevant school staff, from the parent or guardian.

13. Students already receiving counseling/mental health services from another source are not eligible for services under this Agreement.

14. Clinicians, shall collaborate with student, and family, to develop a treatment plan that includes a designated goal/objective, strategies for accomplishing the goal, itemized discharge criteria and shall discharge a student from services upon meeting the set criteria. If student does not meet discharge criteria by the end of the school year, the clinician shall collaborate with family to assess options for additional/extended treatment. These may include but are not limited to: a referral for student to continue treatment at agency location or a referral to an alternate agency for services. PROVIDER maintains records and only treatment plans are released upon request. Clinicians may use Children's Functional Assessment ratings at intake and discharge. Scores on the rating scale should indicate improvement from initial intake to discharge assessment.

15. PROVIDER and Clinicians shall keep a record of all referrals and outcomes. Reports are protected by HIPPA privacy rules.

16. Clinicians shall be required to write clinical notes for each direct service and post-secondary student-oriented consultation that is provided.

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17. Any mental health screenings and assessments conducted will be logged and original documents will be kept. Clinicians shall complete a weekly log documenting the hours of service for each student served.

18. Clinicians shall ensure that confidentiality is a primary and critical consideration in all student and staff interaction. All involvement regarding students with additional concerns, in crisis, or in need of referral shall include, but not be limited to the following supports: school ~~guidance~~ counselors, school social worker, Clinicians Supervisor or designee, SBCC Mental Health Coordinator or designee and senior administration.

19. Clinicians shall follow all mandatory reporting laws and notify school staff immediately in the event of a student in crisis. School personnel and Clinicians may collaborate if appropriate or necessary. The following procedures will be followed for the handling of students in crisis, that are active clients of a clinician:

    1. **Assessment and Intervention:**
        - The clinician will assess students in crisis if they are available and on site.
        - The clinician will intervene unless, the Mobile Response Team (MRT) has already been contacted.
    2. **Procedure When Clinician is Unavailable:**
        - If the clinician is not available or on site, school staff will initiate the SBCC Process for Students at Risk.
    3. **Risk Assessment and De-escalation:**
        - The clinician will assess the client's crisis risk and attempt to de-escalate the situation.
        - A safety plan will be developed with the client and trusted adults/caregivers.
    4. **Escalation Procedure:**
        - If the clinician is unable to de-escalate the situation, they will contact their supervisor or designee.
        - The supervisor or designee will conduct a Baker Act Screening and initiate a Baker Act if deemed appropriate.
    5. **Post-Baker Act Procedures:**
        - Following a Baker Act for an active client, the clinician and supervisor or designee will communicate with the family, school staff, and other necessary entities.
        - A debriefing session will be conducted as needed.

20. PROVIDER shall, at its expense:

    a. PROVIDER shall provide a point of contact to, and work with, the agreed upon referral system on the intake of post-secondary students.

    b. PROVIDER shall provide a liaison to the SBCC to assist in the coordination of services provided. Upon referral from the SBCC, the liaison will ensure coordination and maintain documentation of all services that are rendered (including a log of services to record dates, times, locations, description, and hours of service). All services provided will be coordinated with the SBCC Mental Health Coordinator or designee.

    c. Use the agreed upon referral system to receive and manage referrals from the SBCC.

    d. PROVIDER shall input all relative data to include date referral received, first intake appointment, and all subsequent services into the agreed upon referral system within five (5) business days.

    e. Serve eligible students by assessing referrals for service within fifteen (15) days of receipt, and services will commence within thirty (30) days if student is eligible.

    f. Update general client-specific data every two weeks. Data to include: referral status (i.e. date open, date closed, pending) and counselor assigned.

    g. PROVIDER shall maintain records and meet standards as necessary to bill Third-Party Sources including Insurance Companies, Medicaid, or other alternate funding sources for the necessary mental health and related services

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h. PROVIDER and Clinicians shall comply with the SBCC Rules and Policies. Furthermore, PROVIDER and Clinicians shall be familiar with and shall be in compliance with all Federal, State and local laws, ordinances, codes, resolutions and implementing rules and regulations that may in any way affect the services offered.

RESPONSIBILITIES OF THE SBCC

21. The SBCC shall require the designated school to provide an appropriate and private space for therapeutic services. This designated space at the school shall only be used for students and their families receiving mental health services through this Agreement. PROVIDER and Clinicians may not use this space for other patients or for any other purpose. The SBCC shall provide any necessary supplies or materials relevant to the work. Schools shall not provide computers or access to copy machines. Mental health services shall be provided at the school campus of the student receiving service.

22. District personnel and school staff shall refer students in need and collaborate with the PROVIDER and Clinicians to enable students to receive services during the school day.

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ATTACHMENT A-1

MENTAL HEALTH PROVIDER SERVICES AGREEMENT

Additionally, the PROVIDER shall look to Third-Party Sources for payment for its services, including
Insurance Companies, Medicaid or other alternate funding sources. List of Individual Services 1 through 7 listed below at the Current Florida Medicaid fee schedule/Community Behavioral Health Services Fee Schedule on the Florida Agency for Health Administration Medicaid website per Section 8 - Method of Payment by Third-Party Sources.

Website: Florida Agency for Health Care Administration - Medicaid

Looking for information on: Provider Fee Schedules and Provider Handbooks - Rules

Adopted Rules: Fee Schedules and Billing Codes - Florida Medicaid fee schedules and billing codes

Web page: Rule 59G-4.002, Provider Reimbursement Schedules and Billing Codes

Community Behavioral Health Services Fee Schedule: Updated Fee Schedule Effective 2025
(Use Current Schedule for Date of Service)

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List of Individual Services

1. Biopsychosocial evaluation
2. Development of treatment plan
3. Treatment plan review
4. Individual therapy
5. Group therapy
6. Brief behavioral status exam (CFARS)
7. Daily living activates (DLA-20)

The face-to-face contact services above shall include but are not limited to:

Columbia Suicide Safety Risk Screener

Crisis Action Plan

PHQ9- children over 11

GAD 7-Children over II

ACEs

Homicide Risk Assessment

ATTACHMENT A-2 - SCHOOL YEAR 2026 -2027

MENTAL HEALTH PROVIDER SERVICES AGREEMENT

SERVICES AND COMPENSATION REQUESTED BY SBCC

PROVIDER shall supply Master's Level Clinicians as requested for the Schools listed below for mental health services during the School Year July 1, 2026 through June 30, 2027 in accordance with the original Mental Health Provider Services Agreement between the School Board of Clay County, Florida ("SBCC") and Clay Behavioral Health Center ("PROVIDER") executed on 7/1/2026.

PROVIDER shall supply SEVEN (7) master's level clinicians to provide services for individual and/or group therapy a total of FIVE (5) days a week at the following school(s):

Clinician one (1): Charles E. Bennett Elementary & Doctors Inlet Elementary

Clinician two (2): Argyle Elementary & Ridgeview Elementary

Clinician three(3): Middleburg Elementary

Clinician four (4): McRae Elementary & Keystone Heights Elementary

Clinician five (5): Wilkinson Elementary & Clay Hill Elementary

Clinician six (6): Bannerman Learning Center

Clinician seven (7): Lake Asbury Elementary & Lakeside Jr. High & S. Bryan Jennings Elementary

PROVIDER shall be compensated at a Rate of $75.00/hr for FIVE (5) hours/day during the 18 specified school days from August 6 – 31, 2026 for a maximum total of $6,750.00 then compensated at a Flat Rate of $1,200.00/month for September through May for a maximum total of $10,800.00 for Clinician six (6) to service the specified Schools identified above.

PROVIDER shall be compensated at a Flat Rate of $1,200.00/month per Clinician for August through May for a maximum total of $12,000.00 per Clinician (Clinician one (1), Clinician two (2), Clinician three (3), Clinician four (4), Clinician five (5), Clinician seven (7)) to service the specified School(s) identified above.

The SBCC shall compensate PROVIDER for Services requested by the SBCC via a DISTRICT Purchase Order in accordance with this Attachment A-2 for specified School Year following Section 7 - Method of Payment by the SBCC. The total compensation for the above services requested by the SBCC shall not exceed $89,550.00.

Additionally, the PROVIDER shall look to Third-Party Sources for payment for its services, including Insurance Companies, Medicaid or other alternate funding sources. List of Individual Services 1 - 7 on ATTACHMENT A-1 at the Current Florida Medicaid fee schedule/Community Behavioral Health Services Fee Schedule on the Florida Agency for Health Administration Medicaid website per Section 8 - Method of Payment by Third-Party Sources.

In the event a student without such funding source exists, and upon the approval of services by the SBCC, the PROVIDER can invoice the SBCC for such services during the 2026 – 2027 School Year for a maximum total not to exceed $160,450.

The total allotted funding for School Year 2026 – 2027 Attachment A-2 services is $250,000. Cost for services exceeding the allotted dollar amount above will not be covered by the SBCC.

IN WITNESS WHEREOF, the parties, by the execution of this Attachment A-2 by their authorized representatives below, bind themselves to all terms of this ATTACHMENT to the original Agreement and to the remaining unmodified terms of the original Agreement.

SCHOOL BOARD OF CLAY COUNTY	CLAY BEHAVIORAL HEALTH CENTER
By: _____	By: Irene M. Toto
Print Name: _____	Print Name: Irene M. Toto
Title: _____	Title: CEO
Date: _____	Date: August 27, 2026

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure South Insurance Services, LLC
1317 Citizens Blvd
Leesburg FL 34748

License#: L122365

CONTACT NAME: Eryn Zak
PHONE (A/C, No, Ext): 800-845-8437 **FAX (A/C, No):**
E-MAIL ADDRESS: ezak@acrisure.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Florida Insurance Trust	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Clay Behavioral Health Center Inc
41 Knight Boxx Road
Orange Park FL 32065

CLAYBEH-01

COVERAGES **CERTIFICATE NUMBER:** 284202294 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		FITGL-33680-2026	6/1/2026	6/1/2027	EACH OCCURRENCE	$ 1,000,000
	X CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3000000/3000000
	X POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:						Professional	$ 3,000,000
A	AUTOMOBILE LIABILITY			FITAU-33680-2026	6/1/2026	6/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
							PIP	$ 10,000
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			FITWC-33680-2026	6/1/2026	6/1/2027	X PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$
A	Abuse & Molestation			FITGL-33680-2026	6/1/2026	6/1/2027	Claims Made - Agg	$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Florida Insurance Trust NAIC #27272
The attached page(s) noting additional terms, conditions, coverage and/or comments applies. All supporting endorsement(s) and policy form(s) attached, if any, comprise the Certificate of Liability Insurance in its entirety. Please review these endorsement(s) and policy form(s) as certain coverage provided by them may only apply when a written contract or agreement between the parties requires such coverage be provided. The School Board of Clay County is included as additional insured under the terms and conditions of the General Liability policy, only when additional insured status is required by written contract.

CERTIFICATE HOLDER

The School Board of Clay County
900 Walnut St.
Green Cove Springs FL 32043
USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jimmy Irwin

DRAFT

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November 5, 2026 - Regular School Board Meeting

Title

C12 - K-12 Academic Services Out of State and Overnight Student Travel

Description

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips supplement and enrich classroom instruction by providing learning experiences that enhance mastery of the State of Florida curriculum standards. 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
Middleburg HS	10/20-25/2026	Indianapolis, IN	CTE-FFA	FFA National Convention and Expo
Fleming Island HS	11/27-28/2026	Wesley Chapel, FL	Basketball-Boys	Basketball Tournament
Clay HS	12/04-05/2026	Brooksville, FL	ROTC	N/A
Middleburg HS	12/04-05/2026	Tampa, FL	NJROTC	NJROTC Drill Meet
Orange Park HS	12/05-06/2026	Orlando, FL	Basketball-Boys	Windemere Prep Hoopfest
Fleming Island HS	12/11/2026	Goose Creek, SC	Basketball-Boys	Basketball Tournament
Orange Park HS	01/08-09/2027	Jacksonville, FL	ROTC	MSC Ship Orientation
Oakleaf HS	04/09-10/2027	Orlando, FL	Senior Class	Grad Bash
Oakleaf HS	10/03/2026	Waycross, GA	ROTC	Teamwork, building
Clay HS	10/19-23/2026	Indianapolis, IN	FFA	National FFA Convention
Keystone Heights Jr/Sr HS	10/21/2026	Moultrie, GA	FFA	Sunbelt AG Expo
Lake Asbury JH	10/28-31/2026	Altamonte Springs, FL	TSA	TSA Leadership Conference
Middleburg HS	11/13-15/2026	Orlando, FL	Fine Arts	Universal Studios
Ridgeview HS	12/04-05/2026	Tampa, FL	ROTC	N/A
Middleburg HS	03/19-24/2027	Orlando, FL	CTE	FCCLA State Leadership Conference- Competition

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

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

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

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

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

Contact
Roger Dailey, Chief Academic Officer; roger.dailey@myoneclay.net; 904-336-6904
Dr. Michael George, Chief of Secondary Ed; michael.george@myoneclay.net; 904-336-6918

Financial Impact
None

Review Comments

Attachments

- Student Travel November 2026.pdf

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	John Dalton, Department Head john.dalton@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Central High School, 14075 Ken Austin Pkwy, Brooksville, FL 34613
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: **Start/End Date/Time**	Starts: 12/4/2026 12:00:00 Ends: 12/5/2026 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Enterprise Rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	6
Cost Per Student and What it Covers:	40 Meals, hotels, entry
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	25 Meals, hotels, entry
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	John E Dalton 10/2/2026 9:55:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/5/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.7.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 11-05-26
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Traavis Chandler, Coach molly.ragle@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Basketball, Boys
Destination:	Wiregrass Ranch Sports Complex, 3021 Sports Coast Way, Wesley Chapel, FL, 33543
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/27/2026 13:00:00 Ends: 11/28/2026 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Parents have been instructed to transport their own kid.
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	15
Cost Per Student and What it Covers:	$0 N/A
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	$0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts, 1106, Boys Basketball
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Traavis Chandler* 10/1/2026 9:50:38
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/1/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.5.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

District Use Only

- ☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 11.5.26
- ☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
- ☐ CTE EVENT
  Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Traavis Chandler, Coach traavis.chandler@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Basketball, Boys
Destination:	Florida Southwestern State College, 8099 College Pkwy, Fort Myers, FL 33919 / Vanguard High School, 7 NW 28th St, Ocala, FL 34475 / Goose Creek High School,1137 Red Bank Rd, Goose Creek, SC 29445
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/11/2026 12:00:00 Ends: 12/30/2026 17:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Players will be instructed to ride with their parents.
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	3
Cost Per Student and What it Covers:	$0 N/A
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	$0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	1106
Blanket Request:	Yes

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Schedule for Blanket Requests: (if applicable)	https://drive.google.com/open?id=1q9KPXiU3uKT9tHS_hDIxnhKChp_argFg
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Traavis Chandler* 4/6/2026 14:09:37
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/1/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.5.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

District Use Only

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

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Derek Kurnitsky, Coach derek.kurnitsky@myoneclay.net
Grade Level and Subject/Program:	Twelfth Athletics Boys Basketball
Destination:	Orlando- Windemere prep Hoopfest
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/5/2026 8:00:00 Ends: 12/6/2026 10:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Derek Kurnitsky, Lee Merrill, Kharon Bryant, Levelle Webster
Anticipated # of Students:	15
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	0 0
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	1106
Blanket Request:	No
Schedule for Blanket Requests:	

DRAFT

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Derek Kurnitsky* 10/6/2026 9:18:10
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/6/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.9.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

District Use Only

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

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	USNS SEAY Blount Island USMC Cargo Terminal Jacksonville, FL
Educational Value	MSC Ship Orientation; firefighting, navigation and cargo
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/8/2027 17:00:00 Ends: 1/9/2027 14:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District School Bus(es) - Must Utilize the Transportation Request Form
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	50
Cost Per Student and What it Covers:	ALL FEES PAID FOR BY OP NJROTC FUNDS #3167 TRANSPORTATION, FEES AND MEALS
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	ALL FEES PAID FOR BY OP NJROTC FUNDS #3167 TRANSPORTATION, FEES AND MEALS
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	#3167 ORANGE PARK NJROTC
Blanket Request:	No
Schedule for Blanket Requests:	

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49

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	TIMOTHY MCALLISTER 9/29/2026 10:11:22
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/01/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.1.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Rhine 10/15/26

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

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Kyle Stuard, Sponsor kyle.stuard@myoneclay.net
Grade Level and Subject/Program:	Twelfth Senior Class N/A
Destination:	Universal Studios 6000 Universal Blvd, Orlando, FL 32819
Educational Value	Grad Bash presents seniors a final, unique experince to celebrate the end of their secondary edcuational career with their peers.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 4/9/2027 14:00:00 Ends: 4/10/2027 6:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Candies Coaches
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	300
Cost Per Student and What it Covers:	225 Park admission, transportation, and meal voucher
Anticipated # of Chaperones:	30
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3140
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Kyle Stuard* 9/24/2026 8:54:15
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9-24-26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.13.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

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

DRAFT

Clay County District Schools
Field Trip Request Form

* pre-approved 6.25.26 agenda

School Requesting:	*HS* Middleburg High
Staff Requesting:	Melissa Hendricks, Teacher melissa.hendricks@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE na
Destination:	FFA National Convention and Expo, 100 South Capitol Ave. Indianapolis IN 46225
Educational Value	Students will attend leadership conferences which allows them to be trained and help our chapter have a successful school year. They will also gain knowledge from other chapter across the country. Celebrating our successes as a National Chapter Award winning FFA chapter.
FLDOE Standards/Benchmarks	8.01 Opportunities for leadership development 8.05 Personal & professional growth in agricultural organizations
Field Trip Details: Start/End Date/Time	Starts: 10/20/2026 6:00:00 Ends: 10/25/2026 18:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline, rental vans
Charter Bus Company (if applicable):	na
Legal Name of Approved Drivers (if applicable)	Melissa Hendricks, Alisha Hickey
Anticipated # of Students:	8
Cost Per Student and What it Covers:	400 a portion of their meals, registration
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 na
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be	internal account, cte certification money

DRAFT

Charged:	
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Melissa Hendricks* 9/21/2026 7:02:33 Melissa Hendricks
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/21/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.1.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Rhi 10/15/26

***District Use Only**
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☒ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) 6.25.26.

C11 - CTE Overnight + out of state travel

DRAFT

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Aaron Lee, Teacher aaron.lee@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Gaither High School, 16200 N Dale Mabry Hwy, Tampa, FL 33618
Educational Value	NJROTC Drill Meet
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/4/2026 17:00:00 Ends: 12/5/2026 21:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District School Bus(es) - Must Utilize the Transportation Request Form
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	N/A Drill meet and Hotel
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	N/A Hotel
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

DRAFT

(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Aaron Lee 10/14/2026 10:22:52
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 10/15/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 10.15.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 10/15/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 11.5.26
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jamielee Willis, Department Head jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Ware county High Rifle Range 1320 New Mexico Drive Waycross Georgia
Educational Value	Team work, Team building ,
FLDOE Standards/Benchmarks	demonstrate competency in many, and proficiency in a few, movement forms from a variety of categories.
Field Trip Details: Start/End Date/Time	Starts: 10/3/2026 5:00:00 Ends: 10/3/2026 16:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Enterprise rental car
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	4
Cost Per Student and What it Covers:	$20.00 Meals, event fee
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	$0.00 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	3167
Blanket Request:	No

DRAFT

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jamielee Willis 8/21/2026 6:50:38
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/8/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.15.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/30/26

***District Use Only**
☐ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☒ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 10.1.26. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 11.5.26.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

South Effingham High School NJROTC Rifle STS
(3X20 CMP Sanctioned)

Match Program

MATCH DATE: Saturday, 3 October 2026

LOCATION: Ware County High Rifle Range
1302 New Mexico Drive

SPONSORED BY: **South Effingham NJROTC**

MATCH DIRECTOR: AZ1 Ross Johnson, 912-728-7527, (cell) 912-856-4822

MATCH OPEN TO: Sporter or precision from JROTC and Clubs

MATCH ENTRIES: Reservations on a first registered, first served basis. Teams will consist of 4 shooters. Individuals may also compete if space is available. Participating teams and individuals use the Entry Form, telephone, email to request relay times. johnson.ross.nsi@navyjrotc.org.

ENTRY FEES: The entry fee is $80 per team or $20 per individual. Make check payable to: *South Effingham High School* with *NJROTC* in the memo.

ENTRIES CLOSE: Two weeks prior to the match (COB September 25th). I will need names and CMP numbers by this date so the range has time to input data. You can make changes to your teams up until you are called to the line.

RELAYS: Relays will begin at 0900, 1100, and 1300. If needed, we can add a 1500 relay. **Please be on time, relays WILL start on time!** Sporter and Precision may fire in the same relay. Every attempt will be made to ensure that schools with multiple team's fire in the same relay unless specifically requested otherwise. You may enter individual shooters, and they will be squadded as necessary to accommodate team integrity. The Ware County High School Range has 40 Electronic Targets.

RULES: The match will be conducted in accordance with the "2024-2026 National Standard Three-Position Air Rifle Rules." The 2026-2028 rules should be released on October 1st, but we will stay with the current rules for this competition.

SCHEDULE: Relays will begin at 0900, 1100, and 1300. We can add a 1500 relay if needed. Sporter and Precision may fire in the same relay. Every attempt will be made to ensure that schools with multiple team's fire in the same relay unless specifically requested otherwise. You may enter individual shooters, and they will be squadded as necessary to accommodate team integrity.

CATEGORIES: The categories are Sporter and precision. All equipment will conform to National

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Standard 3-P rules. No formal equipment checks will be conducted.

SCORING: Targets are Electronic and will follow the rules in section 8.4 of the "2024-2026 National Standard Three-Position Air Rifle Rules." I need CMP numbers by September 25th.

COACHING: COACHING WILL BE PERMITTED FOR SPORTER CLASS SHOOTERS DURING THE PREPARATION PERIOD. I will attempt to separate the precision and sporter shooters in the range.

AWARDS: **General** – In the sporter category medals will be awarded top 10 shooter and team members of top three teams. In the precision category the number of medals awarded will be dependent on the number of entries.
Team Awards – Trophies will be awarded to the first, second, and third place team in sporter category, number of precision team trophies will be dependent on the number of entries.

SAFETY: 1. Safety must be the number one concern of all match officials, adult leaders, and competitors. Proper safety procedures will be always enforced.
2. During the competition, infractions will result in a warning for the first offense and disqualification for the second infraction.
3. Competitors will take their rifles in their cases to the line, handle their rifles on the line, and remove their rifles and cases from the line only when the Range Officer gives the command.
4. Coaches ensure competitors are familiar with normal range etiquette, e.g. general safety rules, match procedures, when to move equipment to/on/from the firing line, talking, etc.

CONCESSIONS: The range will have a concession stand open.

SUPPLIES: Air will be available. I have adapter for Crossman and T-200 rifles. Precision teams will need to bring their own adapters for air.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	Sydney Whitehurst, Teacher sydney.whitehurst@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	National FFA Convention 100 S Capitol Ave, Indianapolis, IN 46225
Educational Value	FFA members will be learning leadership qualities and building upon skills to allow them to grow their agriculture classes and FFA membership.
FLDOE Standards/Benchmarks	32.0 Demonstrate leadership, employability, and human relations skills. 20.0 Investigate ethical and professional issues in agricultural communications.
Field Trip Details: Start/End Date/Time	Starts: 10/19/2026 6:00:00 Ends: 10/23/2026 19:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline, Enterprise Van Rental in Indiana
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Kelly Mosley
Anticipated # of Students:	4
Cost Per Student and What it Covers:	300 Transportation, hotel, one dinner.
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	FFA 4031

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Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Sydney Whitehurst* 9/14/2026 9:35:56
Principal Signature and Date	Principal Signs Here Amanda O Principal Inserts Date Here 9/14/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.15.26
Superintendent Signature and Date	Superintendent Signs Here D. Blue Superintendent Inserts Date Here 9/30/26

*District Use Only
☐ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☒ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 10.7.26. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 11.5.26.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Brooklynn Hall, Teacher brooklynn.hall@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade KHHS FFA N/A
Destination:	Sunbelt Agriculture Expo, 290-G Harper Boulevard Moultrie, GA 31788-2157
Educational Value	Students will travel to see agricultural innovations in action, as well as get to network with agricultural companies and colleges.
FLDOE Standards/Benchmarks	03.08 Explore employment and entrepreneurship opportunities and identify potential paths to careers in natural resources. 04.09 Explore employment and entrepreneurship opportunities and identify potential paths to careers in plant science.
Field Trip Details: Start/End Date/Time	Starts: 10/21/2026 6:00:00 Ends: 10/21/2026 18:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Candies Coachworks
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	50
Cost Per Student and What it Covers:	25 Bus Transportation
Anticipated # of Chaperones:	6
Cost Per Chaperone and What it Covers:	0 Bus Transportation
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be	Internal Accounts

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Charged:	
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Brooklynn Hall 9/15/2026 12:43:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here Barry Underwood 9/15
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.15.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Dai 9/30/26

***District Use Only**
☐ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
X ☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 10.1.26. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 11.5.26.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	Maria Behnken, Department Head maria.behnken@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE ~~N/A~~ TSA
Destination:	Hilton Orlando Altamonte Springs 350 Northlake Boulevard Altamonte Springs, Florida 32701
Educational Value	TSA Leadership Training Conference enhances personal development, leadership, and career opportunities in STEM, whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.
FLDOE Standards/Benchmarks	The students will be competing in multiple competitions. Below is a small example of the educational value. MA.FS.K12.MP.1.1 Make sense of problems & pursue in solving MA.FS.K12.MP.2.1 Reason abstractly & quantitatively MA.FS.K12.MP.3.1 Construct viable arguments and critique the reasoning of others.
Field Trip Details: Start/End Date/Time	Starts: 10/28/2026 10:00:00 Ends: 10/31/2026 14:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle, Private Vehicle(s), Two parents are driving their child, remainder will be in the CTE van.
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Maria Behnken, Cherie Rogers and Amanda Adams are both attending and will only drive their children.
Anticipated # of Students:	8
Cost Per Student and What it Covers:	230 Registration and Hotel
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	$200 plus fuel and food Registration, hotel

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Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal Account
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Maria Behnken 9/23/2026 14:33:37
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9-24-26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.29.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/30/26

***District Use Only**
☐ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☒ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 10.1.26. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 11.5.26.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Theo Turner, Teacher theo.turner@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	West Orange HS 1625 Beulah Rd, Winter Garden, FL 34787 AND Universal Studios 6000 Universal Blvd, Orlando, FL 32819
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 11:00:00 Ends: 11/15/2026 19:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lins
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	51
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	6
Cost Per Chaperone and What it Covers:	0 0
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Internal accounts, Band 2100
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Theo Turner 9/3/2026 13:24:04
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/16/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.21.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/30/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 11.5.26
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Sean Heery, JROTC Instructor sean.heery@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Gaither HS, 16200 N. Dale Mabry Hyw, Tampa, University of South FL, 4202 E. Fowler Ave, Tampa FL. FL 33618, Museum of Science & Innovation, 4801 E Fowler Ave, Tampa, FL, University of Southern FL,
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/4/2026 6:30:00 Ends: 12/5/2026 19:30:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annette Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	45 1/4 of lodging expense per room
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	0 N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	316700
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	*Sean M Heery, LtCol USMC Ret* 9/24/2026 9:26:39
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/29/24
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.29.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/30/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 11.3.26
☐ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date)_____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C13 - Proclamation #27-08 School Psychologist Week

Description

November 9-13, 2026 is National School Psychology Week (NSPW). School psychologists are uniquely qualified members of school teams that support students, teachers, and families foster student success. School psychologists partner with school teams, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community. They apply expertise in mental health, learning, and behavior to help children and youth succeed socially, behaviorally, emotionally, and academically, through the identification of appropriate, evidence-based educational services for all children, youth, and families. We want to recognize the contributions of school psychologists in supporting the academic success of our students.

Gap Analysis

This proclamation will promote the School Board of Clay County's commitment to creating a safe and positive culture and community by acknowleding the contributions of the School Psychologist team.

Previous Outcomes

The citizens of Clay County recognized and appreciated the contributions of school psychologists.

Expected Outcomes

The citizens of Clay County will recognize and further support the work of school psychologists and the provision of their services that assist students and families in promoting academic success.

Strategic Plan Goal

Goal 4: Safe and Positive Learning Environment:Strengthen the overall physical and emotional environment to foster an environment of safety
and belonging for students, staff, and all stakeholders.
STRATEGIES:
1. Enhance supports surrounding student mental health and wellness.
2. Cultivate and sustain resilience, respect and positive behavior through the training and implementation of student-centered, evidenced-based practices.

Recommendation

The school board will proclaim November 9 - 13, 2025 School Psychologist Week and recognize the contributions of school psychologists to our academic community.

Contact

Dr. Melanie Sanders, Chief of Student Support Services, melanie.sanders@myoneclay.net

Financial Impact

None

Review Comments

Attachments

- Proclomation #27-08 (Psychology Week).pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

PROCLAMATION #27-08

National School Psychology Week
November 9 - 13, 2026

WHEREAS, School Psychologists in Clay County serve as vital members of the educational team playing a central role in creating a positive environment at schools; and

WHEREAS, Children and youth learn best when they are healthy, supported, and receive an education that enables them to thrive academically, socially, and emotionally; and

WHEREAS, Schools can more effectively ensure that all students are able to learn when they meet the needs of the whole child and provide integrated, multi-tiered supports; and

WHEREAS, Children's mental health is directly linked to their learning and development, and the learning environment provides an optimal context to promote good mental health through connectedness within the school and community; and

WHEREAS, Sound psychological principles are integral to instruction and learning, school safety, social and emotional development, prevention, early intervention, and support of culturally diverse student populations; and

WHEREAS, School Psychologists in Clay County are specially trained to foster and deliver, in the school and community, a continuum of mental health services and academic supports that lower barriers to teaching and learning; and

WHEREAS, School Psychologists in Clay County help children thrive by nurturing their individual strengths across both personal and academic endeavors; and

WHEREAS, School Psychologists in Clay County are trained to assess student and school-based barriers to learning and individual strengths, utilize data-based decision-making, implement research-driven prevention and intervention strategies, and evaluate outcomes and improve accountability; and

WHEREAS, Clay County District Schools should recognize the vital role that School Psychologists play in the personal and academic development of our District's children.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Clay County, Florida, does hereby recognize the importance and hard work of our district's school psychologists, and extend greetings and best wishes to all observing November 9-13, 2026 as National School Psychology Week.

Duly *adopted* and approved by the School Board of Clay County, Florida, this 5th day of November, 2026.

ATTEST:

_____
David S. Broskie
Superintendent of Schools
Clay County, Florida

_____
Eriin Skipper, School Board Chair

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C14 - Proposed Allocation Changes for 2026-2027

Description

Staff allocation documents clairfy how each school, district department and division is staffed for the 2026-2027 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

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

Previous Outcomes

The district and schools are adequately staffed

Expected Outcomes

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

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

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

Financial Impact

Reflected in attachment.

Review Comments

Attachments

- 11526-26-27-allocation-summary November.pdf

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School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2026-2027 ACTIONS				
			General Funds				
SSS - 9005		(1.0)	School Site Specialist 10 Month	To meet needs in the department	($51,600)	($18,117)	($69,717)
SSS - 9005	1.0		School Site Specialist 11 Month	To meet needs in the department	$56,865	$19,965	$76,831
SSS-9005		(1.0)	Mental Health Clinician (11 month)	To meet needs in the department	($53,890)	($18,921)	($72,811)
SSS-9005	1.0		Mental Health Clinician (10 month)	To meet needs in the department	$48,900	$17,169	$66,069
				TOTAL:	**$276**	**$97**	**$372**

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C15 - Monthly Financial Reports September 2026

Description

The Monthly Financial Reports, in accordance with SBE Rule 6A-1.008, are submitted for the use and consideration of the Board for the month ending September 30, 2026.

Gap Analysis

The Monthly Financial Reports show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

Previous Outcomes

It is normal past practice to provide Monthly Financial Reports, in accordance with SBE Rule 6A-1.008.

Expected Outcomes

The Monthly Financial Reports are provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's finances.

Strategic Plan Goal

Goal 5: Strategy 2: Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning. Promote fiscal transparency and communication.

Recommendation

That the Clay County School Board accept for use and consideration the Superintendent's Monthly Financial Reports for September 30, 2026.

Contact

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

Financial Impact

The Monthly Financial Reports reflect the year-to-date results of operations.

Review Comments

Attachments

SEP-26 FINANCIALS (1).pdf

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF REVENUE
07/01/2026 thru 09/30/2026

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Federal Direct	Federal Impact Aid	3121	450,000.00	450,000.00	0.00	0.00%
	R O T C	3191	500,000.00	500,000.00	140,028.60	28.01%
Federal Direct - Total			**950,000.00**	**950,000.00**	**140,028.60**	**14.74%**
Fed through Local and State	Federal Through Local Revenue	3280	0.00	0.00	35,081.69	0.00%
	Medicaid	3202	2,200,000.00	2,200,000.00	26,076.39	1.19%
	Other Federal Thru State	3290	0.00	0.00	0.00	0.00%
Fed through Local and State - Total			**2,200,000.00**	**2,200,000.00**	**61,158.08**	**2.78%**
Rev from State Sources	Class Size Reduction	3355	36,098,213.00	36,098,213.00	9,024,552.00	25.00%
	CO&DS Withheld/Admin Expense	3323	24,000.00	24,000.00	0.00	0.00%
	Florida Educ Finance Program	3310	224,899,380.00	224,899,380.00	55,571,552.00	24.71%
	Miscellaneous State Revenue	3390	0.00	0.00	2,168.81	0.00%
	Other Misc State Revenue	3399	190,987.17	190,987.17	77,054.98	40.35%
	Racing Commission Funds	3341	213,250.00	213,250.00	0.00	0.00%
	School Recognition	3361	0.00	0.00	0.00	0.00%
	State License Tax	3343	40,000.00	40,000.00	9,745.71	24.36%
	Voluntary Pre-K	3371	602,000.01	602,000.01	14,727.19	2.45%
	Workforce Dev CAP Grant	3316	1,669,161.25	1,669,161.25	0.00	0.00%
	Workforce Development	3315	1,154,458.00	1,154,458.00	288,612.00	25.00%
	Workforce Performance Incentiv	3317	5,000.00	5,000.00	0.00	0.00%
Rev from State Sources - Total			**264,896,449.43**	**264,896,449.43**	**64,988,412.69**	**24.53%**
Rev from Local Sources	Bus Fees Except for Schools	3491	515,000.00	515,000.00	47,901.54	9.30%
	District School Taxes	3411	81,699,881.00	81,699,881.00	0.00	0.00%
	Receipt Of Food Serv Ind Cost	3499	385,000.00	385,000.00	0.00	0.00%
	Adult Gen Educ Course Fee-GED	3461	38,000.00	38,000.00	11,790.00	31.03%
	Gifts Grants & Bequests	3440	9,493.00	9,493.00	22,925.62	241.50%
	Interest Incl Profit On Inves	3430	2,750,000.00	2,750,000.00	449,152.69	16.33%
	Lost Damaged &Sale Of Textbook	3498	2,000.00	2,000.00	4,415.99	220.80%
	Other Schl Class Fees	3479	85,000.00	85,000.00	31,002.32	36.47%
	Other Student Fees	3469	25,000.00	25,000.00	5,923.00	23.69%
	Other Misc Local Sources	3495	4,800,160.85	4,800,160.85	649,014.11	13.52%
	Preschool Program Fees	3471	650,000.00	650,000.00	58,461.69	8.99%
	Receipt Of Fed Indirect Cost	3494	531,000.00	531,000.00	0.00	0.00%
	Refund Of Prior Year's Expense	3497	150,000.00	150,000.00	42,364.21	28.24%
	Rent	3425	650,000.00	650,000.00	76,013.63	11.69%
	Tax Redemptions	3421	18,000.00	18,000.00	0.00	0.00%
	Transportation Services	3492	115,228.48	115,228.48	4,576.60	3.97%
Rev from Local Sources - Total			**92,423,763.33**	**92,423,763.33**	**1,403,541.40**	**1.52%**
Transfers	Interfund Transfer	3650	0.00	0.00	0.00	0.00%
	Transfer From Capital Projects	3630	12,221,538.00	12,221,538.00	362,885.00	2.97%
Transfers - Total			**12,221,538.00**	**12,221,538.00**	**362,885.00**	**2.97%**
Other Financing Sources	Insurance Loss Recoveries	3740	0.00	0.00	13,310.15	0.00%
	Sale Of Equipment	3733	0.00	0.00	162.00	0.00%
Other Financing Sources - Total			**0.00**	**0.00**	**13,472.15**	**0.00%**
Revenue			**372,691,750.76**	**372,691,750.76**	**66,969,497.92**	**17.97%**

		Acct#	Adopted Budget	Amended Budget	Actual
Fund Balance	July 1, 2026		32,486,734.09	32,486,734.09	32,885,843.42
GRAND TOTAL			**405,178,484.85**	**405,178,484.85**	**99,855,341.34**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2026 thru 09/30/2026

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEFP K-12	5100	183,183,103.55	183,183,103.55	12,932,430.21	4,176,930.23	4,822,040.63	114.30	3,989,370.68	59,075.13	65,517.00	26,045,478.18	14.22%
Exceptional	5200	58,316,457.40	58,316,457.40	5,049,099.93	1,698,044.28	463,717.59	359.74	47,112.99	5,060.54	14.58	7,263,409.65	12.46%
Applied Technology	5300	13,964,451.45	13,964,451.45	790,031.05	263,855.40	247,599.00	684.71	307,856.13	76,136.03	2,266.80	1,688,429.12	12.09%
Adult General	5400	1,934,824.28	1,934,824.28	77,154.70	18,834.00	17,889.56	0.00	2,664.55	2,442.98	1,312.50	120,298.29	6.22%
Pre K	5500	1,687,660.50	1,687,660.50	146,547.73	52,481.47	2,893.44	0.00	1,593.72	289.89	0.00	203,806.25	12.08%
Other Instruction	5900	561,584.53	561,584.53	19,021.61	4,286.67	28,137.87	0.00	33,363.07	7,811.70	26,974.69	119,595.61	21.30%
Total Expenses - 5000 - 5999		**259,648,081.71**	**259,648,081.71**	**19,014,285.23**	**6,214,432.05**	**5,582,278.09**	**1,158.75**	**4,381,961.14**	**150,816.27**	**96,085.57**	**35,441,017.10**	**13.65%**

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Pupil Personnel Services	6100	21,137,625.49	21,137,625.49	2,543,046.23	767,363.12	91,455.89	312.74	42,677.17	682.63	902.21	3,446,439.99	16.30%
Instructional Media	6200	4,449,191.57	4,449,191.57	376,202.47	127,442.31	26,190.25	0.00	11,545.79	18,007.22	150.00	559,538.04	12.58%
Inst & Curric Dev Services	6300	6,126,154.91	6,126,154.91	799,972.29	241,430.00	8,875.67	94.19	3,354.40	2,147.76	0.00	1,055,874.31	17.24%
Inst Staff Training Services	6400	2,966,485.95	2,966,485.95	419,282.78	110,817.14	26,073.95	0.00	6,745.63	2,720.16	2,321.00	567,960.66	19.15%
Instruction Related Technology	6500	7,610,120.66	7,610,120.66	565,839.90	160,534.25	2,081,990.60	0.00	5,743.39	37,862.15	0.00	2,851,970.29	37.48%
Board	7100	3,427,518.91	3,427,518.91	73,049.32	45,673.83	1,977,496.65	0.00	165.22	0.00	23,765.00	2,120,150.02	61.86%
General Administration	7200	871,116.17	871,116.17	89,917.75	44,432.02	319.45	167.83	421.33	0.00	25,062.00	160,320.38	18.40%
School Administration	7300	20,701,970.01	20,701,970.01	3,284,157.52	938,059.89	15,289.89	0.00	14,856.26	6,183.66	3,944.03	4,262,491.25	20.59%
Facilities Aquisition & Const	7400	5,694,585.89	5,694,585.89	292,239.80	80,474.16	72,946.69	1,423.47	3,493.17	213,727.26	242,005.16	906,309.71	15.92%
Fiscal Services	7500	2,337,635.67	2,337,635.67	346,273.95	98,443.90	4,480.03	0.00	811.65	0.00	5,117.10	455,126.63	19.47%
Food Services	7600	0.00	0.00	268.53	67.43	0.00	0.00	0.00	0.00	0.00	335.96	0.00%
Central Services	7700	4,855,694.82	4,855,694.82	610,641.01	168,535.69	66,142.70	1,335.91	18,098.30	69,910.00	1,715.95	936,379.56	19.28%
Pupil Transportation Services	7800	16,779,269.34	16,779,269.34	1,738,791.20	508,479.29	71,701.19	250,756.21	271,606.33	21,850.68	11,790.49	2,874,975.39	17.13%
Operation Of Plant	7900	28,907,828.73	28,907,828.73	2,240,717.02	678,320.32	1,118,221.57	2,161,531.98	222,909.76	54,784.24	186.26	6,476,671.15	22.40%
Maintenance Of Plant	8100	10,369,102.91	10,369,102.91	994,690.31	294,103.75	401,341.52	33,617.76	303,064.60	1,466.70	6,857.21	2,035,141.85	19.63%
Administrative Technology Svcs	8200	1,699,786.00	1,699,786.00	297,454.42	81,951.58	3,837.09	2,682.80	1,272.04	0.00	1,691.18	388,889.11	22.88%
Community Services	9100	421,307.48	421,307.48	39,274.90	12,477.19	395.76	0.00	4,901.48	535.54	3,597.60	61,182.47	14.52%
Total Expenses - 6000-9999		**138,355,394.51**	**138,355,394.51**	**14,711,819.40**	**4,358,605.87**	**5,966,758.90**	**2,451,922.89**	**911,666.52**	**429,878.00**	**329,105.19**	**29,159,756.77**	**21.08%**
Total Expenses :		**398,003,476.22**	**398,003,476.22**	**33,726,104.63**	**10,573,037.92**	**11,549,036.99**	**2,453,081.64**	**5,293,627.66**	**580,694.27**	**425,190.76**	**64,600,773.87**	**16.23%**
Total Other Financing		**0.00**	**0.00**									

Beginning Fund Balance	7/1/2026	32,486,734.09	32,486,734.09	32,885,843.42
Fund Balance Contribution	6/30/2027	(25,311,725.46)	(25,311,725.46)	2,368,724.05
Projected Ending Fund Balance	6/30/2027	**7,175,008.63**	**7,175,008.63**	**35,254,567.47**

Grand Total		**405,178,484.85**	**405,178,484.85**	**99,855,341.34**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF REVENUE
07/01/2026 thru 09/30/2026

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Local Sources	District School Taxes	3411	21,944,637.00	21,944,637.00	0.00	0.00%
	Tax Redemptions	3421	0.00	0.00	0.00	0.00%
	Other Misc Local Sources	3495	0.00	0.00	999.99	0.00%
	Refund Of Prior Year's Expense	3497	0.00	0.00	0.00	0.00%
Local Sources - Total			**21,944,637.00**	**21,944,637.00**	**999.99**	**0.00%**
Fund Balance	Fund Balance	2750	8,661,514.42	8,661,514.42	8,661,514.42	100.00%
Fund Balance - Total			**8,661,514.42**	**8,661,514.42**	**8,661,514.42**	
Grand Total			**30,606,151.42**	**30,606,151.42**	**8,662,514.41**	**28.30%**

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CLAY COUNTY SCHOOL BOARD
GENERAL FUNDS - Additional Millage Fund
STATEMENT OF EXPENDITURES AND TRANSFERS
07/01/2026 thru 09/30/2026

Expense

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Transfers	Totals	% OF Budget
Basic FEFP K-12	5100	6,000,000.00	6,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Facilities Aquisition & Const	7400	3,896,140.84	3,896,140.84	0.00	0.00	0.00	0.00	0.00	474,019.26	0.00	0.00	474,019.26	12.17%
Central Services	7700	11,000.00	11,000.00	0.00	0.00	824.94	0.00	0.00	0.00	0.00	0.00	824.94	7.50%
Pupil Transportation Services	7800	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Operation Of Plant	7900	8,936,819.80	8,936,819.80	13,107.06	3,066.36	3,091,847.35	2,553.58	5,618.90	551.06	15,492.32	0.00	3,132,236.63	35.05%
Maintenance Of Plant	8100	0.00	0.00	1,478.75	335.67	0.00	0.00	0.00	0.00	0.00	0.00	1,814.42	0.00%
Transfer Of Funds	9700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenses		**18,843,960.64**	**18,843,960.64**	**14,585.81**	**3,402.03**	**3,092,672.29**	**2,553.58**	**5,618.90**	**474,570.32**	**15,492.32**	**0.00**	**3,608,895.25**	**19.15%**

Beginning Fund Balance	7/1/2026	8,661,514.42	8,661,514.42	8,661,514.42
Fund Balance Contribution	6/30/2027	3,100,676.36	3,100,676.36	(3,607,895.26)
Projected Ending Fund Balan	6/30/2027	**11,762,190.78**	**11,762,190.78**	**5,053,619.16**

Grand Total		**30,606,151.42**	**30,606,151.42**	**8,662,514.41**

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CLAY COUNTY SCHOOL BOARD
DEBT SERVICE FUND
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2026 thru 09/30/2026

Revenues and Transfers

Local Sources

	Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	0.00	0.00	9,243.06	0.00%
Total Interest Incl Profit On Inves		**0.00**	**0.00**	**9,243.06**	**#DIV/0!**

State Sources

Racing Commission Funds	3341	15,000.00	15,000.00	0.00	0.00%
Total Racing Commission Funds		**15,000.00**	**15,000.00**	**0.00**	**0.00%**

Transfers

Transfer From Capital Projects	3630	4,605,750.00	4,605,750.00	0.00	0.00%
Total Transfer From Capital Projects		**4,605,750.00**	**4,605,750.00**	**0.00**	**0.00%**
Total REVENUE AND TRANSFERS		**4,620,750.00**	**4,620,750.00**	**9,243.06**	**0.20%**
Total FUND BALANCE July 1, 2026		**219,578.72**	**219,578.72**	**219,578.72**	
GRAND TOTAL		**4,840,328.72**	**4,840,328.72**	**228,821.78**	

EXPENDITURES

Debt Service

	Acct#	Adopted Budget	Amended Budget	Actual	% Expended
Redempt Of Prnc	710	2,605,000.00	2,605,000.00	0.00	0.00%
Interest	720	2,214,963.00	2,214,963.00	0.00	0.00%
Dues And Fees	730	5,000.00	5,000.00	2,995.86	59.92%
Total Debt Service		**4,824,963.00**	**4,824,963.00**	**2,995.86**	**0.06%**
Total EXPENDITURES		**4,824,963.00**	**4,824,963.00**	**2,995.86**	**0.06%**

Fund Balance

	Acct#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2026	7/1/2026	219,578.72	219,578.72	219,578.72
Fund Balance Contribution	6/30/2027	(204,213.00)	(204,213.00)	6,247.20
Projected Ending Fund Balance	6/30/2027	15,365.72	15,365.72	225,825.92
GRAND TOTAL		**4,840,328.72**	**4,840,328.72**	**228,821.78**

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CLAY COUNTY SCHOOL BOARD
CAPITAL IMPROVEMENTS FUNDS
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2026 thru 09/30/2026

REVENUE AND TRANSFERS

State Sources

	Acct #	Adopted Budget	Amended Budget	Actual	% Collected
CO & DS Distributd To District	3321	1,600,000.00	1,600,000.00	0.00	0.00%
Interest On Undistrib CO & DS	3325	46,500.00	46,500.00	0.00	0.00%
Miscellaneous State Revenue	3390	273,152.34	273,152.34	0.00	0.00%
Charter Sch Capital Ou Revenue	3397	1,451,538.00	1,451,538.00	362,885.00	25.00%
Total State Sources		**3,371,190.34**	**3,371,190.34**	**362,885.00**	

Local Sources

	Acct #	Adopted Budget	Amended Budget	Actual	% Collected
District Local Cap Improv Taxs	3413	32,916,955.00	32,916,955.00	0.00	0.00%
Local Sales Taxes	3418	20,600,000.00	20,600,000.00	2,383,552.24	11.57%
Tax Redemptions	3421	0.00	0.00	0.00	0.00%
Interest Incl Profit On Inves	3430	1,018,750.00	1,018,750.00	153,007.45	15.02%
Impact Fees	3496	12,343,000.00	12,343,000.00	1,808,578.48	14.65%
Refund Of Prior Year's Expense	3497	0.00	0.00	72,771.00	0.00%
Total Local Sources		**66,878,705.00**	**66,878,705.00**	**4,417,909.17**	
Total REVENUE AND TRANSFERS		**70,249,895.34**	**70,249,895.34**	**4,780,794.17**	**6.81%**
Total Fund Balance July 1, 2026		**50,375,020.59**	**50,375,020.59**	**50,501,002.08**	
GRAND TOTAL		**120,624,915.93**	**120,624,915.93**	**55,281,796.25**	**45.83%**

EXPENDITURES

Debt Service

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
Redemption Of Principal	710	0.00	0.00	0.00	0.00%
Interest	720	0.00	0.00	0.00	0.00%
Total Debt Service		**0.00**	**0.00**	**0.00**	

General Support Srvc

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
AV Material Less Than $1000	622	0.00	0.00	0.00	0.00%
Buildings & Fixed Equipment	630	33,230,281.61	33,230,281.61	-135,270.28	-0.41%
Direct Purchases, Buildings	631	84,739.35	84,739.35	0.00	0.00%
Equipment $1000 & Over	641	130,720.06	130,720.06	1,624.00	1.24%
Equipment Less Than $1000	642	8,459.60	8,459.60	0.00	0.00%
Comp Hdw $1000 & Over	643	120,133.88	120,133.88	120,133.88	100.00%
Comp Hdw < $1000	644	17,746.28	17,746.28	15,743.93	88.72%
Tech Rel Fix/Equip > $1000	648	0.00	0.00	0.00	0.00%
Tech Rel FFE < $1000	649	6,261.26	6,261.26	6,261.26	100.00%
School Buses	651	3,164,850.36	3,164,850.36	0.00	0.00%
Land	660	250,000.00	250,000.00	0.00	0.00%
Cap Imp Other than Bldgs	671	5,361,760.09	5,361,760.09	1,974,648.83	36.83%
Non-Capitalized Improvement	672	5,006,747.32	5,006,747.32	266,907.08	5.33%
Direct Purchase Capitalized	673	0.00	0.00	0.00	0.00%
Capitalized Remodeling	681	16,946,135.68	16,946,135.68	3,149,836.46	18.59%

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Non-Cap Remodeling/Renovations	682	17,798,242.36	17,798,242.36	2,349,604.11	13.20%
Direct Purch-Capitlizd Remodel	683	1,090,169.41	1,090,169.41	58,592.65	5.37%
Dir Purch-Non-Cap Remodel	684	117,613.03	117,613.03	0.00	0.00%
Software $1000 & Over	691	0.00	0.00	0.00	0.00%
CHARTER LCIF	793	1,486,107.65	1,486,107.65	0.00	0.00%
CHARTER Capital SALES TAX	795	1,174,200.00	1,174,200.00	60,467.79	5.15%
Total General Support Srvc		**85,994,167.94**	**85,994,167.94**	**7,868,549.71**	

Transfer Of Funds

	Acct #	Adopted Budget	Amended Budget	Actual	% Expended
Transfer To General Fund	910	12,221,538.00	12,221,538.00	362,885.00	2.97%
Transfers To Debt Service Fund	920	4,605,750.00	4,605,750.00	0.00	0.00%
Total Transfer Of Funds		**16,827,288.00**	**16,827,288.00**	**362,885.00**	
Total EXPENDITURES		**102,821,455.94**	**102,821,455.94**	**8,231,434.71**	**8.01%**

Fund Balance

	Acct #	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2026	7/1/2026	50,375,020.59	50,375,020.59	50,501,002.08
Fund Balance Contribution	6/30/2027	(32,571,560.60)	(32,571,560.60)	(3,450,640.54)
Projected Ending Fund Balance	6/30/2027	17,803,459.99	17,803,459.99	47,050,361.54
GRAND TOTAL		**120,624,915.93**	**120,624,915.93**	**55,281,796.25**

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - FOOD SERVICES
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2026 thru 09/30/2026

REVENUE AND TRANSFERS

Fed through Local and State

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
School Lunch Reimbursement	3261	12,748,074.00	12,748,074.00	1,073,188.63	8.42%
School Breakfast Reimbursement	3262	3,184,878.00	3,184,878.00	251,104.81	0.00%
After School Snack Reimb	3263	0.00	0.00	980.20	0.00%
U S D A Donated Commoditi	3265	1,800,000.00	1,800,000.00	0.00	0.00%
Summer Food Service Program	3267	100,000.00	100,000.00	59,783.44	0.00%
Total Fed through Local and State		**17,832,952.00**	**17,832,952.00**	**1,385,057.08**	7.77%

Other Financing Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Sale Of Equipment	3733	0.00	0.00	0.00	0.00%
Total Other Financing Sources		**0.00**	**0.00**	**0.00**	0.00%

Rev from Local Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	170,000.00	170,000.00	12,592.64	7.41%
Student Lunches	3451	3,446,750.00	3,446,750.00	670,189.05	19.44%
Student Breakfasts	3452	405,000.00	405,000.00	69,313.10	17.11%
Adult Breakfasts/Lunches	3453	130,000.00	130,000.00	561.25	0.43%
Student A La Carte	3454	2,100,000.00	2,100,000.00	584,343.59	27.83%
Miscellaneous Local Sources	3490	0.00	0.00	0.00	0.00%
Other Misc Local Sources	3495	5,000.00	5,000.00	1,071.00	21.42%
Total Rev from Local Sources		**6,256,750.00**	**6,256,750.00**	**1,338,070.63**	21.39%

Rev from State Sources

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
School Breakfast Supplement	3337	60,000.00	60,000.00	0.00	0.00%
School Lunch Supplement	3338	85,000.00	85,000.00	0.00	0.00%
Total Rev from State Sources		**145,000.00**	**145,000.00**	**0.00**	
TOTAL REVENUE AND TRANSFERS		**24,234,702.00**	**24,234,702.00**	**2,723,127.71**	**11.24%**
Fund Balance July 1,2026		**10,370,995.61**	**10,370,995.61**	**10,370,995.61**	
GRAND TOTAL		**34,605,697.61**	**34,605,697.61**	**13,094,123.32**	37.84%

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EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Administrator	110	2,150,152.00	2,150,152.00	383,831.61	17.85%
Other Support	160	5,755,565.00	5,755,565.00	990,872.48	17.22%
Retirement	210	1,145,596.00	1,145,596.00	190,452.86	16.62%
Social Security	220	579,220.00	579,220.00	101,851.24	17.58%
Group Insurance	230	1,745,131.00	1,745,131.00	168,100.77	9.63%
Workmans Comp	240	114,893.00	114,893.00	20,006.13	17.41%
Pro & Tech Serv	310	0.00	0.00	26,337.05	0.00%
Prof Srvcs - Su	313	100,500.00	100,500.00	0.00	0.00%
Travel-In cnty	331	6,500.00	6,500.00	0.00	0.00%
Travel-Out Cnty	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	365.00	73.00%
Repairs And Mai	350	25,000.00	25,000.00	0.00	0.00%
Rentals	360	5,000.00	5,000.00	486.04	9.72%
Leases	367	5,084.00	5,084.00	41,966.56	825.46%
Tech Rentals	369	44,000.00	44,000.00	0.00	0.00%
Stamps	371	15,000.00	15,000.00	0.00	0.00%
Cell Phones	378	1,500.00	1,500.00	149.80	9.99%
Othr Purch Srvc	390	81,635.00	81,635.00	28,134.56	34.46%
Printing	391	15,000.00	15,000.00	1,316.88	8.78%
Bottled Gas	420	3,000.00	3,000.00	0.00	0.00%
Electricity	430	184,400.00	184,400.00	0.00	0.00%
Gasoline	450	6,000.00	6,000.00	1,380.00	23.00%
Diesel Fuel	460	4,000.00	4,000.00	795.70	19.89%
Supplies	510	792,268.00	792,268.00	167,579.63	21.15%
TonerType Fee	515	17,435.00	17,435.00	242.55	1.39%
Tech Supplies	519	800.00	800.00	597.86	74.73%
Oil & Grease	540	1,000.00	1,000.00	16.62	1.66%
Repair Parts	550	3,500.00	3,500.00	338.17	9.66%
Tires & Tubes	560	2,000.00	2,000.00	0.00	0.00%
Food	570	8,525,423.00	8,525,423.00	1,662,732.97	19.50%
Commodities	580	1,800,000.00	1,800,000.00	0.00	0.00%
AV Mat L/T $1000	622	500.00	500.00	186.63	37.33%
Bldg & Fixed Eq	630	0.00	0.00	0.00	0.00%
Equip $1000 Over	641	367,000.00	367,000.00	24,668.20	6.72%
Equip L/T $1000	642	10,000.00	10,000.00	1,135.90	11.36%
Comp Hdw > $1000	643	10,000.00	10,000.00	6,077.65	60.78%
Cptr Hdwr <$1000	644	50,000.00	50,000.00	2,966.18	5.93%
TechRel FFE<1000	649	100.00	100.00	0.00	0.00%
Cap Remodlg	681	360,783.00	360,783.00	214,783.49	59.53%
Dues And Fees	730	30,292.00	30,292.00	31,476.37	103.91%
Misc Expense	792	500,000.00	500,000.00	0.00	0.00%
Total		**24,463,777.00**	**24,463,777.00**	**4,068,848.90**	16.63%

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Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2026		10,370,995.61	10,370,995.61	10,370,995.61
Fund Balance Contribution	6/30/2027	(229,075.00)	(229,075.00)	(1,345,721.19)
Projected Ending Fund Balance	6/30/2027	10,141,920.61	10,141,920.61	9,025,274.42
GRAND TOTAL		**34,605,697.61**	**34,605,697.61**	**13,094,123.32**

CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF REVENUE
07/01/2026 thru 09/30/2026

		Acct#	Adopted Budget	Amended Budget	Actual	% Collected
Fed through Local and State	Career And Technical Education	3201	432,499.67	432,499.67	165,842.56	38.35%
	Adult General Education	3221	407,247.27	407,247.27	0.00	0.00%
	English Literacy And Civics Ed	3222	18,719.00	18,719.00	0.00	0.00%
	Title II	3226	597,263.00	597,263.00	264,812.14	44.34%
	I D E A	3230	9,138,114.85	9,138,114.85	868,505.23	9.50%
	Title I - Elem & Secondary Edu	3240	6,219,901.39	6,219,901.39	592,934.29	9.53%
	Title III	3241	312,498.00	312,498.00	36,736.33	11.76%
	Title IV	3242	455,159.00	455,159.00	110,545.86	24.29%
	Other Federal Thru State	3290	113,526.00	113,526.00	10,125.19	8.92%
Fed through Local and State - Total			**17,694,928.18**	**17,694,928.18**	**2,049,501.60**	11.58%
GRAND Total			**17,694,928.18**	**17,694,928.18**	**2,049,501.60**	

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CLAY COUNTY SCHOOL BOARD
SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF EXPENDITURES
07/01/2026 thru 09/30/2026

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Basic FEFP K-12	5100	5,422,133.85	5,422,133.85	352,463.35	120,306.06	61,461.95	0.00	18,426.85	110,356.88	1,408.00	664,423.09	12.25%
Exceptional	5200	5,016,806.86	5,016,806.86	532,716.06	188,588.53	13,690.28	0.00	0.00	0.00	0.00	734,994.87	14.65%
Applied Technology	5300	394,844.67	394,844.67	0.00	0.00	0.00	0.00	101,911.82	0.00	4,150.00	106,061.82	26.86%
Adult General	5400	272,455.42	272,455.42	29,155.41	9,227.87	6,316.28	0.00	3,518.73	668.08	3,093.00	51,979.37	19.08%
Total Expense for 5000		**11,106,240.80**	**11,106,240.80**	**914,334.82**	**318,122.46**	**81,468.51**	**0.00**	**123,857.40**	**111,024.96**	**8,651.00**	**1,557,459.15**	**14.02%**

	Acct#	Adopted Budget	Amended Budget	Salaries	Emp Benefits	Pur Services	Eng Services	Mat Supplies	Cap Outlay	Other	Totals	% OF Budget
Pupil Personnel Services	6100	1,786,528.94	1,786,528.94	239,801.96	72,822.08	11,630.04	0.00	8,325.93	10,043.60	4,649.80	347,273.41	19.44%
Inst & Curric Dev Services	6300	3,050,487.00	3,050,487.00	429,508.65	131,926.00	500.00	0.00	28.29	0.00	787.50	562,750.44	18.45%
Inst Staff Training Services	6400	1,421,736.89	1,421,736.89	301,593.09	57,717.83	20,606.75	0.00	2,239.96	639.97	125.00	382,922.60	26.93%
General Administration	7200	226,307.31	226,307.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
School Administration	7300	49,030.92	49,030.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Central Services	7700	0.00	0.00	1,620.00	147.50	0.00	0.00	0.00	0.00	0.00	1,767.50	0.00%
Pupil Transportation Services	7800	54,596.32	54,596.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenses for - 6000-9999		**6,588,687.38**	**6,588,687.38**	**972,523.70**	**262,613.41**	**32,736.79**	**0.00**	**10,594.18**	**10,683.57**	**5,562.30**	**1,294,713.95**	**19.65%**
Grand Total:		**17,694,928.18**	**17,694,928.18**	**1,886,858.52**	**580,735.87**	**114,205.3**	**0.00**	**134,451.58**	**121,708.53**	**14,213.3**	**2,852,173.1**	**16.12%**

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CLAY COUNTY SCHOOL BOARD
WORKERS' COMPENSATION SELF INSURANCE FUND 711
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2026 thru 09/30/2026

REVENUES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	150,000.00	150,000.00	16,460.84	10.97%
Charges for Services	3481	2,550,000.00	2,550,000.00	537,923.22	21.10%
Operating Revenue	3489	100,000.00	100,000.00	115,325.35	115.33%
Refund of Prior Year's Expense	3497	0.00	0.00	0.00	0.00%
Local Sources - Total		**2,800,000.00**	**2,800,000.00**	**669,709.41**	
Fund Balance July 1,2026		**2,001,959.45**	**2,001,959.45**	**2,001,959.45**	
Total REVENUE AND TRANSFERS		**4,801,959.45**	**4,801,959.45**	**2,671,668.86**	**55.64%**

EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Ins & Bond Prem	320	175,000.00	175,000.00	162,261.00	0.00%
Claims Exp	770	1,575,000.00	1,575,000.00	1,088,336.78	69.10%
Liability Exp	771	960,000.00	960,000.00	0.00	0.00%
Excess Insurance	772	115,000.00	115,000.00	0.00	0.00%
Admin Fees	774	125,000.00	125,000.00	77,181.35	61.75%
Total Internal Service Proprietary		**2,950,000.00**	**2,950,000.00**	**1,327,779.13**	**45.01%**

Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2026	7/1/2026	2,001,959.45	2,001,959.45	2,001,959.45
Fund Balance Contribution	6/30/2027	(150,000.00)	(150,000.00)	(658,069.72)
Projected Ending Fund Balance	6/30/2027	1,851,959.45	1,851,959.45	1,343,889.73
GRAND TOTAL		**4,801,959.45**	**4,801,959.45**	**2,671,668.86**

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CLAY COUNTY SCHOOL BOARD
HEALTH SELF INSURANCE FUND 712
STATEMENT OF REVENUE, EXPENDITURES, AND TRANSFERS
07/01/2026 thru 09/30/2026

REVENUES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Collected
Interest Incl Profit On Inves	3430	40,000.00	40,000.00	2,740.42	6.85%
Charges for Services	3481	40,595,500.00	40,595,500.00	3,845,220.25	9.47%
Operating Revenue	3489	7,300,000.00	7,300,000.00	1,167,770.61	16.00%
Misc Local Resources	3495	185,000.00	185,000.00	0.00	0.00%
Refund of Prior Year's Expense	3497	0.00	0.00	0.00	0.00%
3400 - Total		**48,120,500.00**	**48,120,500.00**	**5,015,731.28**	**10.42%**
Total REVENUE AND TRANSFERS		**48,120,500.00**	**48,120,500.00**	**5,015,731.28**	**10.42%**
Fund Balance July 1, 2026		**7,125,552.88**	**7,125,552.88**	**7,125,552.88**	
GRAND TOTAL		**55,246,052.88**	**55,246,052.88**	**12,141,284.16**	

EXPENDITURES

	ACCT#	Adopted Budget	Amended Budget	Actual	% Expended
Administrator	110	78,341.90	78,341.90	19,585.44	25.00%
Other Support	160	36,699.00	36,699.00	5,315.36	14.48%
Retirement	210	16,157.48	16,157.48	3,384.02	20.94%
Social Security	220	8,800.63	8,800.63	1,877.25	21.33%
Group Insurance	230	13,019.44	13,019.44	1,028.14	7.90%
Workmans Comp	240	0.00	0.00	363.48	0.00%
Pro & Tech Serv	310	103,875.00	103,875.00	9,005.00	8.67%
Travel-Out Cnty	332	2,000.00	2,000.00	72.00	3.60%
Trvl-Out State	333	0.00	0.00	2,129.46	0.00%
Travel-Reg Fees	334	2,000.00	2,000.00	0.00	0.00%
Repairs And Mai	350	500.00	500.00	0.00	0.00%
Rentals	366	0.00	0.00	0.00	0.00%
Stamps	371	5,000.00	5,000.00	0.00	0.00%
Cell Phones	378	500.00	500.00	73.89	14.78%
Othr Purch Srvc	390	60,000.00	60,000.00	22,740.81	37.90%
Printing	391	100.00	100.00	0.00	0.00%
Gasoline	450	600.00	600.00	0.00	0.00%
Supplies	510	16,067.60	13,600.00	35.14	0.26%
Tech Supplies	519	0.00	0.00	0.00	0.00%
Equip $1000 Over	641	0.00	0.00	0.00	0.00%
Equip L/T $1000	642	1,000.00	1,000.00	82.88	8.29%
Comp Hdw > $1000	643	0.00	0.00	0.00	0.00%
Cptr Hdwr <$1000	644	0.00	0.00	0.00	0.00%
TechRel FE >1000	648	0.00	0.00	0.00	0.00%
TechRel FFE<1000	649	0.00	0.00	0.00	0.00%
Dues And Fees	730	35,825.00	35,825.00	13,555.34	37.84%
Claims Exp	770	26,670,000.00	26,670,000.00	6,254,465.48	23.45%
Excess Insurance	772	1,800,000.00	1,800,000.00	474,710.80	26.37%
Pharmacy Claims	773	14,850,000.00	14,850,000.00	3,552,980.31	23.93%
Admin Fees	774	3,816,000.00	3,816,000.00	635,538.77	16.65%
Total Internal Service Proprietary		**47,516,486.05**	**47,514,018.45**	**10,996,943.57**	**23.14%**

Fund Balance

	ACCT#	Adopted Budget	Amended Budget	Actual
Fund Balance, July 1, 2026	7/1/2026	7,125,552.88	7,125,552.88	7,125,552.88
Fund Balance Contribution	6/30/2027	604,013.95	606,481.55	(5,981,212.29)
Projected Ending Fund Balance	6/30/2027	7,729,566.83	7,732,034.43	1,144,340.59
GRAND TOTAL		**55,246,052.88**	**55,246,052.88**	**12,141,284.16**

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November 5, 2026 - Regular School Board Meeting

Title

C16 - Budget Amendment Report for September 30, 2026

Description

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes as outlined in the attached statements.

Gap Analysis

The monthly budget amendment show compliance to the district's amended budget as of the month end reported and meet State and School Board financial reporting requirements.

Previous Outcomes

Reported as per Florida State Board of Education Administrative Rule 6A-1.006.

Expected Outcomes

The monthly budget amendment is provided to meet the stewardship responsibilities of the district for reporting and accountability of the district's budget.

Strategic Plan Goal

Goal 5: Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approval of the Budget Amendments for September 2026 as presented.

Contact

Dawn Posey, Assistant Superintendent for Business Affairs

Financial Impact

See attached statements for a complete analysis of the financial impact.

Review Comments

Attachments

Budget Impact Statement Sept 2026.pdf

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CLAY COUNTY DISTRICT SCHOOLS

900 WALNUT STREET, GREEN COVE SPRINGS, FL 32043
P (904) 336-6500 W oneclay.net

SUPERINTENDENT OF SCHOOLS
David S. Broskie

BOARD MEMBERS:
Erin Skipper, District 1
Robert Alvero, District 2
Beth Clark, District 3
Michele Hanson, District 4
Ashley Gilhousen, District 5

CLAY COUNTY SCHOOLS RESOLUTION TO AMEND DISTRICT BUDGET FISCAL YEAR 2026-2027 For month ending September 30, 2026

Florida State Board of Education Administrative Rule 6A-1.006 requires that the School Board approve amendments to the district school budget whenever the function and object amounts in the accounts prescribed by the State Board form are changed from the original budget approved by the School Board. The Budget Amendments are procedurally necessary to update our budget to reflect changes outlined in the attached statements.

FUND	DESCRIPTION
GENERAL FUND (100)	THE GENERAL FUND IS THE LARGEST FUND WITHIN THE ACCOUNTING STRUCTURE OF THE SCHOOL DISTRICT. THIS FUND IS USED TO REPORT THE DISTRICT'S DAILY, MONTHLY AND ANNUAL FINANCIAL OPERATIONS OF THE SCHOOLS AND DISTRICT OFFICE.
GENERAL FUND VOTED MILLAGE (105)	THE VOTED MILLAGE FUND ARE FUNDS APPROVED BY THE CLAY COUNTY VOTERS TO SUPPORT SAFETY AND SECURITY AND OTHER OPERATIONAL EXPENDITURES.
DEBT SERVICE (2XX)	DEBT SERVICE FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR THE DISTRICT'S PRINCIPAL AND INTEREST PAYMENTS FOR ITS OUTSTANDING DEBT.
CAPITAL PROJECTS FUND(3XX)	CAPITAL PROJECT FUNDS ARE USED TO ACCOUNT FOR AND REPORT FINANCIAL RESOURCES THAT ARE RESTRICTED, COMMITTED, OR ASSIGNED TO EXPENDITURES FOR MAJOR CAPITAL OUTLAYS, INCLUDING THE ACQUISITION OR CONSTRUCTION OF CAPITAL FACILITIES AND THEIR CAPITAL ASSETS.
SPECIAL REVENUE FOOD SERVICE (410)	SPECIAL REVENUE FUNDS, FOOD SERVICES ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC REVENUE SOURCES THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE FOOD SERVICES OPERATIONS.
SPECIAL REVENUE OTHER (420,44X)	SPECIAL REVENUE FUNDS, OTHER ARE USED TO ACCOUNT FOR AND REPORT THE PROCEEDS OF SPECIFIC FEDERAL REVENUE SUCH AS TITLE I, TITLE II, TITLE III, CARES ACT FUNDING THAT ARE RESTRICTED OR COMMITTED TO EXPENDITURES FOR THE SPECIFIC PROGRAM.

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September 2026 Impact Statement

Purpose of Impact Statement

To reflect monthly adjustments to school and district budgets and related impact on fund balance due to:

a. Increases/decreases in estimated revenue.
b. Adjustments to appropriations based on changing needs and new information.

FUND	CHANGE TO FUND BALANCE
GENERAL FUND (100)	Decrease in Fund Balance of ($1,032.90)
GENERAL FUND VOTED MILLAGE (105)	No Change
DEBT SERVICE (2XX)	No Change
CAPITAL PROJECTS FUND(3XX)	No Change
SPECIAL REVENUE FOOD SERVICE (410)	No Change
SPECIAL REVENUE OTHER (420, 44X)	No Change

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GENERAL FUND 100:

To reflect monthly adjustments to the General Fund and related impact on fund balance due to:

Increases and/or Decreases to Estimated Revenue

1	**Increase in Other Federal Direct:** Due to receipt of NJROTC funds	**$3,546.50**
2	**Increase in Grants & Bequests: Due to a school donation**	**$192.62**
3	**Increase in Misc Local Resources:** Due to Receipt of Internal Account funding	**$40,715.81**
	Total Adjustments to Estimated Revenue:	**$44,454.93**

Increases and/or Decreases to Appropriations

1	**Increase in Instructional:** Due to changes in workforce funding	**$122,042.47**
2	**Decrease in Pupil Personnel Services:** Due to changes in workforce funding	**($129,868.69)**
3	**Increase in Parent Involvement:** Due to school/department transfers	**$1,400.00**
4	**Increase in Instructional Media:** Due to school/department transfers	**$23,069.03**
5	**Increase in Inst & Curric Dev Services:** Due to school/department transfers	**$315.43**
6	**Increase in Inst Staff Training Services:** Due to school/department transfers	**$3,662.61**
7	**Decrease in General Administration:** Due to a transfer to transportation services	**($107,554.54)**
8	**Increase in School Administration:** Due to school/department transfers	**$8,242.16**
9	**Decrease in Facilities Acquisition & Const:** Due to school/department transfers	**($300.00)**
10	**Increase in Fiscal Services:** Due to communication needs	**$44,775.00**
11	**Decrease in Central Services:** Due to communication needs	**($46,123.46)**
12	**Increase in Pupil Transportation Services:** Due to a transfer from general administration	**$113,762.12**
13	**Increase in Operation of Plant:** Due to school/department transfers	**$16,215.70**
14	**Decrease in Maintenance of Plant:** Due to school/department transfers	**($4,450.00)**
15	**Increase in Community Services:** Due to school/department transfers	**$300.00**
	Total Adjustments to Appropriations	**$45,487.83**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the General Fund Balance for the items described above is a **decrease** to fund balance of **($1,032.90).**

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ONE MILL FUND 105:

To reflect monthly adjustments to One Mill Fund and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the General Fund Balance for the items described above is a **No Change** to fund balance.

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DEBT SERVICE FUNDS (2XX):

To reflect monthly adjustments to debt service budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Estimated Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Debt Service Fund Balance for the items described above is a **No Change** to fund balance.

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CAPITAL PROJECTS FUNDS (3XX):

To reflect adjustments to major capital construction projects budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Capital Project Fund Balance for the items described above is a **No Change** to the fund balance.

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SCHOOL FOOD SERVICES (410):

To reflect monthly adjustments to school and district Food Services program budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**No Adjustments**	**$0**
	Total Adjustments to Revenue:	**$0**

Increases and/or Decreases to Appropriations

1	**No Adjustments**	**$0**
	Total Adjustments to Appropriations:	**$0**

Adjustments to appropriations are based on changing revenue, needs and new information.

The impact on the Food Service Fund Balance for the items described above is an **No Change** to fund balance.

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SPECIAL REVENUE OTHER (42X):

To reflect monthly adjustments to school and district budgets and related impact on fund balance due to:

Increases to Estimated Revenue

1	**Increase in Vocational Ed:**	**$312.18**
2	**Increase in Workforce Investment:** Due to award of grant	**$2,626.96**
3	**Increase in Eisenhower Math and Science:** Due to award of grant	**$504,678.81**
4	**Decrease in I.D.E.A:** Correction to Revenue	**($62,493.17)**
5	**Increase in Title I:** Due to award of grant	**$63,958.93**
6	**Increase in Other Federal Thru State:** Due to the Charter School Program	**$22,975.47**
	Total Adjustments to Revenue:	**$532,059.18**

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Increases and/or Decreases to Appropriations

1	**Increase in Instruction:** Due to adjustments to match awarded grants	**$26,142.75**
2	**Decrease in Student Personnel Services:** Due to school/department transfers	**($1,009.00)**
3	**Increase in Parent Involvement:** Due to school/department transfers	**$116.69**
4	**Increase in Inst & Curriculum Dev Services:** Due to adjustments to match awarded grants	**$22,066.37**
5	**Increase in Inst Staff Training Services:** Due to adjustments to match awarded grants/school/department transfers	**$447,768.07**
6	**Increase in General Administration:** Due to adjustments to match awarded grants	**$37,217.55**
7	**Decrease in Pupil Transportation Services:** Due to school/department needs	**($243.25)**
	Total Adjustments in Appropriations:	**$532,059.18**

Adjustments to appropriations are based on changing revenue, FDOE approved amendments, needs and new information.

This resulted in a net zero fund balance for Special Revenue Other Funds **No Change**

SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
GENERAL FUND REVENUE
FUND 100
Month Ending September 30, 2026

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3120	Federal Impact Funds	$450,000.00	$450,000.00	$0.00	$450,000.00
3190	Other Federal Direct	$500,000.00	$500,000.00	$3,546.50	$503,546.50
3202	Medicaid	$2,200,000.00	$2,200,000.00	$0.00	$2,200,000.00
3280	Federal Through Local Revenue	$0.00	$0.00	$0.00	$0.00
3290	Other Federal Thru State	$0.00	$0.00	$0.00	$0.00
3310	Florida Educ Finance Program	$224,899,380.00	$224,899,380.00	$0.00	$224,899,380.00
3315	Workforce Development	$1,154,458.00	$1,154,458.00	$0.00	$1,154,458.00
3316	Workforce Dev CAP Grant	$1,669,161.25	$1,669,161.25	$0.00	$1,669,161.25
3317	Workforce Performance Incentiv	$5,000.00	$5,000.00	$0.00	$5,000.00
3320	State Auto License CO and DS	$24,000.00	$24,000.00	$0.00	$24,000.00
3340	Other State Revenues	$253,250.00	$253,250.00	$0.00	$253,250.00
3350	Other Categorical	$36,098,213.00	$36,098,213.00	$0.00	$36,098,213.00
3360	School Recognition	$0.00	$0.00	$0.00	$0.00
3370	VPK	$602,000.01	$602,000.01	$0.00	$602,000.01
3390	Miscellaneous State Revenues	$190,987.17	$190,987.17	$0.00	$190,987.17
3410	Taxes	$81,699,881.00	$81,699,881.00	$0.00	$81,699,881.00
3421	Tax Redemptions	$18,000.00	$18,000.00	$0.00	$18,000.00
3425	Rent	$650,000.00	$650,000.00	$0.00	$650,000.00
3430	Interest Incl Profit On Inves	$2,750,000.00	$2,750,000.00	$0.00	$2,750,000.00
3440	Gifts Grants & Bequests	$9,493.00	$9,493.00	$192.62	$9,685.62
3460	Student Fees	$63,000.00	$63,000.00	$0.00	$63,000.00
3470	Other Fees	$735,000.00	$735,000.00	$0.00	$735,000.00
3480	Operating Revenue	$0.00	$0.00	$0.00	$0.00
3490	Misc Local Resources	$6,498,389.33	$6,498,389.33	$40,715.81	$6,539,105.14
3630	Transfer From Capital Projects	$12,221,538.00	$12,221,538.00	$0.00	$12,221,538.00
3650	Interfund Transfer	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
3732	Addtnl Mill Contribution	$0.00	$0.00	$0.00	$0.00
3733	Sale of Capital Asset	$0.00	$0.00	$0.00	$0.00
3740	Insurance Loss Recoveries	$0.00	$0.00	$0.00	$0.00
Revenue - Totals		**$374,691,750.76**	**$374,691,750.76**	**$44,454.93**	**$374,736,205.69**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR - 2026-2027
GENERAL FUND EXPENSES
FUND 100
Month Ending September 30, 2026

5000 Instruction

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
100	Salaries	$159,289,478.07	$159,289,478.07	($78,278.16)	$159,211,199.91
200	Employee Benefits	$54,696,320.76	$54,696,320.76	$0.00	$54,696,320.76
300	Purchased Services	$31,502,835.43	$31,502,835.43	($610,267.29)	$30,892,568.14
400	Energy Services	$20,804.55	$20,804.55	$0.00	$20,804.55
500	Material and Supplies	$9,655,041.90	$9,654,691.90	$672,763.71	$10,327,455.61
600	Capital Outlay	$3,047,128.53	$3,047,478.53	$64,599.09	$3,112,077.62
700	Other	$1,436,472.47	$1,436,472.47	$73,225.12	$1,509,697.59
Total Expenses Function 5000		**$259,648,081.71**	**$259,648,081.71**	**$122,042.47**	**$259,770,124.18**

Function	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
6100	**Pupil Personnel Services**				
100	Salaries	$14,183,258.69	$14,183,258.69	$0.00	$14,183,258.69
200	Employee Benefits	$5,208,999.45	$5,208,999.45	$0.00	$5,208,999.45
300	Purchased Services	$802,314.10	$802,314.10	($457.13)	$801,856.97
400	Energy Services	$4,000.00	$4,000.00	$0.00	$4,000.00
500	Material and Supplies	$173,780.54	$173,780.54	$8,875.87	$182,656.41
600	Capital Outlay	$143,747.68	$143,747.68	($138,287.43)	$5,460.25
700	Other	$21,805.83	$21,805.83	$0.00	$21,805.83
6110	**Social Work**				
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
6120	**Guidance Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6130	**Health Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$349,440.00	$349,440.00	$0.00	$349,440.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
6140	**Psychological Services**				
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
100	Salaries	$67,973.86	$67,973.86	$0.00	$67,973.86
200	Employee Benefits	$25,251.98	$25,251.98	$0.00	$25,251.98
300	Purchased Services	$38,760.85	$38,760.85	($13,000.00)	$25,760.85
500	Material and Supplies	$7,605.00	$7,605.00	$0.00	$7,605.00
600	Capital Outlay	$17,200.00	$17,200.00	$14,400.00	$31,600.00
700	Other	$0.00	$0.00	$0.00	$0.00
6190	**Guidance Administration**				
100	Salaries	$70,028.69	$70,028.69	$0.00	$70,028.69
200	Employee Benefits	$23,458.82	$23,458.82	$0.00	$23,458.82
6200	**Instructional Media**				
100	Salaries	$2,933,570.67	$2,933,570.67	$0.00	$2,933,570.67
200	Employee Benefits	$1,170,212.01	$1,170,212.01	$0.00	$1,170,212.01

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	300	Purchased Services	$174,403.54	$174,403.54	($733.06)	$173,670.48
	500	Material and Supplies	$68,986.60	$68,986.60	($6,997.62)	$61,988.98
	600	Capital Outlay	$101,553.75	$101,553.75	$30,799.71	$132,353.46
	700	Other	$465.00	$465.00	$0.00	$465.00
6300	Inst & Curric Dev Services					
	100	Salaries	$4,379,802.24	$4,379,802.24	$0.00	$4,379,802.24
	200	Employee Benefits	$1,660,670.03	$1,660,670.03	$0.00	$1,660,670.03
	300	Purchased Services	$37,036.33	$37,036.33	$41.98	$37,078.31
	400	Energy Services	$1,000.00	$1,000.00	$0.00	$1,000.00
	500	Material and Supplies	$24,090.67	$24,090.67	$273.45	$24,364.12
	600	Capital Outlay	$22,705.64	$22,705.64	$0.00	$22,705.64
	700	Other	$850.00	$850.00	$0.00	$850.00
6400	Inst Staff Training Services					
	100	Salaries	$1,869,696.61	$1,869,696.61	$100.00	$1,869,796.61
	200	Employee Benefits	$613,194.26	$613,194.26	$0.00	$613,194.26
	300	Purchased Services	$360,269.69	$360,444.14	$3,835.60	$364,279.74
	500	Material and Supplies	$72,172.58	$71,998.13	($427.49)	$71,570.64
	600	Capital Outlay	$8,617.81	$8,617.81	$0.00	$8,617.81
	700	Other	$42,535.00	$42,535.00	$154.50	$42,689.50
6500	Instruction Related Technology					
	100	Salaries	$2,427,705.60	$2,427,705.60	$0.00	$2,427,705.60
	200	Employee Benefits	$925,709.31	$925,709.31	$0.00	$925,709.31
	300	Purchased Services	$3,381,942.15	$3,381,942.15	$0.00	$3,381,942.15
	500	Material and Supplies	$42,652.80	$42,652.80	$0.00	$42,652.80
	600	Capital Outlay	$832,110.80	$832,110.80	$0.00	$832,110.80
	700	Other	$0.00	$0.00	$0.00	$0.00
7100	Board					
	100	Salaries	$318,068.40	$318,068.40	$0.00	$318,068.40
	200	Employee Benefits	$215,314.39	$215,314.39	$0.00	$215,314.39
	300	Purchased Services	$2,862,686.02	$2,862,686.02	$0.00	$2,862,686.02
	500	Material and Supplies	$4,150.10	$4,150.10	$0.00	$4,150.10
	600	Capital Outlay	$1,300.00	$1,300.00	($750.00)	$550.00
	700	Other	$26,000.00	$26,000.00	$750.00	$26,750.00
7200	General Administration					
	100	Salaries	$390,675.49	$390,675.49	$0.00	$390,675.49
	200	Employee Benefits	$204,916.68	$204,916.68	$0.00	$204,916.68
	300	Purchased Services	$43,400.00	$43,400.00	($7,754.54)	$35,645.46
	400	Energy Services	$190,800.00	$190,800.00	($100,000.00)	$90,800.00
	500	Material and Supplies	$7,924.00	$7,924.00	$99.00	$8,023.00
	600	Capital Outlay	$3,400.00	$3,400.00	$101.00	$3,501.00
	700	Other	$30,000.00	$30,000.00	$0.00	$30,000.00
7300	School Administration					
	100	Salaries	$15,121,226.60	$15,121,226.60	$0.00	$15,121,226.60
	200	Employee Benefits	$5,330,878.93	$5,330,878.93	$0.00	$5,330,878.93
	300	Purchased Services	$70,629.44	$70,629.44	$1,231.02	$71,860.46
	400	Energy Services	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$124,366.60	$124,366.60	$1,331.44	$125,698.04
	600	Capital Outlay	$19,606.44	$19,606.44	$4,003.80	$23,610.24
	700	Other	$35,262.00	$35,262.00	$1,675.90	$36,937.90
7400	Facilities Aquisition & Const					
	100	Salaries	$1,241,342.16	$1,241,342.16	$0.00	$1,241,342.16
	200	Employee Benefits	$423,862.46	$423,862.46	$0.00	$423,862.46

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	300	Purchased Services	$935,352.84	$935,352.84	$0.00	$935,352.84
	400	Energy Services	$6,550.00	$6,550.00	$0.00	$6,550.00
	500	Material and Supplies	$12,465.00	$12,465.00	($300.00)	$12,165.00
	600	Capital Outlay	$1,621,515.43	$1,621,515.43	$0.00	$1,621,515.43
	700	Other	$1,453,498.00	$1,453,498.00	$0.00	$1,453,498.00
7500	Fiscal Services					
	100	Salaries	$1,357,718.29	$1,357,718.29	$0.00	$1,357,718.29
	200	Employee Benefits	$451,343.38	$451,343.38	$0.00	$451,343.38
	300	Purchased Services	$506,674.00	$506,674.00	$44,775.00	$551,449.00
	500	Material and Supplies	$15,130.00	$15,130.00	$0.00	$15,130.00
	600	Capital Outlay	$6,170.00	$6,170.00	$0.00	$6,170.00
	700	Other	$600.00	$600.00	$0.00	$600.00
7600	Food Services					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
7700	Central Services					
	100	Salaries	$2,657,127.70	$2,657,127.70	$0.00	$2,657,127.70
	200	Employee Benefits	$965,404.26	$965,404.26	$0.00	$965,404.26
	300	Purchased Services	$773,276.90	$773,276.90	($46,123.46)	$727,153.44
	400	Energy Services	$4,450.00	$4,450.00	$0.00	$4,450.00
	500	Material and Supplies	$85,748.96	$85,748.96	$0.00	$85,748.96
	600	Capital Outlay	$333,610.00	$333,610.00	$0.00	$333,610.00
	700	Other	$36,077.00	$36,077.00	$0.00	$36,077.00
7800	Pupil Transportation Services					
	100	Salaries	$9,719,082.67	$9,719,082.67	$0.00	$9,719,082.67
	200	Employee Benefits	$3,378,752.78	$3,378,752.78	$0.00	$3,378,752.78
	300	Purchased Services	$843,846.45	$843,846.45	$20,682.12	$864,528.57
	400	Energy Services	$1,366,001.00	$1,366,001.00	$80,000.00	$1,446,001.00
	500	Material and Supplies	$1,251,495.22	$1,251,495.22	($43,027.00)	$1,208,468.22
	600	Capital Outlay	$210,090.22	$210,090.22	$26,107.00	$236,197.22
	700	Other	$10,001.00	$10,001.00	$30,000.00	$40,001.00
7900	Operation Of Plant					
	100	Salaries	$9,841,499.32	$9,841,499.32	$0.00	$9,841,499.32
	200	Employee Benefits	$4,002,521.68	$4,002,521.68	$0.00	$4,002,521.68
	300	Purchased Services	$7,407,030.50	$7,407,030.50	$6,308.00	$7,413,338.50
	400	Energy Services	$6,743,292.21	$6,743,292.21	$2,424.86	$6,745,717.07
	500	Material and Supplies	$735,614.65	$735,614.65	$6,812.90	$742,427.55
	600	Capital Outlay	$177,870.37	$177,870.37	$669.94	$178,540.31
	700	Other	$0.00	$0.00	$0.00	$0.00
8100	Maintenance Of Plant					
	100	Salaries	$3,992,976.12	$3,992,976.12	$0.00	$3,992,976.12
	200	Employee Benefits	$1,595,836.45	$1,595,836.45	$0.00	$1,595,836.45
	300	Purchased Services	$3,048,219.69	$3,048,219.69	$32.00	$3,048,251.69
	400	Energy Services	$165,950.00	$165,950.00	$0.00	$165,950.00
	500	Material and Supplies	$1,439,220.65	$1,439,220.65	($4,482.00)	$1,434,738.65
	600	Capital Outlay	$113,800.00	$113,800.00	$0.00	$113,800.00
	700	Other	$13,100.00	$13,100.00	$0.00	$13,100.00
8200	Administrative Technology Svcs					
	100	Salaries	$1,225,735.46	$1,225,735.46	$0.00	$1,225,735.46
	200	Employee Benefits	$447,784.25	$447,784.25	$0.00	$447,784.25
	300	Purchased Services	$7,784.00	$7,784.00	$0.00	$7,784.00

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	400	Energy Services	$12,000.00	$12,000.00	$0.00	$12,000.00
	500	Material and Supplies	$3,732.29	$3,732.29	$0.00	$3,732.29
	600	Capital Outlay	$2,000.00	$2,000.00	$0.00	$2,000.00
	700	Other	$750.00	$750.00	$0.00	$750.00
9100	**Community Services**					
	100	Salaries	$172,609.71	$172,609.71	$0.00	$172,609.71
	200	Employee Benefits	$84,515.79	$84,515.79	$0.00	$84,515.79
	300	Purchased Services	$110.00	$110.00	$0.00	$110.00
	500	Material and Supplies	$159,188.83	$159,188.83	$220.00	$159,408.83
	600	Capital Outlay	$3,877.01	$3,877.01	$80.00	$3,957.01
	700	Other	$1,006.14	$1,006.14	$0.00	$1,006.14
9900	**Internal Service Proprietary**					
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
	600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
Total Expenses Function 6000 to 9900			**$138,355,394.51**	**$138,355,394.51**	**($76,554.64)**	**$138,278,839.87**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
ONE MILL
FUND 105
Month Ending September 30, 2026

Function		Description	Adopted	Beginning Budget	Budget Adj	Working Budget
3400	**Revenue from Local Sources**					
	000	Revenue	$21,944,637.00	$0.00	$0.00	$21,944,637.00
		Revenue		$21,944,637.00		
		Revenue		$0.00		
		Revenue		$0.00		
Total Revenue			**$21,944,637.00**	**$21,944,637.00**	**$0.00**	**$21,944,637.00**
5100	**Basic FEFP K-12**					
	100	Salaries	$6,000,000.00	$6,000,000.00	$0.00	$6,000,000.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6100	**Student Personnel Services**					
	300	Purchased Services	$0.00	$0.00	$151,856.70	$151,856.70
7300	**School Administration**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**					
	300	Purchased Services	$0.00	$0.00	$0.00	$0.00
	500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
	600	Capital Outlay	$2,592,537.64	$2,592,537.64	($151,856.70)	$2,440,680.94
	700	Other	$1,303,603.20	$1,303,603.20	$0.00	$1,303,603.20
7700	**Central Services**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
	300	Purchased Services	$11,000.00	$11,000.00	$0.00	$11,000.00
7800	**Pupil Transportation Services**					
	600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7900	**Operation Of Plant**					
	100	Salaries	$7,200.00	$7,200.00	$0.00	$7,200.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
	300	Purchased Services	$8,691,492.77	$8,691,492.77	$0.00	$8,691,492.77
	400	Energy Services	$15,000.00	$15,000.00	$0.00	$15,000.00
	500	Material and Supplies	$58,302.80	$58,302.80	$0.00	$58,302.80
	600	Capital Outlay	$139,824.23	$139,824.23	$0.00	$139,824.23
	700	Other	$25,000.00	$25,000.00	$0.00	$25,000.00
8100	**Maintenance Of Plant**					
	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
9700	**Transfer Of Funds**					
	900	Transfers	$2,000,000.00	$2,000,000.00	$0.00	$2,000,000.00
Total Expenses			**$20,843,960.64**	**$20,843,960.64**	**$0.00**	**$20,843,960.64**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
DEBT SERVICE
FUND 2XX
Month Ending September 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
222	3340	Other State Revenues	000	Revenue	$15,000.00	$15,000.00	$0.00	$15,000.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
294	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3630	Transfer From Capital Projects	000	Revenue	$4,605,750.00	$4,605,750.00	$0.00	$4,605,750.00
299	3630	Transfer From Capital Projects	000	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue					**$4,620,750.00**	**$4,620,750.00**	**$0.00**	**$4,620,750.00**
222	9200	Debt Service	710	Redemption of Principal	$165,000.00	$165,000.00	$0.00	$165,000.00
			720	Interest	$54,213.00	$54,213.00	$0.00	$54,213.00
294	9200	Debt Service	710	Redemption of Principal	$2,440,000.00	$2,440,000.00	$0.00	$2,440,000.00
			720	Interest	$2,160,750.00	$2,160,750.00	$0.00	$2,160,750.00
			730	Dues and Fees	$5,000.00	$5,000.00	$0.00	$5,000.00
299	9200	Debt Service	710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
			720	Interest	$0.00	$0.00	$0.00	$0.00
Total Expenses					**$4,824,963.00**	**$4,824,963.00**	**$0.00**	**$4,824,963.00**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
CAPITAL PROJECTS
FUND 3XX
Month Ending September 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
360	3320	State Auto License CO and DS	000	Revenue	$1,646,500.00	$1,646,500.00	$0.00	$1,646,500.00
	3430	Interest Incl Profit On Inves	000	Revenue	$36,500.00	$36,500.00	$0.00	$36,500.00
370	3410	Taxes	000	Revenue	$32,916,955.00	$32,916,955.00	$0.00	$32,916,955.00
	3421	Tax Redemptions	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3430	Interest Incl Profit On Inves	000	Revenue	$330,000.00	$330,000.00	$0.00	$330,000.00
380	3430	Interest Incl Profit On Inves	000	Revenue	$2,250.00	$2,250.00	$0.00	$2,250.00
	3490	Misc Local Resources	000	Revenue	$12,343,000.00	$12,343,000.00	$0.00	$12,343,000.00
392	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
393	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
394	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3397	Charter School Capital Outlay	000	Revenue	$1,451,538.00	$1,451,538.00	$0.00	$1,451,538.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
395	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
	3430	Interest Incl Profit On Inves	000	Revenue	$0.00	$0.00	$0.00	$0.00
398	3390	Miscellaneous State Revenues	000	Revenue	$0.00	$0.00	$0.00	$0.00
399	3390	Miscellaneous State Revenues	000	Revenue	$273,152.34	$273,152.34	$0.00	$273,152.34
Total Revenue					**$48,999,895.34**	**$48,999,895.34**	**$0.00**	**$48,999,895.34**
360	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$3,100,000.00	$3,100,000.00	$0.00	$3,100,000.00
			640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
370	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0.00	$0.00	$0.00	$0.00
			630	Buildings and Fixed Equip	$1,746,665.10	$1,746,665.10	($1,175,000.00)	$571,665.10
			690	Computer Software	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$144,141.42	$144,141.42	$300,000.00	$444,141.42
			670	Improvements other than Bldg	$624,433.91	$624,433.91	$75,000.00	$699,433.91
			720	Interest	$0.00	$0.00	$0.00	$0.00
			660	Land	$250,000.00	$250,000.00	$0.00	$250,000.00
			790	Miscellaneous	$1,486,107.65	$1,486,107.65	$0.00	$1,486,107.65
			650	Motor Vehicles	$3,164,850.36	$3,164,850.36	$0.00	$3,164,850.36
			390	Other Purchased Services	$0.00	$0.00	$0.00	$0.00
			710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$9,871,693.56	$9,871,693.56	$800,000.00	$10,671,693.56
	7800	Pupil Transportation Services	650	Motor Vehicles	$0.00	$0.00	$0.00	$0.00
	9200	Debt Service	710	Redemption of Principal	$0.00	$0.00	$0.00	$0.00
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$0.00	$0.00	$0.00	$0.00
			910	Transfers to General Fund	$10,770,000.00	$10,770,000.00	$0.00	$10,770,000.00
380	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$28,468,355.86	$28,468,355.86	$0.00	$28,468,355.86
			690	Computer Software	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$1,624.00	$1,624.00	$0.00	$1,624.00
			670	Improvements other than Bldg	$0.00	$0.00	$0.00	$0.00
			610	Library Books	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$0.00	$0.00	$0.00	$0.00
	9700	Transfer Of Funds	920	Transfers to Debt Service Fund	$4,605,750.00	$4,605,750.00	$0.00	$4,605,750.00
392	7300	School Administration	640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
	7400	Facilities Aquisition & Const	690	Computer Software	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
393	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$0.00	$0.00	$0.00	$0.00
394	9700	Transfer Of Funds	910	Transfers to General Fund	$1,451,538.00	$1,451,538.00	$0.00	$1,451,538.00
395	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$416,646.61	$416,646.61	$0.00	$416,646.61
398	7400	Facilities Aquisition & Const	620	Audiovisual Materials	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$0.00	$0.00	$0.00	$0.00
			610	Library Books	$0.00	$0.00	$0.00	$0.00
399	7400	Facilities Aquisition & Const	670	Improvements other than Bldg	$0.00	$0.00	$0.00	$0.00
			790	Miscellaneous	$0.00	$0.00	$0.00	$0.00
			680	Remodeling and Renovations	$273,152.34	$273,152.34	$0.00	$273,152.34
Total Expenses					**$66,374,958.81**	**$66,374,958.81**	**$0.00**	**$66,374,958.81**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
CAPITAL PROJECTS
FUND 396
Month Ending September 30, 2026

Fund	Function	Description	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
396	3410	Taxes	000	Revenue	$20,600,000.00	$20,600,000.00	$0.00	$20,600,000.00
	3430	Interest Incl Profit On Inves	000	Revenue	$650,000.00	$650,000.00	$0.00	$650,000.00
	3490	Misc Local Resources	000	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue					**$21,250,000.00**	**$21,250,000.00**	**$0.00**	**$21,250,000.00**
396	7400	Facilities Aquisition & Const	630	Buildings and Fixed Equip	$0.00	$0.00	$0.00	$0.00
			640	Furniture Fixtures & Equipment	$137,555.66	$137,555.66	$200,000.00	$337,555.66
			670	Improvements other than Bldg	$9,327,426.89	$9,327,426.89	$25,338.65	$9,352,765.54
			790	Miscellaneous	$1,174,200.00	$1,174,200.00	$0.00	$1,174,200.00
			680	Remodeling and Renovations	$25,807,314.58	$25,807,314.58	($225,338.65)	$25,581,975.93
Total Expenses					**$36,446,497.13**	**$36,446,497.13**	**$0.00**	**$36,446,497.13**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
SPECIAL REVENUE FOOD SERVICE
FUND 410
Month Ending September 30, 2026

Func	Obj	Description	Adopted	Beginning Budget	Budget Adj	Working Budget
		National School Lunch Act				
3260	000	Revenue	$17,832,952.62	$17,832,952.62	$0.00	$17,832,952.62
		Categorical State Sources				
3330	000	Revenue	$145,000.00	$145,000.00	$0.00	$145,000.00
		Interest Incl Profit On Inves				
3430	000	Revenue	$170,000.00	$170,000.00	$0.00	$170,000.00
		Gifts Grants & Bequests				
3440	000	Revenue	$0.00	$0.00	$0.00	$0.00
		Food Services				
3450	000	Revenue	$6,081,750.00	$6,081,750.00	$0.00	$6,081,750.00
		Misc Local Resources				
3490	000	Revenue	$5,000.00	$5,000.00	$0.00	$5,000.00
		Sale of Capital Asset				
3733	000	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue			**$24,234,702.62**	**$24,234,702.62**	**$0.00**	**$24,234,702.62**
		Basic FEFP K-12				
5100	100	Salaries	$0.00	$0.00	$0.00	$0.00
		Food Services				
7600	100	Salaries	$7,880,718.96	$7,880,718.96	$0.00	$7,880,718.96
	200	Employee Benefits	$3,581,836.07	$3,581,836.07	$0.00	$3,581,836.07
	300	Purchased Services	$304,718.71	$304,718.71	$0.00	$304,718.71
	400	Energy Services	$197,400.00	$197,400.00	$0.00	$197,400.00
	500	Material and Supplies	$11,142,428.35	$11,142,428.35	$0.00	$11,142,428.35
	600	Capital Outlay	$798,383.49	$798,383.49	$0.00	$798,383.49
	700	Other	$530,292.00	$530,292.00	$0.00	$530,292.00
		Central Services				
7700	100	Salaries	$25,000.00	$25,000.00	$0.00	$25,000.00
	200	Employee Benefits	$3,000.00	$3,000.00	$0.00	$3,000.00
		Operation Of Plant				
7900	100	Salaries	$0.00	$0.00	$0.00	$0.00
	200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
Total Expenses			**$24,463,777.58**	**$24,463,777.58**	**$0.00**	**$24,463,777.58**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
SPECIAL REVENUE OTHER
FUND 42X
Month Ending September 30, 2026

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3201	**Vocational Ed**				
3201	Revenue	$432,499.67	$432,811.85	$0.00	$432,811.85
3220	**Workforce Investment Act**				
3220	Revenue	$425,966.08	$425,966.08	$2,626.96	$428,593.04
3226	**Eisenhower Math And Science**				
3226	Revenue	$597,263.19	$597,263.19	$504,678.81	$1,101,942.00
3230	**I.D.E.A.**				
3230	Revenue	$9,138,114.85	$9,138,114.85	($62,493.17)	$9,075,621.68
3240	**Title I - Elem & Secondary Edu**				
3240	Revenue	$6,219,901.39	$6,146,373.00	$137,487.32	$6,283,860.32
3241	**Title III**				
3241	Revenue	$312,498.00	$312,498.00	$0.00	$312,498.00
3242	**Title IV**				
3242	Revenue	$455,159.00	$455,159.00	$0.00	$455,159.00
3290	**Other Federal Thru State**				
3290	Revenue	$113,526.00	$113,526.00	$22,975.47	$136,501.47
3610	**Transfer From General Fund**				
3610	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue		**$17,694,928.18**	**$17,621,711.97**	**$605,275.39**	**$18,226,987.36**
5000	**Instruction**				
100	Salaries	$6,803,831.12	$6,804,296.29	$555.00	$6,804,851.29
200	Employee Benefits	$2,551,369.74	$2,551,475.33	$0.00	$2,551,475.33
300	Purchased Services	$206,967.30	$208,055.75	$23,544.27	$231,600.02
500	Material and Supplies	$1,050,975.98	$1,049,782.53	($8,368.65)	$1,041,413.88
600	Capital Outlay	$403,847.36	$403,847.36	$7,354.37	$411,201.73
700	Other	$89,249.30	$89,249.30	$2,592.00	$91,841.30
6100	**Student Personnel Services**				
100	Salaries	$1,043,108.21	$1,043,108.21	$0.00	$1,043,108.21
200	Employee Benefits	$398,680.04	$398,680.04	$0.00	$398,680.04
300	Purchased Services	$5,410.00	$5,410.00	($984.00)	$4,426.00
500	Material and Supplies	$4,432.24	$4,432.24	($25.00)	$4,407.24
600	Capital Outlay	$10,626.18	$10,626.18	$0.00	$10,626.18
700	Other	$25,979.00	$25,979.00	$0.00	$25,979.00
6110	**Social Work**				
200	Employee Benefits	$22,115.06	$22,115.06	$0.00	$22,115.06
300	Purchased Services	$200.00	$200.00	$0.00	$200.00
6120	**Guidance Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6130	**Health Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00

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500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
100	Salaries	$82,124.14	$82,124.14	$539.45	$82,663.59
200	Employee Benefits	$30,257.00	$30,257.00	$122.46	$30,379.46
300	Purchased Services	$60,250.00	$60,250.00	$0.00	$60,250.00
400	Energy Services	$0.00	$0.00	$25.00	$25.00
500	Material and Supplies	$103,347.07	$103,347.07	($570.22)	$102,776.85
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6200	**Instructional Media**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6300	**Inst & Curric Dev Services**				
100	Salaries	$2,197,682.72	$2,197,682.72	$21,932.00	$2,219,614.72
200	Employee Benefits	$837,804.28	$837,804.28	$0.00	$837,804.28
300	Purchased Services	$3,000.00	$3,000.00	$0.00	$3,000.00
500	Material and Supplies	$2,000.00	$2,000.00	($165.63)	$1,834.37
600	Capital Outlay	$0.00	$0.00	$300.00	$300.00
700	Other	$10,000.00	$10,000.00	$0.00	$10,000.00
6400	**Inst Staff Training Services**				
100	Salaries	$803,997.23	$803,997.23	$203,251.97	$1,007,249.20
200	Employee Benefits	$277,417.29	$277,417.29	$68,325.05	$345,742.34
300	Purchased Services	$264,807.19	$264,807.19	$137,324.60	$402,131.79
500	Material and Supplies	$41,544.11	$41,544.11	$28,866.45	$70,410.56
600	Capital Outlay	$31,364.07	$31,364.07	$0.00	$31,364.07
700	Other	$2,607.00	$2,607.00	$10,000.00	$12,607.00
6500	**Instruction Related Technology**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
7200	**General Administration**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$226,307.31	$226,619.49	$36,905.37	$263,524.86
7300	**School Administration**				
100	Salaries	$39,960.00	$39,960.00	$0.00	$39,960.00
200	Employee Benefits	$9,070.92	$9,070.92	$0.00	$9,070.92
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**				
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7600	**Food Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
7700	**Central Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
7800	**Pupil Transportation Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00

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200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$54,596.32	$54,596.32	($243.25)	$54,353.07
400	Energy Services	$0.00	$0.00	$0.00	$0.00
7900	**Operation Of Plant**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
8200	**Administrative Technology Svcs**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
9100	**Community Services**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
Total Expenses		**$17,694,928.18**	**$17,695,706.12**	**$531,281.24**	**$18,226,987.36**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
SPECIAL REVENUE OTHER
FUND 44X
Month Ending September 30, 2026

No Data Available

5000	**Instruction**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6100	**Student Personnel Services**				
700	Other	$0.00	$0.00	$0.00	$0.00
Total Expenses		**$0.00**	**$0.00**	**$0.00**	**$0.00**

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SCHOOL BOARD OF CLAY COUNTY
RESOLUTION TO AMEND DISTRICT BUDGET
FISCAL YEAR 2026-2027
SPECIAL REVENUE OTHER
FUND 42X
Month Ending September 30, 2026

Func	Obj	Adopted	Beginning Budget	Budget Adj	Working Budget
3201	**Vocational Ed**				
3201	Revenue	$432,499.67	$432,499.67	$312.18	$432,811.85
3220	**Workforce Investment Act**				
3220	Revenue	$425,966.08	$425,966.08	$2,626.96	$428,593.04
3226	**Eisenhower Math And Science**				
3226	Revenue	$597,263.19	$597,263.19	$504,678.81	$1,101,942.00
3230	**I.D.E.A.**				
3230	Revenue	$9,138,114.85	$9,138,114.85	($62,493.17)	$9,075,621.68
3240	**Title I - Elem & Secondary Edu**				
3240	Revenue	$6,219,901.39	$6,219,901.39	$63,958.93	$6,283,860.32
3241	**Title III**				
3241	Revenue	$312,498.00	$312,498.00	$0.00	$312,498.00
3242	**Title IV**				
3242	Revenue	$455,159.00	$455,159.00	$0.00	$455,159.00
3290	**Other Federal Thru State**				
3290	Revenue	$113,526.00	$113,526.00	$22,975.47	$136,501.47
3610	**Transfer From General Fund**				
3610	Revenue	$0.00	$0.00	$0.00	$0.00
Total Revenue		**$17,694,928.18**	**$17,694,928.18**	**$532,059.18**	**$18,226,987.36**
5000	**Instruction**				
100	Salaries	$6,803,831.12	$6,803,831.12	$1,020.17	$6,804,851.29
200	Employee Benefits	$2,551,369.74	$2,551,369.74	$105.59	$2,551,475.33
300	Purchased Services	$206,967.30	$206,967.30	$24,632.72	$231,600.02
500	Material and Supplies	$1,050,975.98	$1,050,975.98	($9,562.10)	$1,041,413.88
600	Capital Outlay	$403,847.36	$403,847.36	$7,354.37	$411,201.73
700	Other	$89,249.30	$89,249.30	$2,592.00	$91,841.30
6100	**Student Personnel Services**				
100	Salaries	$1,043,108.21	$1,043,108.21	$0.00	$1,043,108.21
200	Employee Benefits	$398,680.04	$398,680.04	$0.00	$398,680.04
300	Purchased Services	$5,410.00	$5,410.00	($984.00)	$4,426.00
500	Material and Supplies	$4,432.24	$4,432.24	($25.00)	$4,407.24
600	Capital Outlay	$10,626.18	$10,626.18	$0.00	$10,626.18
700	Other	$25,979.00	$25,979.00	$0.00	$25,979.00
6110	**Social Work**				
200	Employee Benefits	$22,115.06	$22,115.06	$0.00	$22,115.06
300	Purchased Services	$200.00	$200.00	$0.00	$200.00
6120	**Guidance Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
6130	**Health Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00

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200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6150	**Parent Involvement**				
100	Salaries	$82,124.14	$82,124.14	$539.45	$82,663.59
200	Employee Benefits	$30,257.00	$30,257.00	$122.46	$30,379.46
300	Purchased Services	$60,250.00	$60,250.00	$0.00	$60,250.00
400	Energy Services	$0.00	$0.00	$25.00	$25.00
500	Material and Supplies	$103,347.07	$103,347.07	($570.22)	$102,776.85
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
6200	**Instructional Media**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
6300	**Inst & Curric Dev Services**				
100	Salaries	$2,197,682.72	$2,197,682.72	$21,932.00	$2,219,614.72
200	Employee Benefits	$837,804.28	$837,804.28	$0.00	$837,804.28
300	Purchased Services	$3,000.00	$3,000.00	$0.00	$3,000.00
500	Material and Supplies	$2,000.00	$2,000.00	($165.63)	$1,834.37
600	Capital Outlay	$0.00	$0.00	$300.00	$300.00
700	Other	$10,000.00	$10,000.00	$0.00	$10,000.00
6400	**Inst Staff Training Services**				
100	Salaries	$803,997.23	$803,997.23	$203,251.97	$1,007,249.20
200	Employee Benefits	$277,417.29	$277,417.29	$68,325.05	$345,742.34
300	Purchased Services	$264,807.19	$264,807.19	$137,324.60	$402,131.79
500	Material and Supplies	$41,544.11	$41,544.11	$28,866.45	$70,410.56
600	Capital Outlay	$31,364.07	$31,364.07	$0.00	$31,364.07
700	Other	$2,607.00	$2,607.00	$10,000.00	$12,607.00
6500	**Instruction Related Technology**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
7200	**General Administration**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
700	Other	$226,307.31	$226,307.31	$37,217.55	$263,524.86
7300	**School Administration**				
100	Salaries	$39,960.00	$39,960.00	$0.00	$39,960.00
200	Employee Benefits	$9,070.92	$9,070.92	$0.00	$9,070.92
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7400	**Facilities Aquisition & Const**				
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
7600	**Food Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
7700	**Central Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00

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7800	**Pupil Transportation Services**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$54,596.32	$54,596.32	($243.25)	$54,353.07
400	Energy Services	$0.00	$0.00	$0.00	$0.00
7900	**Operation Of Plant**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
300	Purchased Services	$0.00	$0.00	$0.00	$0.00
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
600	Capital Outlay	$0.00	$0.00	$0.00	$0.00
700	Other	$0.00	$0.00	$0.00	$0.00
8200	**Administrative Technology Svcs**				
100	Salaries	$0.00	$0.00	$0.00	$0.00
200	Employee Benefits	$0.00	$0.00	$0.00	$0.00
9100	**Community Services**				
500	Material and Supplies	$0.00	$0.00	$0.00	$0.00
Total Expenses		**$17,694,928.18**	**$17,694,928.18**	**$532,059.18**	**$18,226,987.36**

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November 5, 2026 - Regular School Board Meeting

Title

C17 - BusPlanner Software Agreement #3485 Amendment 3

Description

This Amendment modifies the existing agreement to integrate 21 additional buses into BusPlanner GPS+ software platform. The software suite includes: The Chipmunk App, Driver GPS Platform, Dispatch and Routing Platform, and Tracking System.

Gap Analysis

BusPlanner GPS+ provides an online transportation portal, offering stakeholders easy access to student transportation information. Increased awareness and communication by all stakeholders (Schools, Parents, etc.). Adding the new buses to the software will standardize district transportation services to ensure full fleet integration under a unified operating system.

Previous Outcomes

Total BusPlanner GPS+ coverage under the existing Agreement is 220 buses.

Expected Outcomes

Anticipated outcomes include: Improved Student Safety, Enhanced Parent Communication, Increased Operational Efficiency, Better Driver Support, Accurate Data and Reporting, and Streamlined Transportation Management.

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 Amended Agreement.

Contact

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

Roxanne Chiaramonte, Director of Transportation, (904) 336-0003, roxanne.chiaramonte@myoneclay.net

Financial Impact

The total financial impact for Amendment 3 will be $54,307.58 through the remainder of the contract which concludes June 30, 2030. Year 26/27 - $12,600.00 ($50.00 per bus per month = $1,050.00 for 21 buses) and each subsequent year will increase by 5% as follows: Year 27/28 - $13,230.00, Year 28/29 - $13,891.50, Year 29/30 - $14,586.08.

Review Comments

Attachments

- 260099 BusPlanner Board Agenda

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260099
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
9/3/2026

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

Date Submitted: 5/29/2026

Name of Contract Initiator: B Chiaramonte — Telephone #: 60002

School/Dept Submitting Contract: Transportation — Cost Center # 9010

Vendor Name: BusPlanner

Contract Title: BusPlanner Software Agreement 3485 - Amendment 3

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐ — Previous Year Contract # 240194, 250026, 250190

Contract Term: 5 year 7/2025 - 6/2030 — Renewal Option(s): Auto Renew until terminated in writing

Contract Cost: Total for 5 year Term $1,383,342.22

☐ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**
Funding Source: Budget Line # 100-7800-399-9010-0000-0000-000-0
Funding Source: Budget Line #_____

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

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

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

_____ 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 bfstaefe at 3:56 pm, May 29, 2026

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By bfstaefe at 10:12 am, Aug 06, 2026 By bfstaefe at 4:08 pm, May 29, 2026	FLDOE 6A-1.012 (14) Information Technology / (11)(b) Educational Services I believe there needs to be an Amendment 3 written to add Proposal 3485 to the 5 year contract. See Amendment 2 - Contract Review # 250190 See highlights & address comments made on Amendment 3
School Board Attorney Review Date JPS 6/15	Third amendment with substantially the same language as amendment 2 will be needed.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	Tentatively Approved Pending Required Signatures

AMENDMENT 3

BusPlanner®

Proposal #3485

To: Roxanne Chiaramonte, Director of Transportation

Attn: Clay County School District

Address: 900 Walnut Street Green Cove Springs, FL 32043

BusPlanner Modules

Date: June 26, 2026

DRAFT



BusPlanner
Student Transportation Platform

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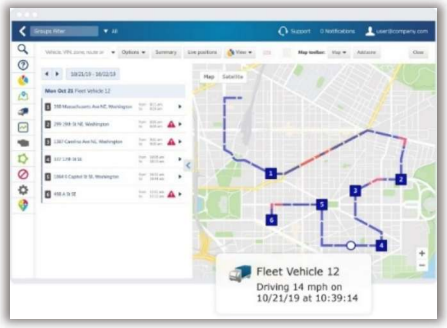
BusPlanner GPS+

BusPlanner GPS+ is a hardware and software solution that includes:

- BusPlanner GPS+ Software:
  - BusPlanner Pro features which include:
    - **Historical Tracking:** Access historical data to review past vehicle movements and analyze performance trends
    - **Planned vs. Actual Analysis:** Compare planned routes with actual driving patterns to ensure drivers follow the intended routes
    - **On-Time Arrival Analysis:** Evaluate punctuality by comparing actual arrival times with scheduled times
    - **Stop Time Comparisons**: Analyze stop durations to identify inefficiencies and optimize stop schedules
    - **Multi-Vehicle Performance Analysis:** Compare planned versus actual performance across multiple vehicles to identify and address discrepancies



    - **Route Path Editing**: Adjust planned routes to align with reported GPS paths, ensuring accurate and realistic route planning
    - **Run Creation from GPS Data:** Use the intuitive "Run via map" tool to create runs directly from GPS data, simplifying route planning
    - **Speed Calibration:** Adjust routing system map segments to reflect GPS fleet migration patterns, ensuring accurate speed data
    - **Bulk Route Audit:** Compare key statistics (planned vs. actual, path compliance, stop compliance, etc.) across your entire fleet to find problem areas



  - **Web-based Live GPS Dashboard** with real-time vehicle tracking and statuses on which buses are on-time and late
- GPS Units:
  - The monthly plan includes 2 GB of Wi-Fi hotspot every month
  - Advanced Fleet Telematics including latitude & longitude data, vehicle speed, detailed sensor data, ignition state, diagnostic insights and more
  - ISO 27001 and FIPS-compliant security framework

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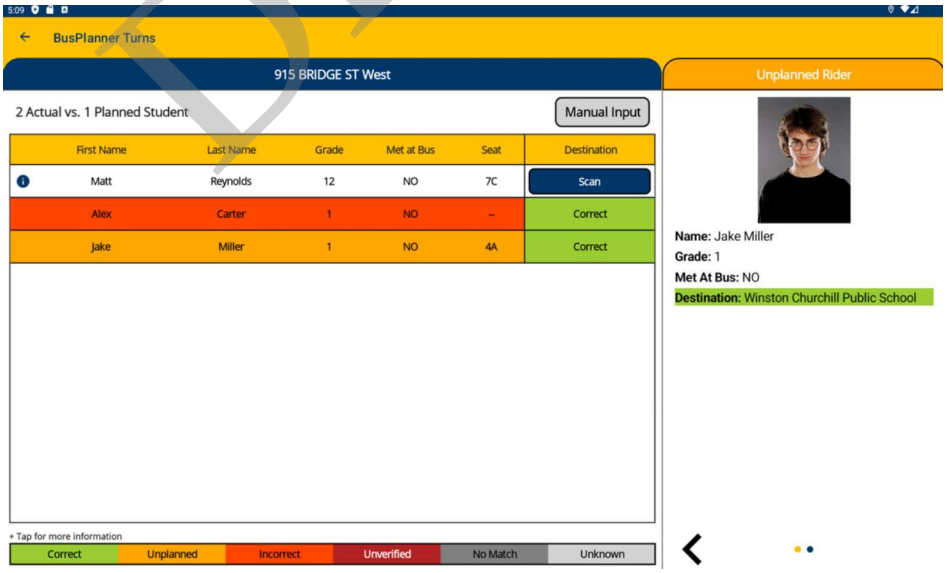
BusPlanner Ridership

BusPlanner Student Ridership is a key module within our BusPlanner Turns application that provides transportation managers and routers with essential data on student ridership, along with critical driver insights to support decision-making.

Key Features of BusPlanner Student Ridership:



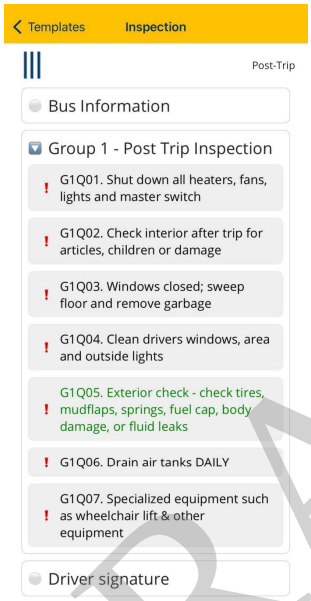
- **Driver Insights for Ridership Verification:** Provides drivers with real-time student ridership information, helping them confirm whether a student is on the correct bus.
- **Flexible Manual Verification:** Enables drivers to manually enter student ID numbers in cases where a card is unavailable, ensuring seamless ridership tracking.
- **Planned vs. Actual Ridership Analytics:** Tracks and compares planned vs. actual ridership to optimize route planning and improve efficiency.
- **Real-Time Parent Notifications:** Sends instant alerts through BusPlanner Chipmunk, our parent notification application, when a student boards the bus - enhancing visibility and ensuring parents stay informed.

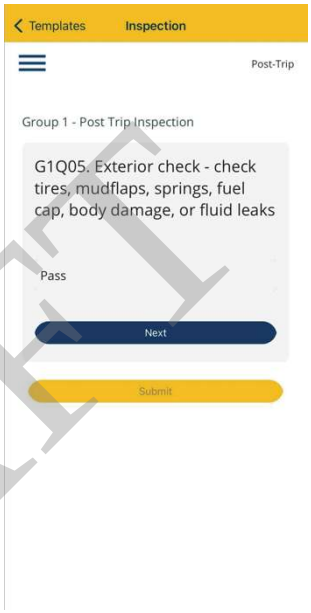


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BusPlanner Inspections

BusPlanner Inspections is a core module within our BusPlanner Turns application that digitizes mandatory pre-trip and post-trip inspections, helping school transportation teams ensure vehicle safety, maintain compliance, and streamline maintenance reporting.





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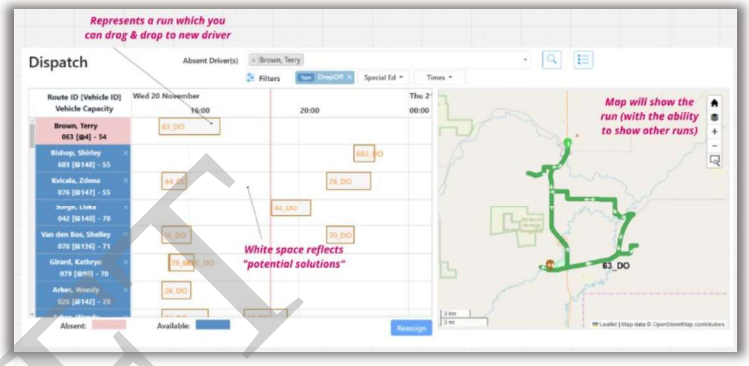
Key Features of BusPlanner Inspections:

- **Customizable Digital Inspection Forms:** Allows transportation teams to create inspection forms tailored to their requirements, covering critical safety checks such as brakes, lights, and emergency equipment.
- **Mobile-Friendly Inspection Process:** Drivers can easily complete inspections from the Turns mobile app, with offline capabilities that queue submissions until connectivity is restored.
- **Seamless Form Submission & Mapping:** Completed forms are automatically mapped to standardized PDF outputs, ensuring accurate documentation and compliance records.
- **Fault Tracking & Searchable Records:** Transportation staff can view and search completed inspections by date, vehicle number, or fault severity (drivable vs. non-drivable).
- **Actionable Maintenance Insights:** Identifies issues in real time, enabling maintenance teams to respond quickly to faults and keep vehicles road-ready.

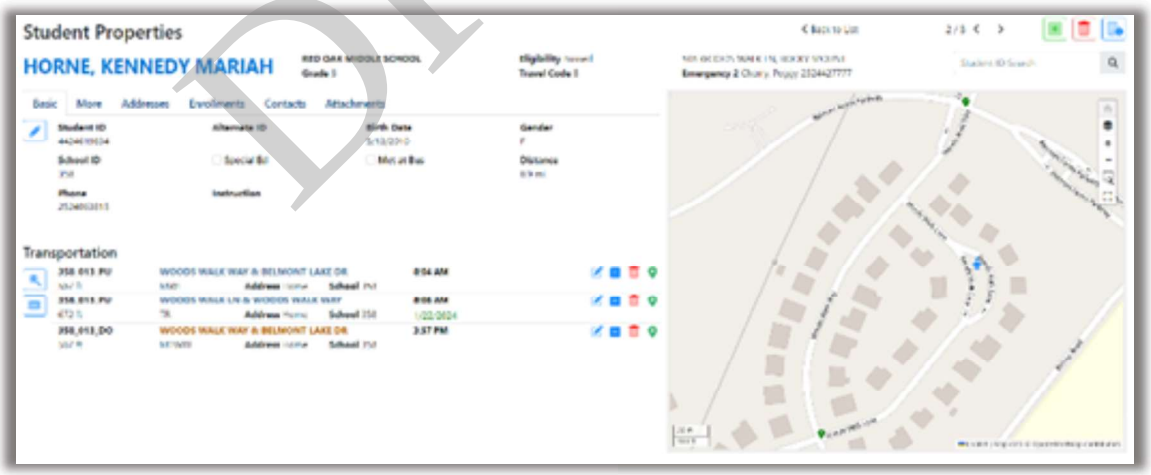
BusPlanner Dispatch – Real Time Vehicle Coordination & Response

BusPlanner Dispatch provides real-time vehicle dispatching, allowing transportation teams to identify the nearest available vehicle, determine the fastest response route, and communicate updates directly to drivers. This ensures quick response times, improved route coordination, and seamless fleet management.

Key Dispatching Features:



- **"Nearest Vehicle" Tool** – Displays the closest buses to a selected location, ranked by distance, allowing dispatchers to quickly assign a response vehicle when needed.
- **Live Location Updates** – Ensures precise vehicle positioning with updates every 5-10 seconds, providing dispatchers with accurate, real-time data.
- **Planned Route Visibility** – Dispatchers can view a driver's planned route in real time, helping them make informed decisions when reassigning vehicles.
- **Automated Run and Route Reassignment** – Dispatchers can reassign a run or route as needed, with automatic email notifications sent directly to drivers.
- **Integrated Messaging** – Enables dispatchers to send text or email directions directly to drivers without leaving the web-based application.



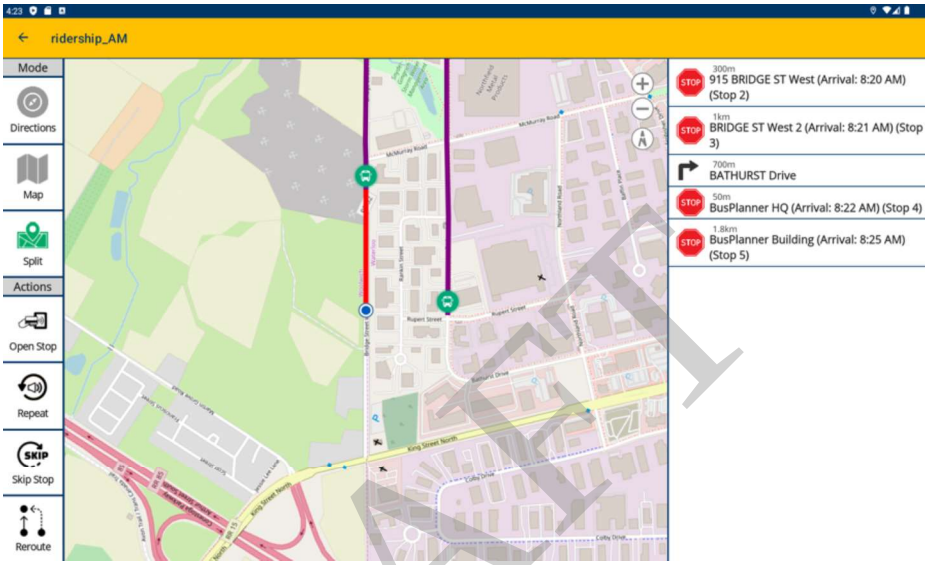
With BusPlanner Dispatch, transportation teams gain access to a comprehensive, efficient, and future-ready vehicle dispatching solution, ensuring optimal fleet performance and responsiveness.

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BusPlanner Turns – Essential Navigation for School Bus Drivers

BusPlanner Turns

BusPlanner Turns is an app designed to support school bus drivers with real-time turn-by-turn directions and vehicle substitutions directly from BusPlanner.



Key Features of BusPlanner Turns:

- **Turn-by-Turn Directional Guidance:** BusPlanner Turns provides precise navigation to help drivers follow their routes accurately.
- **Vehicle Substitutions:** Offers real-time updates on vehicle changes.
- **Support for Spare Drivers:** Ideal for drivers covering unfamiliar routes or shortages.
- **Real-Time Information:** Works on any Android device, allowing live updates.

BusPlanner Turns integrates seamlessly with the BusPlanner suite, enhancing route management and driver efficiency with essential navigation tools.

DRAFT

Addendum No. 3 to BusPlanner Agreement

Clay County District Schools

BusPlanner USA Inc. ("BPUSA") • 3661 Sunset Ave, Suite 136, Rocky Mount, NC 27804

This Addendum No. 3 ("Addendum 3") is made and entered into as of June 26, 2026, by and between **BusPlanner USA Inc.** ("BPUSA") and **Clay County District Schools** ("Transportation Client"). This Amendment 3 modifies the parties' existing agreement as set forth below. Capitalized terms not otherwise defined herein have the meanings given in the Agreement.

Recitals

WHEREAS, BPUSA and the Transportation Client entered into a software subscription agreement dated May 10, 2024 (the "Original Agreement");

WHEREAS, the Original Agreement was amended by Addendum 1 pursuant to Proposal 2924 dated July 10, 2024 (adding BusPlanner Fleet) and by Addendum 2 pursuant to Proposal 3208 dated April 15, 2025 and Proposal 3235 dated May 14, 2025 (adding BusPlanner GPS+, including BusPlanner Student Ridership and BusPlanner Inspections, for 220 buses; a one-time GPS+ installation and setup; and BusPlanner Dispatch) (together with the Original Agreement, the "Agreement");

WHEREAS, the Transportation Client wishes to purchase additional BusPlanner GPS+ software and GPS hardware subscriptions for 21 additional buses pursuant to Proposal 3485 dated June 26, 2026;

WHEREAS, because both Proposal 3485 and the prior BusPlanner GPS+ proposal (Proposal 3208) carry the same "BusPlanner GPS+" product name, the parties wish to clarify the distinct scope of each purchase and to update the Payment Schedule accordingly; and

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

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1. Clarification of Products Purchased

For the avoidance of doubt, the parties acknowledge that the Agreement includes two separate and cumulative BusPlanner GPS+ purchases, each described below.

1.1 Existing BusPlanner GPS+ — Addendum 2 (Proposal 3208, dated April 15, 2025)

- Covers 220 buses.
- Includes BusPlanner GPS+ with BusPlanner Student Ridership and BusPlanner Inspections (pre/post-trip).
- Priced at $55.00 per bus per month ($12,100.00 per month; $145,200.00 for Year 1), plus a one-time Installation & Setup fee of $55,000.00, and BusPlanner Dispatch, subject to the annual escalation reflected in the Payment Schedule.
-

1.2 Additional BusPlanner GPS+ — This Addendum 3 (Proposal 3485, dated June 26, 2026)

- Covers 21 additional buses.
- Priced at $50.00 per bus per month ($1,050.00 per month for the 21 buses; $12,600.00 for the first year), subject to a 5% annual escalation thereafter, as reflected in the Payment Schedule. The per-bus rate is itemized as follows:
    - BusPlanner GPS+ — $35.00 per bus per month
    - BusPlanner Student Ridership — $5.00 per bus per month
    - BusPlanner Inspections — $5.00 per bus per month
    - BusPlanner Turns — $5.00 per bus per month
- Includes integration with all BusPlanner systems, GPS hardware, GPS software (including BusPlanner GPS+ modules), and unlimited support.
- No one-time setup or installation fee applies to these 21 additional buses.

Following this Amendment 3, total BusPlanner GPS+ coverage under the Agreement is **241 buses (220 + 21).**

2. Term and Co-Termination

The additional BusPlanner GPS+ subscriptions and hardware described in Section 1.2 commence on July 1, 2026 and are co-terminous with the current term of the Agreement, expiring June 30, 2030, so that all products and services under the Agreement share the same end date.

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3. Updated Payment Schedule A

Section 4 (Payment Schedule) of the Agreement is amended and restated as set out below. The Transportation Client agrees to compensate BPUSA annually at the start of each term for all products and services included under the Agreement:

	July 2025 June 2026	July 2026 June 2027	July 2027 June 2028	July 2028 June 2029	July 2029 June 2030
Original Contract (Dated 5/10/2024)					
BusPlanner Pro (10 cals), Web, Workflow, GPS, Maps (1 cal), Quick, Trips, Turns, Chipmunk, SaaS hosting	$46,292.16	$48,606.77	$51,037.11	$53,588.96	$56,268.41
Addendum 1 (Proposal 2924, Dated 7/10/2024)					
BusPlanner Fleet	$15,876.00	$16,669.80	$17,503.29	$18,378.45	$19,297.38
Addendum 2 (Proposal 3208, Dated 4/15/2025 and Proposal 3235, Dated 5/14/2025)					
BusPlanner GPS+, BusPlanner Student Ridership, BusPlanner Inspections — 220 buses	$145,200.00	$152,460.00	$160,083.00	$168,087.15	$176,491.51
Installation & Setup Fees GPS+	$55,000.00	–	–	–	–
BusPlanner Dispatch	$23,200.00	$24,360.00	$25,578.00	$26,856.90	$28,199.75
Addendum 3 (Proposal 3485, Dated 6/26/2026) *					
BusPlanner GPS+ — 21 buses @ $35.00/bus	–	$8,820.00	$9,261.00	$9,724.05	$10,210.25
BusPlanner Student Ridership — 21 buses @ $5.00/bus	–	$1,260.00	$1,323.00	$1,389.15	$1,458.61
BusPlanner Inspections — 21 buses @ $5.00/bus	–	$1,260.00	$1,323.00	$1,389.15	$1,458.61
BusPlanner Turns — 21 buses @ $5.00/bus	–	$1,260.00	$1,323.00	$1,389.15	$1,458.61
Annual Payment (July–June)	**$285,568.16**	**$254,696.57**	**$267,431.40**	**$280,802.97**	**$294,843.12**

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** The 21 additional buses (Proposal 3485) are billed at $50.00 per bus per month — itemized above as BusPlanner GPS+ ($35), Student Ridership ($5), Inspections ($5), and Turns ($5) — totaling $12,600.00 in the first year (July 2026–June 2027), and escalate 5% annually thereafter, consistent with the other line items, through the end of the current contract term (June 30, 2030).*

4. No Other Changes

Except as expressly amended by this Addendum 3, all terms and conditions of the Agreement (including the Original Agreement, Addendum 1, and Addendum 2) remain in full force and effect. In the event of any conflict between this Addendum 3 and the Agreement with respect to the subject matter herein, this Addendum 3 controls.

5. Agreed and Accepted

The parties have caused this Addendum 3 to be executed by their duly authorized representatives.

BusPlanner USA Inc.
By: _____
Name: _____
Title: _____
Date: _____

Clay County District Schools
By: _____
Name: _____
Title: _____
Date: _____

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250190
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE: 6/5/2025
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
☐ Must Have Board Approval over $100,000.00

Date Submitted: 4/30/2025

Name of Contract Initiator: Randall Crawford Telephone #: 904-336-0002

School/Dept Submitting Contract: Transportaiton Dept Cost Center # 9010

Vendor Name: BusPlanner

Contract Title: BusPlanner Proposal Software Agreement #3208

Contract Type: New ☐ Renewal ☑ Amendment ☒ Extension ☒ Previous Year Contract # 240194 & 250026

Contract Term: 5 year 7/2025 - 6/2030 Renewal Option(s): Auto Renew until terminated in writing

Contract Cost: ~~$200,250.00~~ Total for 5 year Term $1,329,034.64

☑ **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**
Funding Source: Budget Line # 100-7800-399-9010-0000-0000-000-0
Funding Source: Budget Line #_____

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

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

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

RECEIVED
By Elaine at 11:00 am, May 07, 2025

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

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By Bertha Staefe at 1:04 pm, May 20, 2025 Review Date	FLDOE 6A-1.012 (14) Information Technology / (11)(b) Educational Services
School Board Attorney JPS 5/20 Review Date	Approved
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	APPROVED By Bertha Staefe at 10:27 am, Aug 05, 2025

DRAFT

Second Amendment of BusPlanner Software Agreement

THIS AGREEMENT made as of the 5th day of June, 2025.

BETWEEN:

BusPlanner USA Inc.,
of 3661 Sunset Avenue Suite 136, Rocky Mount, NC 27804

hereinafter referred to as "BPUSA"

-- and --

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

hereinafter referred to as "Transportation Client"

OF THE SECOND PART.

WHEREAS by a BusPlanner Software Agreement dated the 10th day of May, 2024, (the "Agreement"), BPUSA agreed to provide Transportation Client with Route Planning Software and related services; Amendment 1 dated July 10, 2024 BPUSA agreed to provide Transportation Client with BusPlanner Fleet in addition to the Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the respective covenants and agreements of the parties contained herein it is agreed as follows:

1. **Software Subscription**. BPUSA will add BusPlanner GPS+, BusPlanner Ridership, BusPlanner Inspections, & BusPlanner Dispatch to the existing list of products (section 2.1 of original contract & item 1 of amendment 1) for the Transportation Client. Proposal 3208 dated April 15, 2025 outlines terms of BusPlanner GPS+, Ridership, Inspections, and is included as Schedule A of this contract amendment. Proposal 3235 dated May 14, 2025 outlines terms of BusPlanner Dispatch and is included as Schedule B of this contract amendment.

2. **Installation.** BPUSA will charge a one-time installation & setup fee for BusPlanner GPS+ to the Transportation Client during the July 2025-June 2026 term.

3. **Term.** This agreement will cover a period from July 1, 2025 through June 30, 2030 for all products and services outlined under items 1 and 2 of this amendment. All products and services in the original agreement and amendment 1 will be extended to this term with 5% annual increases.

DRAFT

4. **Payment Schedule.** Transportation Client agrees to compensate BPUSA annually at the start of each term for all products and services included under item 3 of this agreement as outlined below.

	July 2025 June 2026	July 2026 June 2027	July 2027 June 2028	July 2028 June 2029	July 2029 June 2030
Original Contract (Dated 5/10/2024)					
BusPlanner Pro (10 cals), Web, Workflow, GPS, Maps (1 cal), Quick, Trips, Turns, Chipmunk, SaaS hosting	$46,292.16	$48,606.77	$51,037.11	$53,588.96	$56,268.41
Addendum 1 (Dated 7/10/2024)					
BusPlanner Fleet	$15,876.00	$16,669.80	$17,503.29	$18,378.45	$19,297.38
Addendum 2					
BusPlanner GPS+, BusPlanner Student Ridership, BusPlanner Inspections	$145,200.00	$152,460.00	$160,083.00	$168,087.15	$176,491.51
Installation & Setup Fees GPS+	$55,000.00	–	–	–	–
BusPlanner Dispatch	$23,200.00	$24,360.00	$25,578.00	$26,856.90	$28,199.75
Annual Payment (July-June)	**$285,568.16**	**$242,096.57**	**$254,201.40**	**$266,911.47**	**$280,257.04**

5. **Enurement.** This Agreement shall enure to the benefit of and be binding upon the parties and their respective successors and assigns.

6. **Governing Law**. The parties hereby agree that the Agreement shall be amended such that it is governed by and construed by the laws of State of Florida.

7. **Transmission by Electronic Means**. The parties hereto agree that this Agreement may be transmitted electronically, and that the reproduction of signatures electronically will be treated as binding as if originals and each party hereto undertakes to provide each and every other party hereto with a copy of this agreement bearing original signatures forthwith upon demand.

IN WITNESS WHEREOF the parties have duly executed this Assignment and Amendment agreement this 5th day of June, 2025.

BusPlanner USA Inc.

Per: Umar Mir C/S
Umar Mir (May 20, 2025 10:51 EDT)
Umar Mir, CEO

The School Board of Clay County

Per: _____ C/S

Name & Title: Erin Skipper, Board Chair

DRAFT

DRAFT

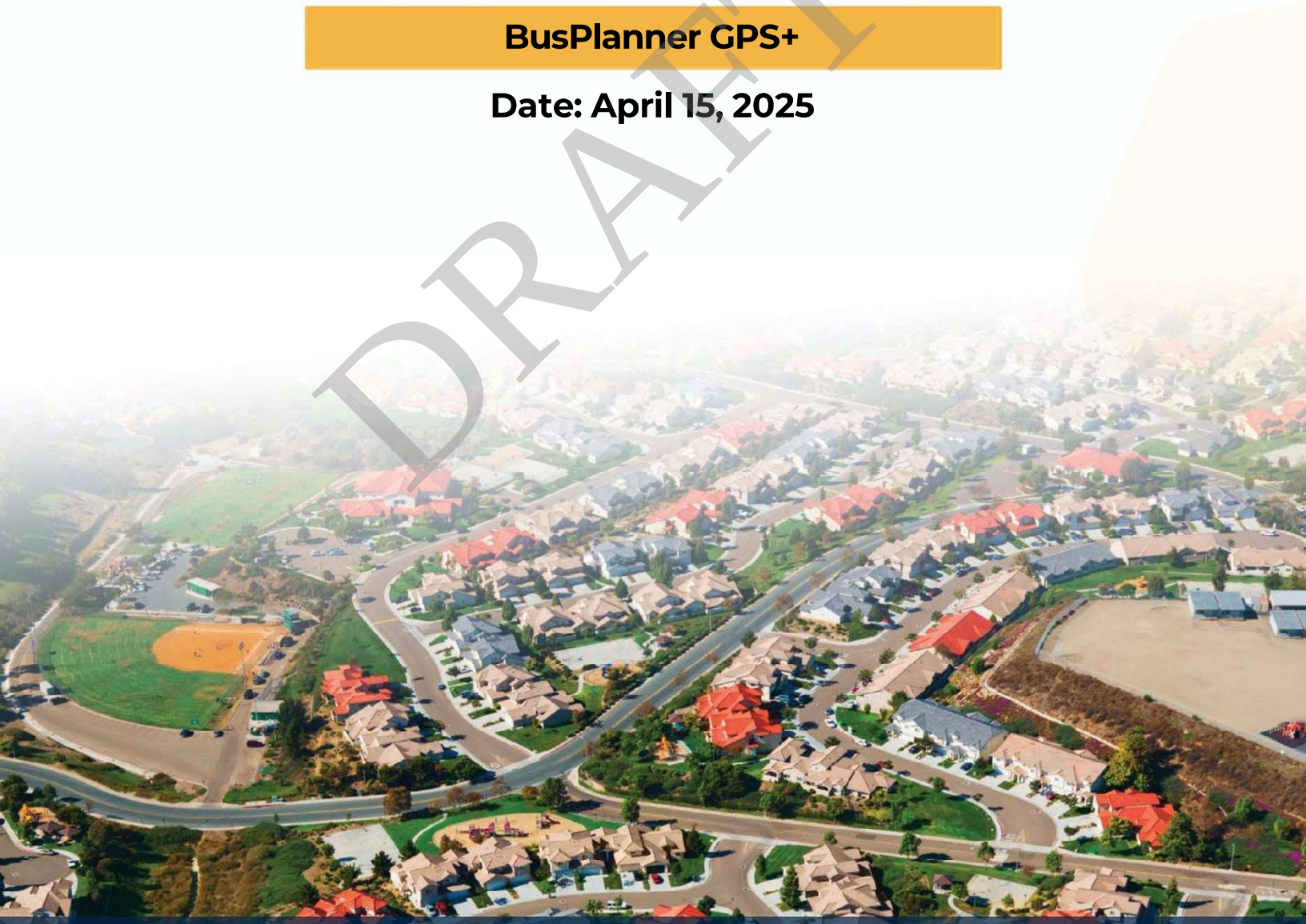
Proposal # 3208

To: Randall Crawford, Director of Transportation
Attn: Clay County Schools Transportation Department
Address: 3674 County Rd 220, Middleburg, FL 32068

BusPlanner GPS+

Date: April 15, 2025

DRAFT



245 Bathurst Drive, Waterloo, Ontario, Canada N2V 2E4

Quote valid for 30 days

www.busplanner.com | (866) 251-3721

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BusPlanner GPS+ 2
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Budget Summary 4

DRAFT

BusPlanner GPS+

BusPlanner GPS+ is a hardware and software solution that includes:

- BusPlanner GPS+ Software:
  - BusPlanner Pro features which include:
    - **Historical Tracking:** Access historical data to review past vehicle movements and analyze performance trends
    - **Planned vs. Actual Analysis:** Compare planned routes with actual driving patterns to ensure drivers follow the intended routes
    - **On-Time Arrival Analysis:** Evaluate punctuality by comparing actual arrival times with scheduled times
    - **Stop Time Comparisons**: Analyze stop durations to identify inefficiencies and optimize stop schedules
    - **Multi-Vehicle Performance Analysis:** Compare planned versus actual performance across multiple vehicles to identify and address discrepancies
    - **Route Path Editing**: Adjust planned routes to align with reported GPS paths, ensuring accurate and realistic route planning
    - **Run Creation from GPS Data:** Use the intuitive "Run via map" tool to create runs directly from GPS data, simplifying route planning
    - **Speed Calibration:** Adjust routing system map segments to reflect GPS fleet migration patterns, ensuring accurate speed data
    - **Bulk Route Audit:** Compare key statistics (planned vs. actual, path compliance, stop compliance, etc.) across your entire fleet to find problem areas
  - **Web-based Live GPS Dashboard** with real-time vehicle tracking and statuses on which buses are on-time and late
    - **Smart Mappings:** AI-powered tool that suggests accurate Run-to-Bus mappings using historical and real-time data for cleaner, more reliable reporting.
- GPS Units:
  - Advanced Fleet Telematics including latitude & longitude data, vehicle speed, detailed sensor data, ignition state, diagnostic insights and more
  - ISO 27001 and FIPS-compliant security framework

DRAFT

BusPlanner Student Ridership

BusPlanner Student Ridership is a key module within our **BusPlanner Turns** application that provides transportation managers and routers with essential data on student ridership, along with critical driver insights to support decision-making.

Key Features of BusPlanner Student Ridership:

- **Driver Insights for Ridership Verification:** Provides drivers with real-time student ridership information, helping them confirm whether a student is on the correct bus
- **Flexible Manual Verification:** Enables drivers to manually enter student ID numbers in cases where a card is unavailable, ensuring seamless ridership tracking
- **Planned vs. Actual Ridership Analytics:** Tracks and compares planned vs. actual ridership to optimize route planning and improve efficiency
- **Real-Time Parent Notifications:** Sends instant alerts through **BusPlanner Chipmunk**, our parent notification application, when a student boards the bus - enhancing visibility and ensuring parents stay informed.

DRAFT

Budget Summary

Our budget outlines the cost to provide BusPlanner GPS+ to Clay County as outlined below for a **five-year** agreement starting **July 1, 2025,** for 220 buses.

Subscription Module	Rate Per Month	Year 1 Subscription Fee	One Time Fee
BusPlanner GPS+ (including Student Ridership & Pre/Post Trip Inspections)	**$12,100.00**	**$145,200.00**	**N/A**
One-time Setup & Install Fees for GPS+	**N/A**	**N/A**	**$55,000.00**
Total Fees	**$12,100.00**	**$145,200.00**	**$55,000.00**

DRAFT

Notes:

- The five-year commitment begins at the date of the signed contract.
- This does not include data plans for tablets.
- Automatic renewal will occur each year after the initial five-year term unless canceled in writing by a minimum of 30 days before renewal.
- Annual 5% increase beginning after Year 1.
- Pricing is in US Dollars and is exclusive of applicable taxes.
- Payment is based on a subscription basis due annually at start of term.

Accepted: _____ Date: 6/5/2025

Print Name: Erin Skipper Title: Board Chair

DRAFT

Proposal #3235

To: Randall Crawford

Attn: Clay County School District

Address: 900 Walnut Street, Green Cove Springs, FL 32043

BusPlanner Dispatch

Date: May 14, 2025

DRAFT

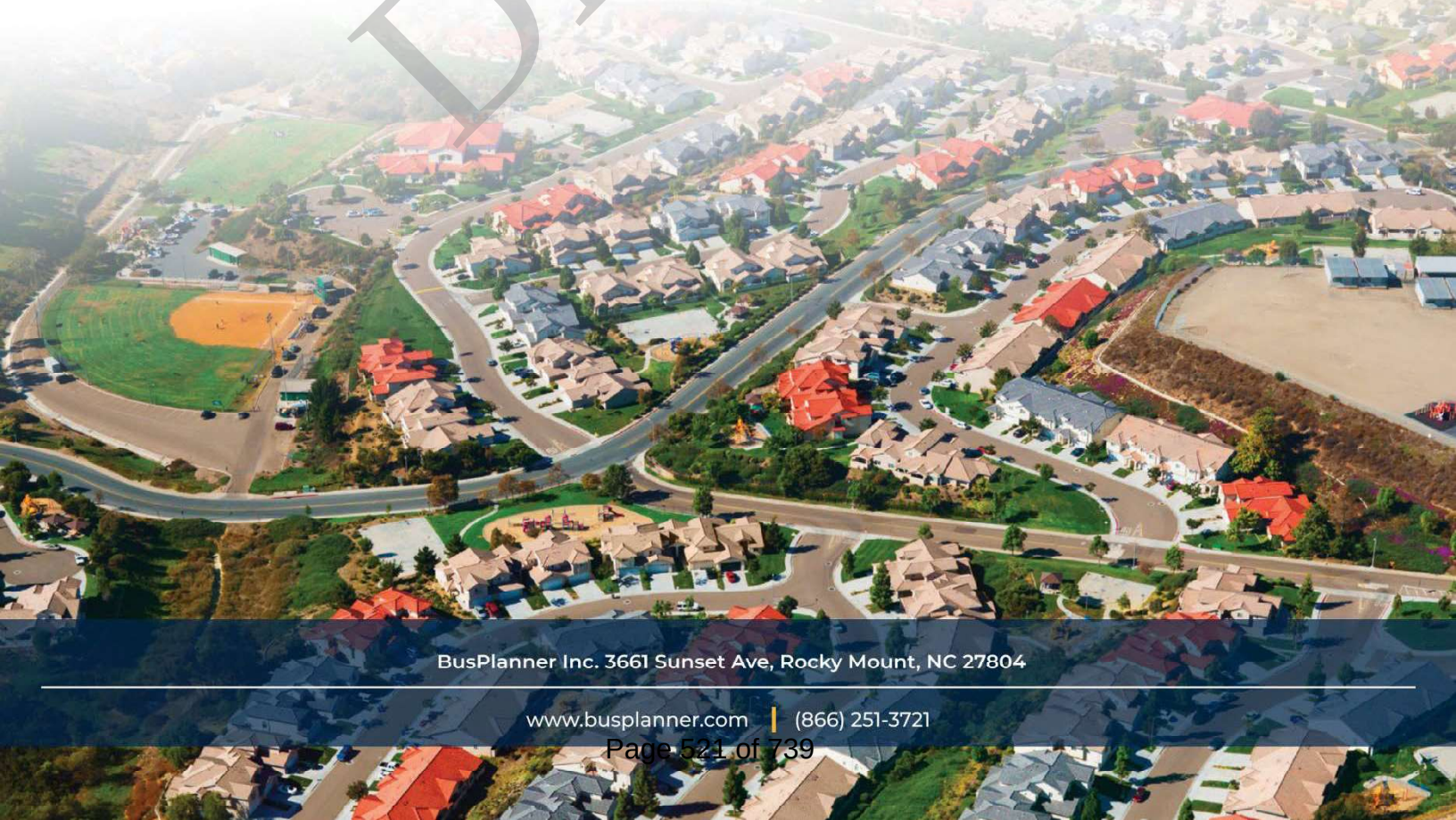


Table of Contents

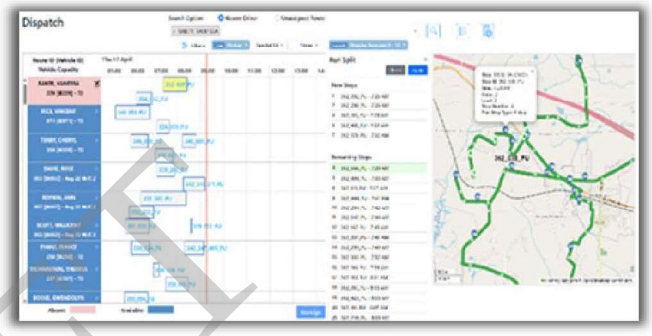
BusPlanner Dispatch – Real Time Vehicle Coordination & Response.....2
Budget Summary.....3

DRAFT

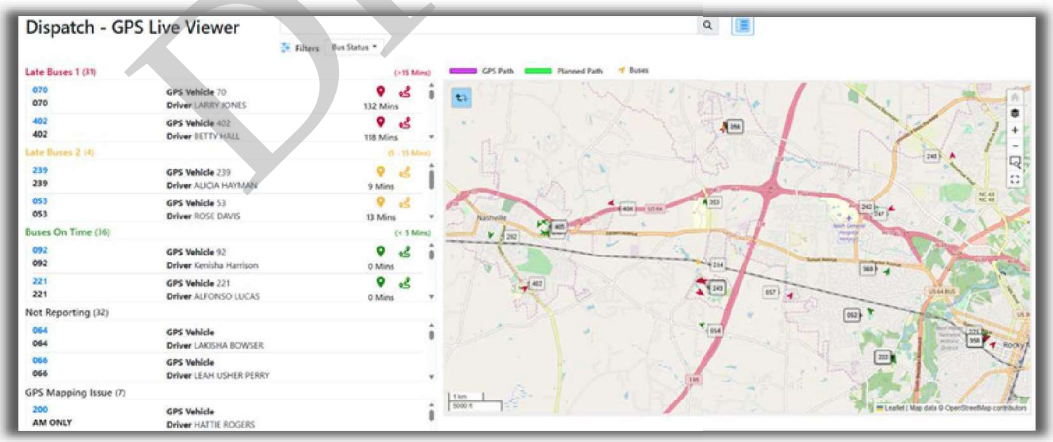
BusPlanner Dispatch – Real Time Vehicle Coordination & Response

BusPlanner Dispatch provides real-time vehicle dispatching, allowing transportation teams to identify the nearest available vehicle, determine the fastest response route, and communicate updates directly to drivers. This ensures quick response times, improved route coordination, and seamless fleet management.

Key Dispatching Features:



- **"Nearest Vehicle" Tool** – Displays the closest buses to a selected location, ranked by distance, allowing dispatchers to quickly assign a response vehicle when needed.
- **Live Location Updates** – Ensures precise vehicle positioning with updates every 5-10 seconds, providing dispatchers with accurate, real-time data.
- **Planned Route Visibility** – Dispatchers can view a driver's planned route in real time, helping them make informed decisions when reassigning vehicles.
- **Automated Run and Route Reassignment** – Dispatchers can reassign a run or route as needed, with automatic email notifications sent directly to drivers.
- **Integrated Messaging** – Enables dispatchers to send text or email directions directly to drivers without leaving the web-based application.



With BusPlanner Dispatch, transportation teams gain access to a comprehensive, efficient, and future-ready vehicle dispatching solution, ensuring optimal fleet performance and responsiveness.

DRAFT

Budget Summary

Our budget outlines the cost to provide BusPlanner Dispatch to Clay County School District as outlined below:

Subscription Module	Rate per Month	Year 1 Subscription Fee
BusPlanner Dispatch – Ongoing Subscription	**$1,933.33**	**$23,200.00**
Total Fees		

Notes:

- Annual estimated 5% increase.
- Automatic renewal will occur each year after initial term unless canceled in writing by a minimum of 30 days before renewal.
- Pricing is in US currency and is exclusive of applicable taxes.
- Payment is based on a subscription basis due annually at start of term.
- Purchase order will be required in addition to signed quote.

Accepted: _____ Date: 6/5/2025

Print Name: Erin Skipper Title: Board Chair

DRAFT

BP USA_Contract Amendment 2_Clay County District Schools_Original Contract-Adden 1- GPS+ Dispatch_Includes Schedules- June 5 2025

Final Audit Report 2025-05-20

Created:	2025-05-20
By:	Binford Sloan (k12translogistics@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADg-Op6n4yesauY_vRTvfhN-Yb5ssHT5i

"BP USA_Contract Amendment 2_Clay County District Schools_ Original Contract-Adden 1- GPS+ Dispatch_Includes Schedules- June 5 2025" History

Document created by Binford Sloan (k12translogistics@gmail.com)
2025-05-20 - 2:31:24 PM GMT

Document emailed to umar.mir@busplanner.com for signature
2025-05-20 - 2:48:36 PM GMT

Email viewed by umar.mir@busplanner.com
2025-05-20 - 2:50:58 PM GMT

Signer umar.mir@busplanner.com entered name at signing as Umar Mir
2025-05-20 - 2:51:51 PM GMT

Document e-signed by Umar Mir (umar.mir@busplanner.com)
Signature Date: 2025-05-20 - 2:51:53 PM GMT - Time Source: server

Agreement completed.
2025-05-20 - 2:51:53 PM GMT

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250026
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
9/5/2024
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: 7-23-24

Name of Contract Initiator: Randall Crawford Telephone #: 904-336-0002

School/Dept Submitting Contract: Transportation Cost Center # 9010

Vendor Name: BusPlanner USA, INC

Contract Title: Amendment of BusPlanner Agreement Adding Fleet

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐ Previous Year Contract # to Current Contract 240194

Contract Term: 24 Months Renewal Option(s): Automatic Unless cancelled

Contract Cost: Year 1 = 18,620 Year 2 $15,876 = Total $34,496 + original contract amount of $90,920.16 = $125,416.16 thus needs to go to Board.

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

Funding Source: Budget Line # 7800.399

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**

On file w/ BusPlanner USA

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

RECEIVED
By Georgia at 11:18 am, Jul 24, 2024

✓ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By Bertha Staefe at 4:01 pm, Jul 29, 2024 Review Date	FLDOE 6A-1.012 (14) Information Technology / (11)(b) Educational Services Amendment puts contract over $100,000 thus needs to go to Board for approval. Need current COI as stated on page 3 of Original Addendum A. ✓
School Board Attorney JPS Review Date 8/9/2024	~~See question on Amendment & Proposal about dates. BFS~~ ~~I did not see the question about the proposal dates~~, but the added services will automatically renew under the current agreement. Board will have to approve.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	APPROVED By Elaine at 7:12 pm, Aug 23, 2024

DRAFT

September 5, 2024 - Regular School Board Meeting

Title
C27 - Transportation Bus Planner Fleet Addendum

Description

This Agreement between the Clay County School Board and Bus Planner USA is to amend the original contract adding Bus Planner Fleet services. This service will replace Fleetio.

Gap Analysis

A fleet program is needed to maintain accurate records of all maintenance of our district white fleet vehicles and all school buses. The fleet management plan will reduce the risk of unexpected mechanical failures. Track the parts needed with advanced inventory management. Assist our department with staying within budget with accurate cost management tools. As well as creating the necessary reports needed for our state and local audits

Previous Outcomes

Our previous fleet management program had a substantial price increase. The department could not justify the said increase and opted to utilize Bus Planner's fleet management services, as well as the routing services.

Expected Outcomes

The Transportation Department will see cost savings with the removal of Fleetio and the addition of Bus Planner Fleet services. Currently, the annual renewal for Fleetio is $40,500.00. The addition of Bus Planner Fleet services for the first year will be $18,620.00, year 2 will be $15,876.00. This equals a year 1 cost savings of $21,880.00 and a year 2 cost savings of approximately $24,624.00. The switch of services will also reduce employee hours as the data will no longer need to go from one software to another.

Strategic Plan Goal

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

Recommendation

Approve the Purchase Agreement and contract amendment.

Contact
Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net
Randall Crawford, Director of Transportation, (904) 336-0003, randall.crawford@myoneclay.net

Financial Impact
Year 1 cost savings of $21,880.00 and a year 2 cost savings of approximately $24,624.00.

Review Comments

Attachments
Bus Planner Contract Review and Contract Amendment 9.5.24.pdf

DRAFT

Amendment of BusPlanner Software Agreement

THIS AGREEMENT made as of the 10th day of July, 2024.

BETWEEN:

BusPlanner USA Inc.,
of 3661 Sunset Avenue Suite 136, Rocky Mount, NC 27804

hereinafter referred to as "BPUSA"

-- and --

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

hereinafter referred to as "Transportation Client"

OF THE SECOND PART.

DRAFT

WHEREAS by a BusPlanner Software Agreement dated the 10th day of May, 2024, (the "Agreement"), BPUSA agreed to provide Transportation Client with Route Planning Software and related services;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the respective covenants and agreements of the parties contained herein it is agreed as follows:

1. **Software Subscription**. BPUSA will add BusPlanner Fleet to the existing list of products (section 2.1 of original contract)., Proposal 2924 dated June 27, 2024 outlines terms of this product and is included as Schedule A of this contract amendment.

2. **Enurement.** This Agreement shall enure to the benefit of and be binding upon the parties and their respective successors and assigns.

3. **Governing Law**. The parties hereby agree that the Agreement shall be amended such that it is governed by and construed by the laws of State of Florida.

4. **Transmission by Electronic Means**. The parties hereto agree that this Agreement may be transmitted electronically, and that the reproduction of signatures electronically will be treated as binding as if originals and each party hereto undertakes to provide each and every other party hereto with a copy of this agreement bearing original signatures forthwith upon demand.

IN WITNESS WHEREOF the parties have duly executed this Assignment and Amendment agreement this 10th day of July, 2024.

BusPlanner USA Inc.

Per: Umar Mir C/S
Umar Mir, CEO

The School Board of Clay County

Per: Ashley Gilhousen C/S

Name & Title: Ashley Gilhousen
Board Chair

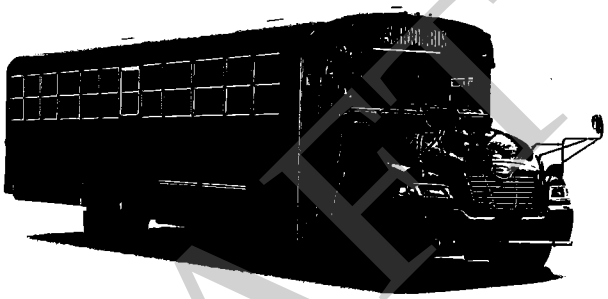
DRAFT

SCHEDULE "A"

BusPlanner®

PROPOSAL 2924 – Clay County District Schools

BusPlanner Fleet



DRAFT

To: Clay County District Schools

Attn: Randall Crawford, Director of Transportation

Address: 900 Walnut Street

Green Cove Springs, FL 32043

By: BusPlanner USA Inc.

3661 Sunset Ave. Suite #136

Rocky Mount, NC 27804

(866) 251-3721

http://www.busplanner.com

http://mychipmunkapp.com

June 27, 2024

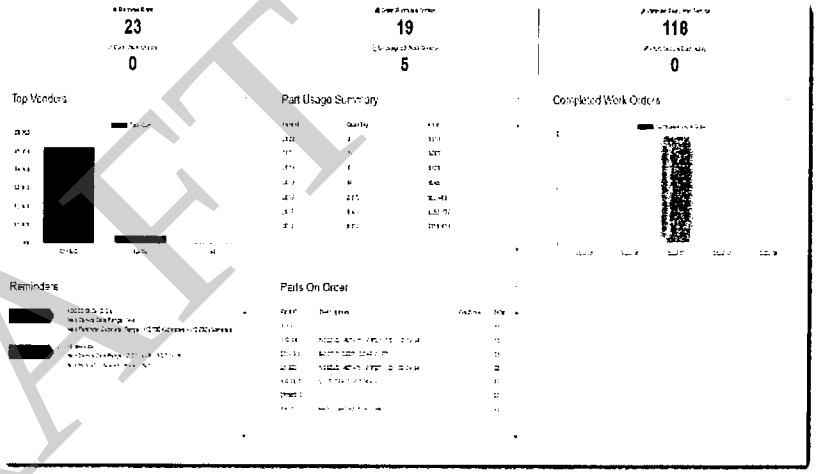
Valid for 90 days

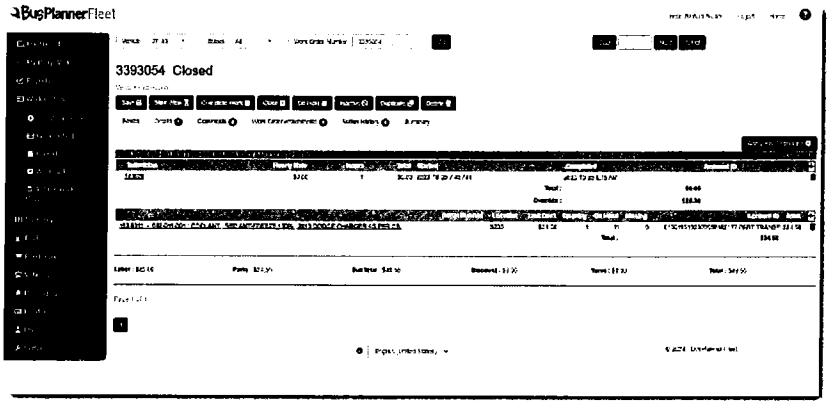
BusPlanner *Fleet* "Fleet Maintenance Software"

BusPlanner *Fleet* is an online fleet maintenance system designed to provide the information and tools necessary to streamline the vehicle maintenance tasks for your fleet. BusPlanner Fleet is mobile friendly for use on tablets so it can be effectively used by shop staff to track work orders, track fuel, and parts inventory as well as manage costs.

This application includes key benefits such as:

- Dashboard- real time snapshot of KPI's managers need to keep buses running.
- Work orders- available for various types of vehicle service. Ability to sort and share as needed.
- Fleet maintenance
- Parts inventory- Easily track purchases and usage by vehicle, date, class, etc.
- Fuel usage- conforms to fleets where more than one fuel source or service locations is required.
- Staff work hours- see which jobs staff members complete
- Scheduling- view upcoming and past due maintenance for vehicles.
- Reports- complete assortment of provided reports along with available custom report building.





DRAFT

Budget Details

Our budget outlines the cost to provide BusPlanner Fleet for Clay County District Schools as outlined below:

Subscription Module	Year 1	Year 2
BusPlanner Fleet (630 Vehicles) • **Software subscription (Includes SaaS)**	**$15,120**	**$15,876**
Implementation Fee	**$3,500**	**N/A**
Billing Cycle Subscription Total: Annual	**$18,620**	**$15,876**

Notes:

- Annual 5% software subscription increase.
- Each additional vehicle will increase subscription by $24 in year 1 and $25.20 in year 2.
- Automatic renewal will occur each year after initial 24-month term unless canceled in writing by Clay County District Schools a minimum of 30 days before renewal.
- Pricing is in US currency and is exclusive of applicable taxes.
- Payment is based on a subscription basis due annually at start of term.
- Company purchase order will be required in addition to signed quote.

DRAFT

Accepted: Ashley Wilhousen Date: 9/5/2024

Print Name: Ashley Wilhousen Title: Board Chair

Assignment of Contract

Final Audit Report 2024-07-10

Created:	2024-07-10
By:	Binford Sloan (k12translogistics@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuMsonmrUyTQYDHv2n7-ZaLIgfqT_Bcl_

"Assignment of Contract" History

Document created by Binford Sloan (k12translogistics@gmail.com)
2024-07-10 - 10:04:07 PM GMT

Document emailed to Umar Mir (umar.mir@busplanner.com) for signature
2024-07-10 - 10:04:12 PM GMT

Email viewed by Umar Mir (umar.mir@busplanner.com)
2024-07-10 - 10:20:23 PM GMT

Document e-signed by Umar Mir (umar.mir@busplanner.com)
Signature Date: 2024-07-10 - 10:21:09 PM GMT - Time Source: server

Agreement completed.
2024-07-10 - 10:21:09 PM GMT

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 240194
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

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

Date Submitted: 5/20/2024
Name of Contract Initiator: Randall Crawford Telephone #: 904-336-0002
School/Dept Submitting Contract: Transportation Cost Center # 9010
Vendor Name: Bus Planner USA, INC
Contract Title: Bus Planner Software Agreement
Contract Type: New ☐ Renewal X Amendment ☐ Extension ☐ Previous Year Contract # Replaces 230030
Contract Term: 2 Year Renewal Option(s): Yearly
Contract Cost: Total - $90,920.16

X **BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**
Funding Source: Budget Line # 100.7800.399.9010.0000.0000.000.0
Funding Source: Budget Line #

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

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

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

RECEIVED
By Elaine at 10:59 am, May 23, 2024

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

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department REVIEWED By Bertha Staefe at 8:41 am, Jun 10, 2024	FLDOE 6A-1.012 (14) (11)(b) Make sure highlighted comments below are addresses & understood
School Board Attorney Review Date	See attached email for attorney approval
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS	APPROVED By Elaine at 11:01 am, Jun 13, 2024

DRAFT

Fwd: Rush Contract Review

1 message

Staefe, Bertha <bertha.staefe@myoneclay.net> Thu, Jun 13, 2024 at 8:52 AM
To: "Barton-Weeks, Elaine L." <elaine.bartonweeks@myoneclay.net>

Bertha Staefe
Supervisor of Purchasing, Property Control and Print Center
Clay County District Schools
phone 904-336-6736| **ext** 6 6736
email bertha.staefe@myoneclay.net

---------- Forwarded message ---------
From: **Robiou, Megan** <megan.robiou@myoneclay.net>
Date: Thu, Jun 13, 2024 at 7:11 AM
Subject: Fwd: Rush Contract Review
To: Bertha Staefe <bertha.staefe@myoneclay.net>

FYI for the Bus Planner Contract.

---------- Forwarded message ---------
From: **Blocker, Jeremiah** <jeremiah.blocker@myoneclay.net>
Date: Thu, Jun 13, 2024 at 7:09 AM
Subject: Re: Rush Contract Review
To: Robiou, Megan <megan.robiou@myoneclay.net>

Megan,

I reviewed late yesterday and I think everything looks good. This is legally sufficient and in the proper form to execute.

Respectfully,

Jeremiah R. Blocker
SCHOOL BOARD ATTORNEY
Clay County District Schools
| phone 904-336-0299| **Ex. 6-0299**
| web oneclay.net **| email** jeremiah.blocker@myoneclay.net

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

On Wed, Jun 12, 2024 at 12:23 PM Robiou, Megan <megan.robiou@myoneclay.net> wrote:

> Good Afternoon,
> I received notification from our purchasing department that they need the following Bus Planner contract reviewed today. Can you please review for approval? I have attached the contract below.

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BusPlanner Software Agreement

THIS AGREEMENT made this 10th day of May, 2024

BETWEEN:

BusPlanner USA Inc.,
of 3661 Sunset Avenue Suite 136, Rocky Mount, NC 27804

hereafter called "*BPUSA*"

- and -

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

hereafter called the "*Transportation Client*"

WITNESSES that BPUSA covenants and agrees with the Transportation Client to the following.

ARTICLE 1 - DEFINITIONS

1.1 Where used in this Agreement, in any Schedule hereto, in any amendment hereof or in any documents to be executed and delivered pursuant to this Agreement, the following words and phrases shall have the following meanings, respectively.

"Software" means computer programs in object code (including micro code) as applicable, as set out in Section 2.1 provided or to be provided by BPUSA pursuant to this Agreement and includes any enhancements, patches, scripts, design, concepts, translations, modifications, updates, releases or changes thereto whether to be provided to the Transportation Client pursuant to the Services, or otherwise.

"Applicable Specifications" means the functional, performance, operational, compatibility and other specifications or characteristics of Software or Documentation, described in applicable Documentation and communications distributed by BPUSA.

"Documentation" means user guides, operating manuals, educational materials, product descriptions and specifications, technical manuals, supporting materials and other information relating to the Software, or used in conjunction with the Services, whether distributed in print, magnetic, electronic or video format, in effect as of the date of Acceptance thereof.

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"Services" includes, but is not limited to, data implementation, installation, education, acceptance testing, support, maintenance and other services provided or to be provided by BPUSA pursuant to this Agreement.

"Product" means, individually or collectively, as appropriate, Software and Documentation provided or to be provided pursuant to this Agreement.

ARTICLE 2 – BusPlanner SOFTWARE SUBSCRIPTION

2.1 BPUSA will provide the Transportation Client, as its initial software subscription, the BusPlanner transportation management software suite including the following:

# Licenses	Product
10	BusPlanner *Pro, Server, Info, Tasks (10 CALs)*
1	BusPlanner *Web with Alerts*
1	BusPlanner *Workflow*
0	BusPlanner *Finance*
1	BusPlanner *GPS (160 routes)*
1	BusPlanner *Maps*
0	BusPlanner *Districts*
1	BusPlanner Quick
1	BusPlanner *SaaS (Cloud Hosting Services)*
1	BusPlanner *Trips*
0	BusPlanner *Fleet (0 vehicles)*
0	BusPlanner *PM (Performance Management)*
0	BusPlanner *Delays* App
0	BusPlanner *Assistant* App
1	BusPlanner *Turns* App
0	BusPlanner *Subs* App
1	*Chipmunk* Parent App

The Transportation Client agrees that this Software is provided according to the terms and conditions set forth in this Agreement. For each Software component, BPUSA grants to the Transportation Client a non-exclusive, revocable, perpetual license to use, execute, and employ same on its behalf and others, as set out herein (a "License").

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2.2 At any time, the Transportation Client may add to its software subscription. For SaaS Hosted software subscriptions, BPUSA will modify the subscription and subsequent billing upon written confirmation of the request. For Self-hosted software subscriptions, BPUSA will electronically deliver additional software modules to the Transportation Client upon written request.

2.3 Both parties agree that the Software is purchased for the Windows operating system. BPUSA represents and warrants to the Transportation Client as follows:

(a) BPUSA has all necessary rights and authority to execute and deliver this Software License and perform its obligations hereunder and to grant the rights granted under this Agreement to the Transportation Client;

(b) the Transportation Client understands that no software is free of bugs, BPUSA has and shall continue to make every reasonable effort to ensure that each Product (i) is free from defects in manufacture, materials, design and (ii) functions properly under ordinary use and operates in conformance with its Applicable Specifications and Documentation;

2.4 BPUSA understands that the software, data, maps, reports or other output from the Software may be used by the Transportation Client in meetings and presentations involving members of the public or others outside the Transportation Client's organization. BPUSA will not limit the display of specific data, software dialogs or functional descriptions except that this display may not be used to aid any agency other than BPUSA in further developing transportation management software. The client agrees that any data shown by the Transportation Client to others is shown at their own risk.

2.5 The software license subscription granted to the Transportation Client permits the Transportation Client to use the Software (a) for its own purposes; (b) to provide products or services to a third party in return for financial or in-kind consideration, (c) for purposes of creating and using internal training material. BPUSA will not be held responsible for any illegal actions of the Transportation Client, or any illegal conduct resulting from the Transportation Client's use of the Software products.

2.6 Should the Transportation Client choose to take the responsibility of hosting the software subscription on the Transportation Client's premise, BPUSA will permit the Transportation Client to use the BusPlanner Software for its intended purposes within their operational environment; to duplicate, in part or whole, the BusPlanner environment for the sole purpose of disaster recovery; to duplicate, in part or whole, the BusPlanner environment for the sole purpose of testing.

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ARTICLE 3 - SOFTWARE SUBSCRIPTION SERVICES

Subscription Start Date: July 1, 2024 Contract Term: 24 months
Plan: BusPlanner Direct

3.1 Software subscription and technical support services shall be provided to the Transportation Client while the subscription remains active.
The ongoing software subscription and support services shall include:

- The right to use the software modules included in the scope of the software subscription as defined in this Agreement,
- the provision of technical help-desk assistance services relating to the ongoing use the Software,
- Software upgrades, including release notes.

The ongoing subscription fees are outlined in Schedule A of this agreement.

3.2 Annual Software subscription rate increases will be applied based on the current Software subscription. Annual rate increases will be applied to the SaaS Hosting Services subscription. For SaaS hosted services, hosted computing services rate increases (from BPUSA's supplier) will be passed to the Transportation Client as encountered by BPUSA, with 30 days written notice, including proof of cost increase.

3.3 Upon completion of the initial contract term, the Software subscription will automatically be renewed for an unlimited number of 1-year terms, during which the Transportation Client may discontinue the Software subscription, or any module within the Software subscription – with a minimum of 60 days written notice to BPUSA. The change will be reflected in the billing cycle following the 60 days notice. No refunds will be provided.

3.4 BPUSA shall provide the Transportation Client with updated software as each release is made available provided the Transportation Client's account is in good standing.

3.5 BPUSA will provide customer support services between the hours of 7:00 am and 7:00 pm Eastern Standard (or Daylight Savings) Time daily with the exception of American and/or Canadian Statutory Holidays. A minimum of 48 hours' notice will be provided for planned interruptions to regular customer support services.

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ARTICLE 4 – IMPLEMENTATION SERVICES

Turn Key Implementation Services Applicable _X_ Yes ___ No
Note: only for new products (Quick, Chipmunk, Turns, Trips)

4.1 BPUSA will produce or convert and complete, in a good and professional manner, a geodetically-based, structured transportation database. The base map data and transportation elements for the database will be populated according to data supplied by the Transportation Client.

4.2 The data contained in the BusPlanner database is the property of the Transportation Client with the exception of any data for which there are existing sharing or procurement agreements. Data that is directly obtained or derived from agencies other than BPUSA or the Transportation Client will be subject to any intellectual property regulations, stipulations and limitations according to any and all agreements with those organizations.

4.3 Both parties agree to the implementation timetable set forth in Schedule B. BPI agrees to complete the necessary tasks, barring Force Majeure circumstances, within the allotted time. For the purposes of this Agreement, "Force Majeure" means any non-performance or delay in performance caused by events beyond the reasonable control of either party including, without limitation, fire, explosion, natural disaster, power failure, acts of God, military actions or actions of public enemies, any manner of a pandemic, any act or omission under any law, order, regulation, rule of requirement of any court, governmental or public authority or legal body having jurisdiction, or labor action (such as strikes, slowdowns, picketing, or boycotts). The Transportation Client agrees to provide BPI with the necessary data, inputs, and clarification in a timely manner according to the timetable, subject to Force Majeure. Should the Transportation Client fail to provide data to BPI in a timely manner and within the deadlines in the implementation plan set forth in Schedule B, BPI may provide the Transportation Client with 30 days written notice to provide such data, after which the implementation will be deemed complete and payable in full.

4.4 BPI makes available standardized BusPlanner training courses, both in-person or webinar based, which the Transportation Client may bundle with implementation services or purchase as desired.

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ARTICLE 5 - PAYMENT

5.1 The Transportation Client agrees with BPUSA that the Transportation Client will, in consideration of the covenants and agreements being performed by BPUSA as specified, pay or cause to be paid to BPUSA for the specified work, products, or subscriptions with the prices, sums, plus applicable taxes, and terms set out.

5.2 The Transportation Client agrees to remit payment to BPUSA for services and milestones properly performed and accepted as set out in this Agreement, within 30 days of invoice date.

ARTICLE 6 - COMMUNICATIONS

6.1 The Transportation Client agrees with BPUSA that good communication between BPUSA and the Transportation Client is key to maintaining a solid working relationship. The Transportation Client gives BPUSA permission to send commercial electronic messages at a reasonable frequency to employees designated by the Transportation Client for the purposes of communicating software updates, special events, training schedules, offers, solicitation of product feedback, or other information that may be deemed of interest to the Transportation Client.

ARTICLE 7 - CONFIDENTIALITY

7.1 Each party agrees to hold any information deemed and explicitly identified as confidential that is received from the other party (the "Confidential Information") in confidence and shall not disclose such information, including personal information or pricing information, to any third party or apply it to uses other than with respect to performance of this Agreement or as required by law. All Confidential Information is, and shall remain, the property of the disclosing party. Nothing herein shall be construed as granting or conferring any rights by license or otherwise in the Confidential Information except as expressly provided herein. This Agreement shall impose no obligation of confidentiality upon a recipient with respect to any portion of the Confidential Information received hereunder which:

(a) now or hereafter, through no unauthorized act or failure to act on the recipient's part, becomes generally known or available;

(b) is lawfully known to the recipient without an obligation of confidentiality at the time recipient receives the same from the disclosing party, as evidenced by written records;

(c) is hereafter lawfully furnished to the recipient by a third party without restriction or disclosure;

(d) is independently developed by the recipient without use of the disclosing party's Confidential Information. Nothing in this Agreement shall prevent the receiving party from disclosing Confidential Information:

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i) as may be required to be disclosed by law of competent jurisdiction; or

ii) to the extent the receiving party is legally compelled to do so by any governmental, investigative or judicial agency.

7.2 BPUSA acknowledges that all student personally identifiable information provided by the Transportation Client is confidential and protected by law.

BPUSA will not disclose student data to any individual, business organization, governmental body or third party of any nature, other than the authorized employees of the Transportation Client without written consent from the Transportation Client unless legally compelled to do so.

BPUSA will not use the student information provided for any purpose other than that designated by the contracts it enters into with the Transportation Client.

ARTICLE 8 - GENERAL PROVISIONS

8.1 Each of the clauses in this Agreement is separate and severable and if any such clause is held for any reason to be unenforceable, the remainder of this Agreement shall remain in effect, enforceable and valid.

8.2 This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the federal laws applicable therein. Notwithstanding that arbitration is required by operation of paragraph 8.3, the parties irrevocably attorn to the exclusive jurisdiction of the Courts of the State of Florida to settle any disputes which are not resolved through arbitration.

8.3 All disagreements and disputes arising under this Agreement shall be settled, if possible, by good faith negotiations between the parties. If a disagreement or dispute cannot be settled in accordance with the foregoing, then the parties may elect to resolve the dispute through arbitration.

8.4 Time shall be of the essence herein.

8.5 This Agreement constitutes the entire agreement between the parties with respect to the subject matter set out herein and there are no oral or written representations, understandings or agreements with respect to it which are not set out herein. Any other term or conditions included in any quote, invoice, purchase order, bill of lading or other forms utilized or exchanged by the parties shall not be incorporated in this Agreement or binding on the parties unless specifically agreed. All changes to the software subscription will be documented as amendments to this Agreement. This

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Agreement can be changed only in writing by both parties. The waiver by any party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any preceding or subsequent breach of the same provision or any other provision. No waiver shall be valid unless in writing.

8.6 This Agreement shall be binding on the parties and their respective successors and assigns and cannot be assigned by either party without the consent of the other party, not to be unreasonably withheld. The Transportation Client understands that the Software, Services, customer support and user training are provided by BPUSA and BusPlanner Inc. (Canada) as a unified team. BPUSA shall remain fully responsible for complete performance of all of its obligations and for such third party's compliance with any non-disclosure and confidentiality provisions contained in this Agreement.

8.7 BPUSA is performing its obligations pursuant to this Agreement only as an independent contractor, and has the sole obligation to supervise, manage, contract, direct, perform or cause to be performed all obligations set out in it. Nothing set out herein shall be construed to create the relationship of principal and agent; or of employee or employer; or of a joint venture between the parties, and BPUSA shall not act or attempt to act or represent itself, directly or indirectly, as affiliated with the Transportation Client (other than as an independent contractor and supplier of Software and Services) without the permission of the Transportation Client. BPUSA will, in performing its obligations contained herein, comply with all applicable laws.

8.8 LIMITATION OF LIABILITY. BPUSA SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOST PROFITS, LOSS OF BUSINESS, OR LOSS OF DATA, EVEN IF BPUSA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE TOTAL LIABILITY OF BPUSA UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT PAID BY THE TRANSPORTATION CLIENT WITHIN THE PREVIOUS MONTH PERIOD FOR THE SOFTWARE SUBSCRIPTION.

8.9 All notices, demands, requests, instructions, approvals and claims arising from, relating to, or required by this Agreement ("Notices") shall be in writing and shall be addressed as follows.

If to the Transportation Client:

The School Board of Clay County
3674 County Road 220
Middleburg, FL 32068
Attn: Randall Crawford, Director of Transportation

Tel: (904) 336-0003
Email: randall.crawford@myoneclay.net

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If to BPUSA:

BusPlanner USA Inc.
3661 Sunset Ave, Suite 136
Rocky Mount, NC 27804
Attention: Finance Department

Tel: 866-251-3721 x 231
Email: finance@busplanner.com

The parties shall be entitled to change the addresses for such Notices upon 5 days advance written notice to the other party. Notices may be sent by personal delivery, overnight courier service or mail, or certified mail, or electronic mail, and shall be deemed delivered upon receipt if personally delivered, upon delivery if validated with proof of delivery by courier or mail service, or upon delivery, if validated by a certified return receipt.

8.10 The following schedules are attached to and incorporated herein.

Schedule A	-	Software & Implementation Fee Schedule
Schedule B	-	SaaS Terms & Conditions
Schedule C	-	BusPlanner SaaS Service Level Agreement
Schedule D	-	Addendum A to Contract with The School Board of Clay County
Schedule E	-	BusPlanner Proposal 2855

8.11 The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated.

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IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

SIGNED, SEALED AND DELIVERED
In the presence of

(witness)

BusPlanner USA Inc.

Per: _____
Donald Linders, President

Dated: 13 May 2024

I have authority to bind the corporation.

Transportation Client

(witness)

Per: David S. Brookie

Name: David S. Brookie

Title: Superintendent

Dated: 7/8/2024

I have authority to bind the corporation.

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TRANSPORTATION CLIENT DATA

# of BusPlanner Users / CALs	Total # of Students	Total # of Schools	# of Routes / Active Buses	# of Digital Maps
10	37,500	42	160 Routes	1

SCHEDULE A: SOFTWARE & IMPLEMENTATION FEE SCHEDULE

CLIENT NAME: The School Board of Clay County

FEE SCHEDULE
Effective: July, 1, 2024

BusPlanner Software Subscription Fee Schedule

Product or Product Group	Initial One-Time Fee	Initial Subscription Fee
Initial Implementation Services	$0.00-	
Technical Service Hours (10)	$1,500.00-	
Training Services (not including travel expenses)	$0.00-	
BusPlanner Pro, Server, Info, Tasks (10 CALs)	-	Included
BusPlanner Web with Alerts	-	Included
BusPlanner Workflow	-	Included
BusPlanner GPS (160 routes)	-	Included
BusPlanner Maps	-	Included
BusPlanner Quick		Included
BusPlanner Workflow	-	Included
BusPlanner Trips	-	Included
BusPlanner Turns	-	Included
Chipmunk Parent App	-	Included
Monthly Subscription Total:		**$2,394.00**
Billing Cycle Subscription Total (Annual):		**$28,728.00**

**US Currency, exclusive of applicable taxes

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SAAS FEE SCHEDULE

	Initial Annual Subscription Fee
SaaS Hosting Services, including: • Single tenant hosted service, • full database maintenance and management, • all software updates, • daily back-up services, • secure FTP, • 99.9% uptime	$14,400.00

**US Currency, exclusive of applicable taxes

MULTI-YEAR PAYMENT SCHEDULE

Effective: July 1, 2024
Plan: BusPlanner Direct

	Year 1	Year 2
	July 2024-June 2025	July 2025-June 2026
	12 Months	12 Months
Annual Payment (July - June)	$44,628.00	$46,292.16
Totals:	$44,628.00	$46,292.16

*US Currency, exclusive of applicable taxes.

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SCHEDULE B: SAAS Terms & Conditions

SaaS Hosting Subscription Included: X Yes ___ No

CLIENT NAME: The School Board of Clay County

Terms & Conditions

1. Modifications to your BusPlanner Software Subscription, specifically the addition of the Chipmunk School Bus Tracker service, will require a new hardware configuration and necessitate modifications to your hosting agreement.
2. Additional BusPlanner module subscriptions may be purchased at any time. These module subscriptions may require modifications to your SaaS Service.
3. SaaS Hosting Services are provided according to the terms and conditions set forth in this agreement and the Service Level Agreement in Schedule C.

Your SaaS Environment Specifics:

1. There will be 1 server involved in your environment:
    a. Server 1: App Server
        i. This server will host:
            1. BusPlanner Server, Tasks
            2. GeoIMS,
            3. BusPlanner Web,
            4. BusPlanner Quick,
            5. BusPlanner Workflow,
            6. BusPlanner Fleet,
            7. BusPlanner Districts,
            8. BusPlanner Info,
            9. BusPlanner Pro clients (3 CALs),
            10. Secure FTP site (SFTP and/or FTPS)
            11. Microsoft SQL Server 2019 or 2022
            12. Microsoft RDP Gateway
        ii. Accessing BusPlanner Pro is accomplished using Microsoft Remote App technology through Microsoft's Remote Desktop Gateway.
        iii. Two factor authentication will be required for RDP access in 2024.
        iv. Domain: ____.mybusplanner.com and certificate. Option for bring your own domain and certificate.
    b. All Servers:
        i. Windows Server 2019, minimum TLS version 1.2
        ii. The SaaS environment will be hosted in the IBM Cloud data center in Virginia.
        iii. Automated performance and uptime monitoring by Pulseway.
        iv. Encrypted nightly backups including all SQL Server databases, and IIS sites

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(redundant backups reside in Virginia data center)

v. Machine security and anti-malware software

c. Additional Servers/Services:

i. Use of shared mass email server (AWS)

2. SaaS Services performed by BusPlanner staff:
   a. Server environment management
   b. BusPlanner Software updates
   c. OS Updates
   d. Additional software updates
   e. Regular monitoring and management of system health
   f. Regular monitoring of activity logs
   g. BusPlanner database management
   h. Scheduling and maintenance of automated BusPlanner and system tasks
   i. Email server management for BusPlanner Web communications (responsible email list management)

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SCHEDULE C: HOSTED BUSPLANNER SERVICE LEVEL AGREEMENT (SLA)

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the BusPlanner Help Desk process.

II. Definitions.

Except as defined below, all defined terms have the meaning set forth in the Agreement.

Attainment: The percentage of time the BusPlanner Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during which the BusPlanner Software is not available for your use. Downtime does not include planned downtime for maintenance events. Downtime does not include those instances in which only a Defect is present.

Service Availability: The total number of minutes in a calendar quarter that the BusPlanner Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of the BusPlanner Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

a. Transportation Client Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. BusPlanner USA Inc's Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). We will also work with you to resume normal operations.

Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

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We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current SaaS Fee. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, BusPlanner USA Inc. will compare confirmed unplanned Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	No remedial action will be taken.
100%	95-97%	2% credit of SaaS fee for affected calendar quarter will be posted to the next billing cycle or similar value provided in client services flex hours.
100%	<95%	5% credit of SaaS fee for affected calendar quarter will be posted to next billing cycle or similar value provided in client services flex hours.

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

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

1. The Company, Vendor, Agency, or Consultant, of Contract with the School Board of Clay County, hereafter collectively and individually referred to as the "CONTRACTOR".

2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
   a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
   b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
   c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker's Compensation Insurance and social security/self-employment contributions.

3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker's compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR's obligations under this section shall survive the termination of this Agreement.

4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]
        b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

    CONTRACTOR's failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

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

25. Government Funding (if Applicable): Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not

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limited to Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20,31,40,41.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2 : (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

SBCC'S Representative with CONTRACTOR is: Randall Crawford
School/Department Name: Director of Transportation
Mailing Address: 3674 CR 220, Middleburg, FL 32068
Phone #: 904-336-0002 Email Address: randall.crawford@myoneclay.net

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY
By: David Broskie
Print Name: David Broskie
Title: Superintendent
Date: 6/17/24

CONTRACTOR
By:
Print Name: Donald Lindas
Title: President
Date: 13 May 2024

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: BusPlanner USA Inc

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Donald Lindeos

Title of Authorized Representative: President

Date: 13 May 2024

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Exhibit # 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Bus Planner USA Inc.

Signature of Authorized Representative:

Print Name of Authorized Representative: Donald Luiders

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Exhibit # 2 (b)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:

a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or

d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Bos Planner USA Inc.

Donald Lindsey — President

Printed Name — Title of Authorized Representative

Signature: _____ Date: 13 May 2024

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendero to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: BusPlanner USA Inc.

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Donald Lindars
(Printed Name)


(Signature)

President
(Title)

13 May 2024
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Donald Linders). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY Bos Planner USA Inc.) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Bos Planner USA Inc.) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Bos Planner USA Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Donald Linders
(Printed Name)

(Signature)

President
(Title)

13 May 2024
(Date)

DRAFT

Exhibit # 2 (e)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee

Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.

Signature

Bus Planner USA Inc.
Company Name

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Proposal 2855-Updated BusPlanner Transportation Management System

To: Clay County District Schools
Attn: Randall Crawford, Director of Transportation
900 Walnut Street Green Cove Springs, Florida 32043



By: **BusPlanner USA Inc.**
3661 Sunset Ave. Suite #136
Rocky Mount, NC 27804

(866) 251-3721
http://www.busplanner.com
http://mychipmunkapp.com

DRAFT

April 5, 2024 (updated May 10, 2024)

Valid until June 30, 2024

BusPlanner

April 5, 2024

Randall Crawford
Director of Transportation
Clay County District Schools
900 Walnut Street
Green Cove Springs, Florida 32043

RE: Proposal 2855 BusPlanner Transportation Management System

Attention Mr. Crawford,
BusPlanner USA Inc. is pleased to submit our proposal response to your request for a contract extension. I am confident that everything in our **BusPlanner® Suite** of products, our implementation services, and ongoing record of exceptional customer service will not be found lacking in your product evaluation process.

Why BusPlanner?

- BusPlanner has over **40 years of experience in the pupil transportation industry.** Our focus from day one has been to develop premier software and support for the K-12 market across North America. Always putting our customers first, we value their success over that of our own.
- BusPlanner is the only pupil transportation routing software company **to guarantee in writing "live" customer support on every call from 7 am – 7 pm EST.** Experience for yourself by reaching out at (866) 306-4183. SaaS customers also have complimentary network support 24/7 through our after-hours support team.
- The current BusPlanner **platform is 12th generation** and used in all of our locations across North America. Our robust suite of products include GIS mapping, routing, redistricting, web portal with alerts, GPS integrations, fleet maintenance, field trips, and a variety of apps. You can be assured our products are fully operational from day one and ready to serve the needs of Clay County District Schools.
- BusPlanner has over **a 90% market share in their home Canadian Province of Ontario and a 76% market share throughout Canada.**
- BusPlanner was the **first company to be approved** as an "equivalent routing system" to Edulog by the **State of North Carolina in 2011.** Prior to this announcement the State only used Edulog as the routing software for all public school districts. Currently there are five public school districts in the State using BusPlanner over Edulog.
- BusPlanner offers a full suite of **optimization tools** that have proven to be successful in school systems across North America for many years. In the United States alone the **average # of routes operated** by all BusPlanner customers over the past decade has **decreased by 6.73%.** By listening to "real world" pupil transportation professionals we designed modules that focus on specific tasks such as bus stops, runs, routes, school boundaries, bell times, etc. Functionality is there to

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customize each optimization tool for results that will work in your community.

- **Data security** is a top priority for BusPlanner to ensure your information is always secure. NIST 1.1 is the benchmark we use as the basis of our cyber security framework controls. Other routing software companies have inadvertently exposed student information through parent apps lacking sufficient security controls as reported by publications such as The74. BusPlanner has designated internal resources to prevent cyber security and pledges to invest heavily in this area for your security.
- **Product value** is important as public school districts are required to provide more services today with less funding. BusPlanner was **awarded contract 23-17PV-01 by 1GPA** in 2023. Of the six largest routing companies awarded this contract **BusPlanner was ranked 1st overall by 1GPA.** More information on this purchasing option is included within our proposal.

Included as part of our submission are:

1. Project scope and options to purchase under either 1GPA or BusPlanner direct.
2. Combining all products and services into one contract under BusPlanner USA Inc. for the school district moving forward.
3. Comprehensive action plan of items to assist the school district in planning for a successful 2024/25 school year. After reviewing data in the current LIVE SY2324 database I am confident that everything can be corrected in a timely manner.
4. Addition of BusPlanner Quick included services
5. Optional pricing for BusPlanner Turns & Chipmunk parent app.

I trust that you will find that our response satisfies the needs and requirements outlined by your team. I can confirm that that there is no conflict of interest involved should BusPlanner USA Inc. become the successful pursuant to this endeavor.

Thank you for your consideration of our response. I look forward to the opportunity to discuss our proposal further with you. If you have any questions or concerns, please feel free to contact me at any time. I can be reached by email binford.sloan@busplanner.com or by phone toll-free at (866) 251-3721.

Sincerely,

Binford Sloan IV, CDPT
Solutions Consultant

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Scope of Work & Project Costs

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BusPlanner Scope of Work

Item	Description
Organization Overview	School Bus Routes- 160 buses Total Vehicles- 160 Total School Districts- 1 Total Students- 37,500
ROUTING SOFTWARE:	
BusPlanner Pro package	BusPlanner Pro Route Planning Software Solution Includes: BP Server, BP Tasks, BP Info Map: Clay County, FL. Additional counties can be added for a fee.
BusPlanner Web package	Transportation Information Portal Includes: • Public, professional & parent portals • Available with "real time" or "scheduled" interface to BusPlanner Pro & Quick. • Alerts & Notifications Module
BusPlanner Quick	Simplified web based transportation interface for dispatchers, supervisors, and call center team members. Work in same SQL databases as BusPlanner Pro users.
BusPlanner GPS (CalAmp interface)	Real Time GPS Tracking & Analysis module in BusPlanner Pro Includes: • Plan vs. actual analysis toolkit- with run edit path & bus stop comparison • Student scans & history • Speed Tuner™
BusPlanner Workflow	Online forms management • Ability to process map custom forms with both internal and external stakeholders through automation • Integrated module within BusPlanner Web
BusPlanner Maps	Map Analysis & Planning Software • GIS Mapping Application • Import/export shape files • Integrates with BusPlanner Pro & BusPlanner Quick. • Map: Clay County, FL. Additional counties can be added for a fee.
BusPlanner Trips	Field trip software • School district edition
BusPlanner Turns	Driver navigation Includes: • Follows mapping path from routing software for run navigation • Turn by turn directions both visual and audible • Skip stop & reroute features • Detailed student information for each assigned stop Ability for driver to enter bus substitutions
Chipmunk Parent App	Includes: • ETA to bus stop; broadcast alerts & notifications from BusPlanner Web • direct messaging with transportation staff • one account for all students in family • student demographics • Student scans on/off bus
ROUTING SERVICES:	
Software	Implementation • Map, Schools & Boundaries, Students • Bus Stops, Runs, & Routes

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	• Internet Portal, Alerts & Notifications • Online Transportation Management, Online Forms Management
Operational	• Communication plan • Strategies for success
Technical Support	Unlimited phone, email, and video support relating to software issues
BusPlanner SaaS	Cloud Hosting Service one-time setup, OS licensing monthly service & maintenance

Technical Service Hours	• 20 Hour block annually
	• Unused hours roll over to next year
	• Can be used for specialized tasks including but not limited to:
	  ○ Map updates
	  ○ Custom SQL queries
	  ○ Custom report building

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BusPlanner Cost Proposal

The following cost proposal is offered to Clay County District Schools with direct BusPlanner USA Inc. pricing.

BusPlanner Direct

School District of Clay County
May 10, 2024
Route Buses: 160
Total Buses: 160

Software Subscription	**Year 1**	**Year 2**	**Project Total**
Monthly Subscription	$3,594.00	$3,857.68	
Annual Subscription	$43,128.00	$46,292.16	$89,420.16
Core BusPlanner System: *Includes Pro, Web, Alerts, Info, SaaS* hosting	Included	Included	-
BusPlanner Quick	Included	Included	-
BusPlanner GPS	Included	Included	-
BusPlanner Maps	Included	Included	-
BusPlanner Workflow	Included	Included	-
BusPlanner Turns	Included	Included	-
BusPlanner Trips	Included	Included	
Chipmunk Parent App	Included	Included	

Services	**Year 1**	**Year 2**	-
Database Migration & Setup	$0.00	$0.00	-
Technical Service Hours (10 hour block)	$1,500.00	$0.00	
Annual Total	$1,500.00	$0.00	$1,500.00
			-
			-
GRAND TOTAL	$44,628.00	$46,292.16	$90,920.16

Optional Services		
Technical Service Hours (10 hour block)	$1,500.00	
Custom Development (per day)	$2,000.00	
Onsite Training (per day)*	$2,400.00	plus travel expenses
Online Training (per day)	$1,500.00	

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BusPlanner Experience and Capabilities

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About BusPlanner

Our company started in 1983 as a spatial database technology research company and was one of the founders of what is now the GIS and geomatics marketplace worldwide. Our roots in spatial data management lead to work in the pupil transportation market and, 25 years ago, our BusPlanner product suite was born.

Our BusPlanner Suite delivers a set of powerful, yet intuitive software products designed to support pupil transportation planning and operations. The BusPlanner Suite is focused on Route Planning and technology integration exclusively for the school transportation market.

Nash County Public Schools was the first school district to fully implement BusPlanner within the United States. The North Carolina State Board of Education in June 2011 approved BusPlanner as an equivalent routing system for the school district. This was the first time any school district had been authorized to replace the state endorsed TIMS product (Edulog) since its inception in 1988.

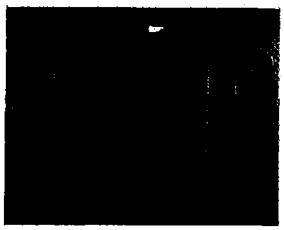
Over the next three years BusPlanner was shown to be an overall success for Nash County Public Schools utilizing several optimization strategies.

Baseline	N/A	208	9,084
All schools	Route	186	9,069
Schools in Group 1	Route & Bell time	159	8,694
Schools in Group 2	Route & Bell time	151	8,878
Schools in Group 3	Route & Bell time	128	8,800
	Route Reduction	-80 (39%)	-284 (-3.5%)

Today, after 40 years in business, BusPlanner is a proven technology that is used both in rural communities with 6,000 students over 22,500 square miles to metropolitan centers with 335,000 students within 243 square miles.

BusPlanner Inc. and BusPlanner USA Inc. operate seamlessly to serve our North American client base. Our commitment to customer success manifests itself in unrivalled customer support including:

- Live help desk support by one of our friendly representatives 7am to 7pm EST daily with 24/7/365 after hours support available.
- Monthly client webinars designed to help clients stay on top of changing technology trends and best practices.
- A full complement of on-demand support resources such as how-to videos, instructions, and other content.



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Ready to Meet the Challenge

BusPlanner was designed to meet the needs of a complex, multi-district, contractor-based operations. Because of our commitment to service and response to client feedback, BusPlanner has been adopted by organizations that service tens of thousands of students using thousands of buses across North America.

Our success with so many complicated transportation departments and large fleets throughout North America gives us the confidence that BusPlanner is the solution that will help Jackson-Madison County School System thrive into the future.

Trusted by the Industry

BusPlanner has always emphasized re-investment in the development of technology through our client partnerships. We believe this "return on investment" will provide our existing and future client's more success than other areas such as marketing where only the company benefits.

Our staff of industry professionals is committed to providing excellent customer service and value for your money in everything we do. We fully embrace our mantra "Never give a client the opportunity to wonder why they chose us." This is why we can boast of a loyal client base and a 95% client retention rate.

A few of BusPlanner's transportation mid-size clients include:

District	Location	# Students	# Routes
East Baton Rouge Parish Public School System	Louisianna	40,000	400
Clay County District Schools	Florida	37,502	160
School District of Osceola County	Florida	37,337	149
Gaston County Schools	North Carolina	30,000	195
Poudre School District	Colorado	27,000	150

Sales Contact:
Binford Sloan IV
Solutions Consultant
binford.sloan@busplanner.com
Direct: (252) 907-3133





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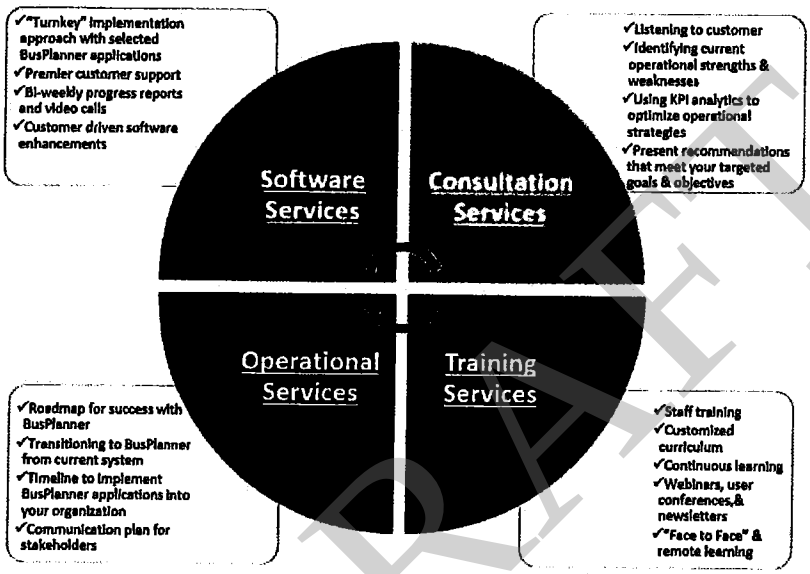
Implementation, Training, & Support

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Our Approach For A Successful Partnership

BusPlanner builds positive relationships that last with our customers. Our mantra is "NEVER give a school system the opportunity to wonder why they chose us." As your technology partner, we will stand with you from the first day and grow together.

In building your integrated pupil transportation system, we will approach implementation, training, and technical support in similar, yet distinctive ways. We believe for you to be successful a continuous cycle of learning will grow knowledge within your pupil transportation operation. As seen below, each phase in our partnership while separate works in unison. Let us learn together how we can be your partner and share in your success.



To achieve overall success long-term there are values we will uphold for every customer. We understand that everyone has a voice and through equal contributions greatness can be achieved together. Our pledge to every BusPlanner customer is the following:

- **True Partnership**
  - *We stand with you.*
  - *We value your input both good and bad.*
  - *We are not successful until you are successful.*

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- **Stakeholder Input**
  - *We listen to each client and provide solutions that are beneficial.*
  - *We are transparent in answering questions.*
  - *Based on your needs we promote transparency in the proposed solution.*
- **Positive Outcome**
  - *We value each client relationship and understand that service is paramount- not a sale.*
  - *We fully pledge commitment to each client where success is a main objective.*
  - *We collaborate with each client from the onset to ensure BusPlanner is a positive fit in their organization.*

Let us now see how BusPlanner will set you up for success from day one.

BusPlanner Recommended Action Plan

With Clay County District Schools being a current BusPlanner client database implementation won't be necessary. Below is our recommended action plan to prepare Clay County District Schools (CCDS) for the 2024-25 school year.

Technical Service Hours

CCDS purchased 20 technical service hours from BusPlanner in 2022. Below is a chart that outlines how these hours have been used by the district these past two years. As of April 1, 2024 there is an available balance of 17.75 hours. Some BusPlanner recommendations in this action plan will use these hours plus those purchased with this contract renewal.

Flex Hour Purchase	30	30			2022-07-22
Review auto-assign discrepancy	-0.5	29.50	Ina Zino	Katherine Kovarik	2022-08-01
School Startup Assistance - August 8-12	-4	25.50	Various	Various	2022-08-15
Meeting to help with SSO Setup	-1	24.50	Bill Davis	Robert Shanks	2022-10-07
Updated Template	-0.5	24.00	Bill Davis	Caroline Winden	2022-10-11
Copied Boundaries for client	-0.25	23.75	Bill Davis	Robert Shanks	2023-01-10
Copy Exception Boundaries	-0.25	23.50	Bill Davis	Gloria Lim	2023-01-17
0111 Transfer fixes	-1.25	22.25	Ina Zino	Katherine Kovarik	2023-01-19
Change School Address for client	-0.75	21.50	Ina Zino	Gloria Lim	2023-03-01

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Changed school location for client	-0.25	21.75	Ina Zino	Katherine Kovarik	2023-05-01
Boundary, adding street, exception boundary meeting	-1.5	19.75	Jason Brown	Katherine Kovarik	2023-05-08
Follow up meeting w/ Shannon	-0.5	19.25	Shannon Isom	Katherine Kovarik	2023-05-17
Added subdivision to summer school db	-0.5	18.75	Jason Brown	Katherine Kovarik	2023-06-08
Map update db creation	-1	17.75	Shannon Isom	Brian Moroz	2024-01-23

Data Fundamentals

1. Map- Having a map with current shape files is essential. CCDS staff performed a map update in January 2024. Validation of the entire map is needed. It is our recommendation that available technical service hours be utilized and the latest county GIS shape files be imported in BusPlanner.
2. SIS Import- The current SIS import from Synergy can be expanded to include additional data fields. If CCDS chooses to add any of the suggested data fields available technical service hours can be used to update the import template. A table with current and suggested SIS fields is presented at the end of this proposal section.
3. Student Scans- BusPlanner automatically receives student scan data from CalAmp through our API. To properly associate each scan to a student record we will need to be provided a listing that has student ID, student name, and student scan card id. Once this is imported into BusPlanner (either through SIS import or separate) incoming scans will be visible on a tab in the student record (BP Pro) and in the Chipmunk parent app.

[illegible]	[illegible]		[illegible]
Type	X		
Student ID	X		
First Name	X		
Last Name	X		
Birthdate	X		
Grade	X		
Travel Code	X		
Gender	X		
Special Ed	X		
Load Time	X		
Seat Type	X		
Effective Date	X		
Retire Date	X		
Phone	X		
Confidential	X		
Program 1	X		
Program 2	X		

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School ID	X		
School Effective Date	X		
School Retire Date	X		
Program Code	X		
Home Address Street Num	X		
Home Address St Name	X		
Home Address Apt	X		
Home Address City	X		
Home Address State	X		
Home Address Zip Code	X		
Contact ID	X		
Contact 1 First Name	X		
Contact 1 Last Name	X		
Contact 1 Home Phone	X		
Contact 1 Work Phone	X		
Contact 1 Cell Phone	X		
Contact 1 Email 1	X		
Contact 1Email 2	X		
Census_Group	X		
Pupil_Assignment	X		
EXTID	X		
Met at Bus		X	Used for students that require adult present for pickup/drop off stops
Schedule Type		X	Student attends school daily, day 1, day 2, etc.
Day Type		X	Student attends full day, half day, AM, PM, etc.
Alert		X	Specific items transportation staff need to know (medical, custody, etc.)
Instruction		X	Specific student instructions (student required to sit in seat behind driver, etc.)
Transportation Type		X	Used to determine student transportation setup. Auto, Home, Manual, None
Online		X	Can be used to separate virtual students in district from others in database.
Equipment		X	Assign required equipment piece(s) to student (aide, seat belt, oxygen port, service animal, etc.)
School Homeroom		X	Useful for school staff when running certain reports in BP Web
Alt School ID		X	Used for students that are enrolled in more than one school.
Alt School Grade		X	
Alt School Program		X	
Alt School Effective Date		X	

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Alt School Retire Date		X	
Alt School Homeroom		X	
Alt AddressStreetNum		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Alt AddressStreetName		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Alt AddressApt		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Alt AddressCity		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Alt AddressState		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Alt AddressZipCode		X	Useful if district provides transportation to alternate addresses or split custody situations. Applies to Alt addresses 1,2,3, etc.
Contact Type		X	Student contact type (mother, father, grandparent, etc.) Applies to Contact 1, 2,3, etc.
Contact Priority		X	Hierarchy of contacts (1, 2, 3,4, etc.) Applies to Contact 1, 2,3, etc.
Contact Mailing Address		X	Helpful for contacts that reside at different address from student. Applies to Contact 1, 2,3, etc.
Contact Met at Bus		X	Establishes if contact has authority to receive student at stop. Applies to Contact 1, 2,3, etc.
Contact Allow Portal Access		X	Establishes if contact can access parent portal in BP Web & Chipmunk parent app. Applies to Contact 1, 2,3, etc.
Extended Properties	X	X	Other custom data fields (max of 20) from SIS that district can use in BusPlanner. Examples include next SY school, next SY grade, athlete, etc. District currently has 9 extended property fields in use.
Student Photos		X	Useful for transportation staff in associating student identity in operations. If available from CCDS these can be mass imported by student ID separate from SIS import.
Student Scan Card		X	For scans to be available in BusPlanner from GPS provider each scan card ID will need to associated by student ID.

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Data Integrity

In reviewing data components of the LIVE SY 2324 database this week there are some areas that need to be reviewed and corrected for the opening of school in SY 2425.Listed below is a summary of each topic.

1. Routes with Negative Slack- there are 114 routes out of 160 that fall into this category. Staff need to review errors and shift runs and or stops between buses as needed.
2. Run errors- there are currently 454 errors over 846 runs. Staff need to review and correct errors accordingly.
3. School Errors- there are currently 40 school errors over 44 schools. Staff need to review and correct errors accordingly.
4. Route Errors- there are currently 471 route errors. Staff need to review and correct accordingly. It should be noted that as some errors are fixed between runs, students, routes it could auto fix other errors.
5. Run Geometry errors- there are currently 15 errors over 846 runs. Staff need to review and correct errors accordingly.
6. Route Statistics- Active time 67%/Deadhead time 33%; Active mileage 57%/Deadhead mileage 43%. While these categories won't necessarily be an exact match they should have a 10% spread. It is possible travel speeds are off which affect both run and route timings (negative slack is one). Recommend staff evaluate and calibrate map speeds with speed tuner.

Next Steps

Moving forward there are considerations to think about. With SY 2324 ending next month the question of which database these enhancements and data errors should be applied needs to be considered. For timing and staff resources it should be considered to complete everything in the Fall Planning SY2425 database.

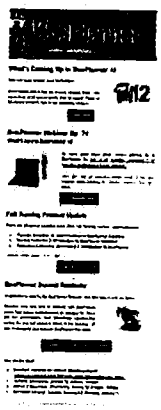
BusPlanner Quick is the latest routing application we launched in 2023. It offers transportation operations similar daily routing functions found in BusPlanner Pro. This web based version provides users a straightforward method to easily route students. We are able to offer this application directly to Clay County District Schools as part of proposal 2855.

BusPlanner Training Services

BusPlanner works with each new and existing client in developing a training curriculum that is successful. Training courses are selected to maximize staff knowledge to the associated BusPlanner products that are being deployed.

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For all **districts** we fully understand training is continuous and have developed a program that meets key aspects such as:

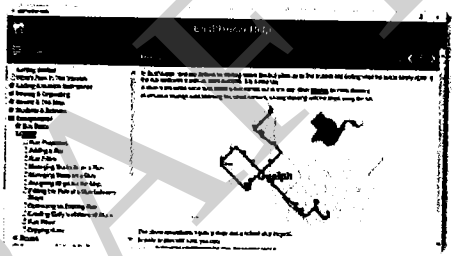


- *Training curriculum is designed around your organization.*
- *Operational Aspects are infused into training.*
- *We provide in- person and remote training to meet your needs.*
- *Every new school district is trained with their data set.*

Training Methods

Whether new or an existing BusPlanner user we have a variety of training methods to suit your needs.

1. **Onsite**- this traditional approach offers face to face learning for users and is most popular with our entry level courses. Along with the detailed course outline are in depth "hands on" tasks for each student to complete.
2. **Online**- remote learning has become more common since the onset of COVID. In this setting users follow the instructor from the comfort of their office. We complete the same tasks in this setting as with traditional onsite courses.
3. **Webinar**- join our BusPlanner throughout the year in reviewing a specific item or two. There is no fee for our customers to participate and this is a great way to learn more about your system.



4. **Software Help Guides**- All BusPlanner products come with integrated help modules. We provide text, graphics, and hyperlinks throughout. Our team updates each module to match your installed version. These help guides are intuitive where users can search for information.
5. **BusPlanner Forum**- Sometimes you may have questions or just can't remember how a certain tool is accessed in BusPlanner. Our online site for users provides a wealth of information at your fingertips. Users can watch videos of how to perform various tasks in our software. They also have access to a message board where questions and answers can be shared among one another.
6. **User Summits**- each year we host user summits across North America where BusPlanner customers can come together. Past topics included upcoming releases, development brainstorming session, onsite training courses, etc.



BusPlanner Summit
January 9-11, 2024

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Course Offerings with Intended Outcomes

The following is a list of popular training courses available to BusPlanner users and IT support staff. New courses are constantly being added:

Description	Duration
Introduction to BusPlanner: Designed for all those who will use BusPlanner in the transportation planning process. This course will provide the fundamentals for use of the software.	2 days
Administrating BusPlanner: Designed for those who will administrate BusPlanner and/or for those IT staff who are responsible for ensuring the environment is operational for your system.	1 day
Introduction to Administrating BusPlanner Web: Designed for those who will be administrating and overseeing the use of BusPlanner Web and the Alerts Module.	1 day
Advanced Administration of BusPlanner Web: This course provides further in-depth instruction relating to the processes and best practices behind administrating BusPlanner Web and its modules.	1 day
Introduction to BusPlanner Maps: Designed for those who will be performing advanced map editing within BusPlanner Maps	1 day
Introduction to BusPlanner GPS: Designed for those who will be tracking and analyzing GPS data to improve planning and monitor operations of their fleets. This course covers the basics of how GPS systems work, how the integration between hardware and routing systems is setup, as well as covering the use of live dashboard and the analysis tools.	1 day
Advanced Route Planning Techniques: Designed as a follow-up for users that have taken "Introduction to BusPlanner." This course provides further in-depth instruction including best practices and advanced functionality.	1 day
Effective Analysis using BusPlanner: Designed as a follow-up for users that have taken "Introduction to BusPlanner."	1 day
Introduction to Optimization: This course offers in-depth instruction relating to the design and operation of BusPlanner's optimization toolkit. Users will learn how to optimize run and route scenarios, create, and populate bus stops, as well as use bell time analyzers and bell time optimization tools.	1 day
Optimization Practical Skills Workshop: This course provides a supervised workshop where users can put the optimization skills learned in the Intro to Optimization course to practical use in a setting where questions can be asked while working on your own scenarios.	1 day
Special Needs Routing Using BusPlanner This is designed for those who manage special needs transportation using BusPlanner. It covers planning methodologies, tips, and best practices for effectively routing special needs transportation.	1 day
Maximizing BusPlanner This is designed to provide planners with the understanding of how BusPlanner's tools can be most effectively used to plan school bus transportation. Tricks and tips are provided for maximizing the efficiency of your fleet and getting the maximum value from BusPlanner.	1 day
Side by Side Mentoring/Training This is a free-form training course designed to provide one-on-one training and counsel on the best use of the BusPlanner tools contained in the BusPlanner Suite, how they fit together, and how they can be best utilized to provide a quality routing solution.	1 or more days

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BusPlanner Operational Assessment

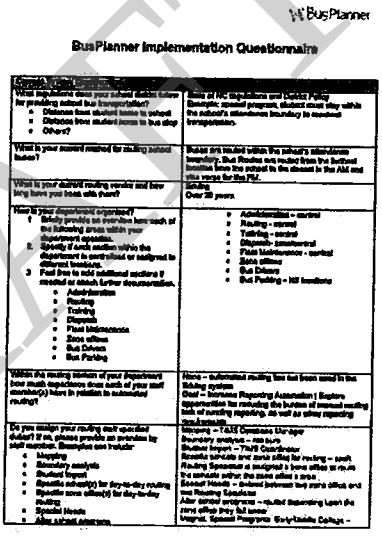
Another cornerstone to a successful project long term is knowing which direction will provide your team the most return. We have a team of highly qualified professionals that are here to help you with taking your current pupil transportation and making it great. Our philosophy is simple and also powerful. We pledge to support you through:

- ✓ *Listening to customer*
- ✓ *Identifying current operational strengths & weaknesses*
- ✓ *Using KPI analytics to optimize operational strategies*
- ✓ *Present recommendations that meet your targeted goals & objectives*

We use tools to help us in turn help you. You already know your operation inside out while we are just beginning a relationship. For us to serve your operation the best way possible we have to fully understand everything correctly. For us to assume would be a disservice to your group and could potentially lead to strains within the project launch. During the project kickoff meeting we provide every new school district with an implementation questionnaire. This multi page document is a vessel for you to share information with us both current and future.

Implementation Questionnaire

- Organization demographics
- Where do you have repeated issues at the moment?
- Methods of service delivery used at the moment?
- Current pupil transportation system
  - How much of this system do you want transferred?
  - What role does technology play?
  - What do you like and dislike?
- Goals and objectives
  - Short range
  - Mid range
  - Long range

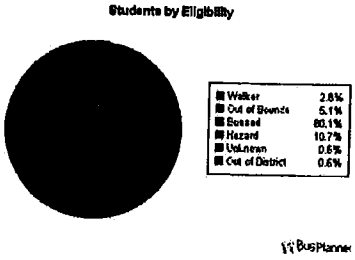

BusPlanner

BusPlanner Implementation Questionnaire

Our team assesses all areas we see as potential opportunities after the transition to BusPlanner. While some school districts prefer not to change their "current operational practices" in the beginning, sometimes it may provide immediate relief to make changes. We provide you a detailed plan that addresses different areas of your operation. Examples may include the following.

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Analysis of Operational Data

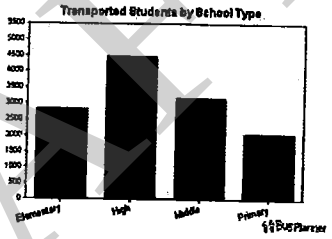


- Review of KPI categories
  - Student enrollment
    - % transported
    - %walkers
    - % car riders
    - % other modes
  - Breakdown of transported students
  - Utilization of routes
    - Active & deadhead mileage
    - # of assigned runs by tier
    - % of available vehicle capacity

Interpreting these and other data elements will guide our thorough analysis within your operation. Similar to when you see the doctor for an annual physical, we are doing the same thing here. We also will compare different sources of data to ensure integrity. For example, if the routing data states bus 123 is at maximum capacity while driver ridership reports show 50% capacity, the gap is exceptional.

Once this phase is complete and validated our team will transition into recommendations that will assist your organization.

Operation Recommendations



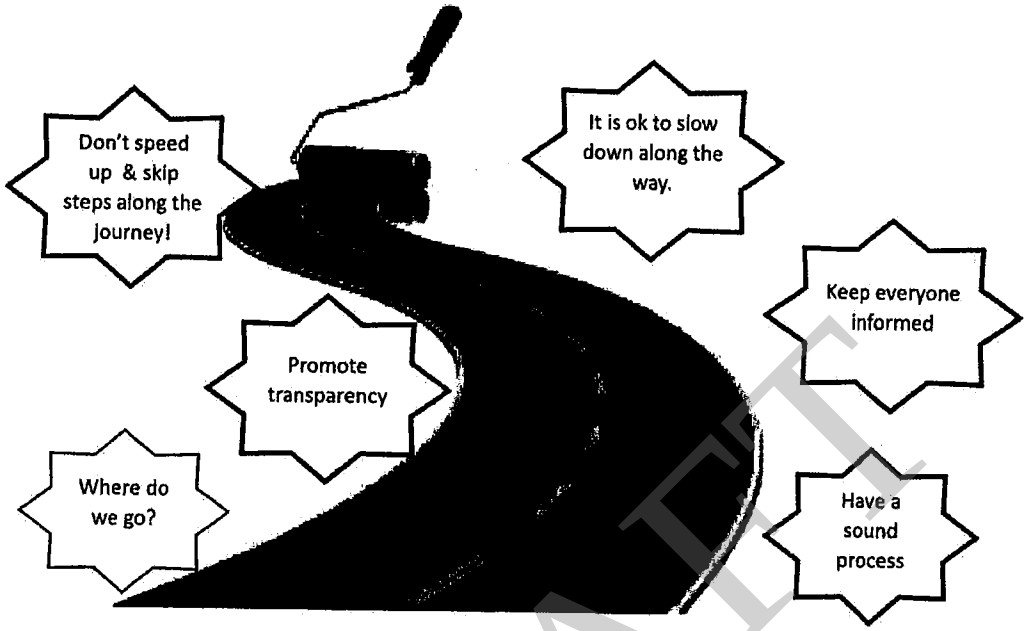
- System optimization with
  - Bus stops,
  - Runs,
  - Routes,
  - Bell times
  - Or a combination
- Communication
  - Keeping everyone informed

Clear and Precise Narrative

We understand that implementing a new pupil transportation system into your organization can be a monumental challenge. Our team of professionals will work for you to achieve success from the start. Following proven strategies, we will guide your team every step in building a sound foundation. We call this our "roadmap to success" which is designed provide personalization and results.

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Roadmap to Success



Through listening to your goals and objectives we provide consultation in several areas including:

- Operations Consulting- Service delivery is paramount for your success. We will guide you using BusPlanner best practices to minimize issues while enhancing effectiveness.
- BusPlanner Transition- best practices for introducing BusPlanner to your organization
- Communication plan- Identify and address all stakeholder needs to ensure each component of the BusPlanner Suite is systematically implemented in a positive manner.

Every pupil transportation operation is unique and applying strategies without full knowledge can lead to service delivery issues. Ensuring every team member understands and relates to "why" we are doing this change can go a long way. While administrators decide to procure a new system for needed efficiencies, bus drivers may only see management changing how they drive the route with no explanation.

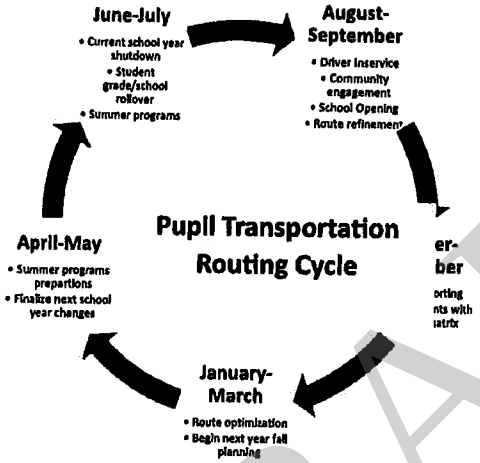
Utilizing our "custom" designed operational plan will remove all potential barriers during the final stages of implementing your new **BusPlanner** system into "real world" use within the community. Our team of trained professionals have several hundred years of combined

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experience collaborating with pupil transportation organizations. Our plans include key components such as:

- Structured timelines
- Data review
- Communication & training strategies for stakeholder groups
- Strategies for staff to follow with our roadmap of success

The impact from your pupil transportation system affects all facets within your school system on different levels. Understanding the "cause and effect" with decisions will empower your team in achieving next level success. With our plan, we work for your team to gain knowledge plus understand "routing cycles" and how they impact future organizational success. Providing structure allows the team to focus on each season throughout the year.



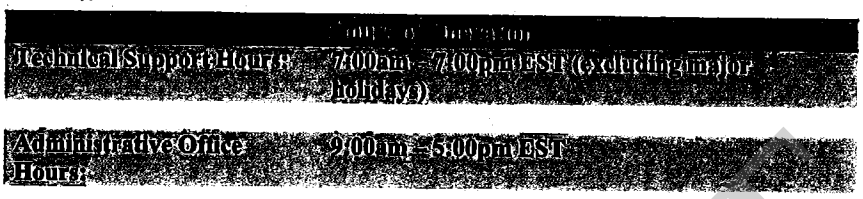
As a pupil transportation provider your focus should be on service delivery without compromising student safety. Our plan removes those constraints so you can focus on the overall mission. We use existing resources and supplant them into advanced technologies that provide you with a "wow" moment and "how did we do things before the ease of BusPlanner?"

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BusPlanner Technical Support

BusPlanner is supported by a full array of technical services including:

- **Toll-free BusPlanner Help Desk (866) 306-4183**
- **Assistance via email support@BusPlanner.com**
- **Video Calling/Online Chat via Teams® or Zoom**
- **Assistance via remote desktop or online collaboration methods**
- **On-site assistance**
- **"Quick turn-around" project work delivered via the Internet or performed live on your server**



Our technical support team based offers live technical support via our BusPlanner Help Desk between the hours of 7:00am – 7:00pm EST Monday to Friday, excluding major holidays. BusPlanner also offers after-hours on-call 24/7 technical support via telephone or email. BusPlanner SaaS customers have included after hours support for emergencies.

Our Challenge *- to show you how serious we are about customer service. Every time you call our BusPlanner help desk during operating hours, one of our friendly Client Services members will always answer the phone and be happy to assist* ***GUARANTEED!!!*** *Try it yourself anytime.*

BusPlanner also offers after-hours on-call 24/7 technical support via telephone or email. After hours support is available on a per-occurrence fee basis. BusPlanner SaaS customers have included after hours support for emergencies at no charge.

Software Improvements & Updates

All software updates are included within client annual costs for each subscribed product, BusPlanner software products are upgraded twice per year. The larger upgrade occurs late fall and the other upgrade during late spring. In addition, any found software "bugs" are addressed immediately and supplied to customers at no cost during the full contract period.

Notices of product upgrades are provided to every BusPlanner client in advance. In addition, release notes outline enhancements, fixes, as well as new features. During extreme

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circumstances BusPlanner does reserve the right to postpone software upgrades. The last time this occurred was during 2020 as the COVID pandemic erupted.

BusPlanner SaaS clients only need to schedule a time with our Client Services team to upgrade and they take care of the rest. We will never upgrade your BusPlanner environment without prior client confirmation. Self-hosted sites are responsible for completing software upgrades themselves.

BusPlanner Services Available for Purchase

BusPlanner offers additional services for clients on an as needed basis. Our team of professionals are ready to provide fast and effective responses to meet your needs. Here are some of the ways we can assist.

- Custom Development- From time to time clients will request specific functionality upgrade(s) for any given BusPlanner application. Our development team will meet with the client to understand their needs. From there a Scope of Work document along with monetary estimate to perform the custom development work will be created. Once approved by the client custom development will be scheduled for completion and testing.
- Technical Service Hours- pre purchased in 10 -hour increments that can be used for many things including map updates, creating custom reports, custom SQL queries, etc. Unused hours at the end of a year will automatically roll over so there is no need to worry about losing them.
- Technical Forms Development- pre purchased in 10 -hour increments that can be used for creating custom online forms with our BusPlanner Workflow application.

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BusPlanner Applications

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BusPlanner Suite

BusPlanner's Suite provides a variety of applications that form a multi-user, client server environment for enterprise transportation management applications. Our core system as used by our clients has proven capability of processing thousands of students at the same time with up to 50 simultaneous routers. The Public & Private Portals within BusPlanner Web have also been evaluated and used under heavy load with large volumes of users and heavy usage on inclement weather days. Our newest addition is BusPlanner Quick that brings a robust web application for users that need to help in those special situations.

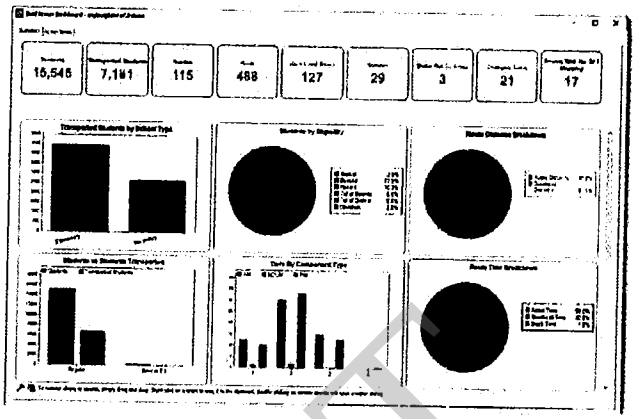
All of our applications are built with relationships in mind to provide a complete transportation solution. We only navigate in the K-12 pupil transportation space.



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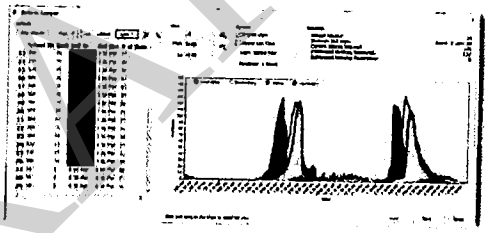
BusPlanner Pro "Pupil Transportation Management Software"

BusPlanner helps transportation management professionals by providing flexible, efficient routing solutions. Its intuitive interface provides powerful route planning and analysis tools that are easy to use. BusPlanner provides an effective, efficient system to manage all aspects of your student transportation.



BusPlanner offers an array of important features to assist you in the ongoing planning and management of your routing solution. The following key features are included to ensure your success in maintaining your efficient system.

- **Easy-to-use user interface with easy-to-learn map & data accessibility.**
- **Map integration to Google Maps**
- **Flexible productivity tools to help manage your daily transportation needs**
- **Powerful Back-end Database to allow for robust multi-user operation**
- **Powerful Optimization Tools for generating new transportation solutions**
- **Automatic Transfer Management to make student transfers painless**
- **KPI, Analysis, and Government Reporting functionality to measure the effectiveness of your solution**
- **Customizable Reports & Map Generation tools to get data out**
- **Effective & automatic Troubleshooting Tools to eliminate problems**
- **Planning and Scenario Management tools to help build better solutions**
- **Intelligent Student Data Update tools to keep your student data current**

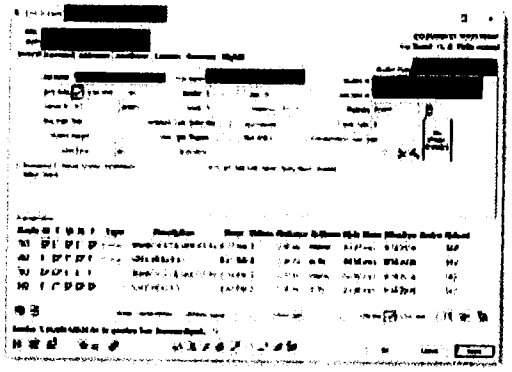


BusPlanner's productivity tools provide answers and quick access to commonly requested questions. Using the hyper-linking features, additional information or details can be obtained directly from query results – without having to exit from what you were doing. Time-saving, daily-use features offered by BusPlanner include:

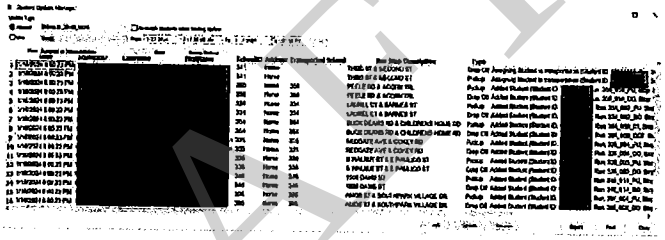
- **Automated walking distance calculations offering powerful eligibility querying by address, district, grade/program**
- **Address searching**

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- Distance calculators (both walking and vehicular calculations)
- Powerful searching and reporting/listing queries for generating quick information lists with virtually any criteria (students with alternate addresses, run manifests, etc.)
- Powerful tools for graduating students and managing the annual transportation changes due to promotions.
- Mass transportation assignment capabilities providing alternate assignments.
- Flexibility to manage situations requiring increased confidentiality for students
- Data verification tools to ensure your data makes sense (overloaded runs, out of boundary students by board, etc.)



The intelligent **Student Update Facility** allows for the mass import of student data, in any format, from your student information system (SIS). The use of "import templates" allows the flexibility for BusPlanner to be configured to read any format directly from the SIS. Our system currently has functionality to import over 115 SIS data fields plus expansion capabilities for another 20 custom student fields. This important facility tracks changes to student information, maintains the integrity of the routing solution, and offers a flexible interactive geocode error correction utility for correcting mismatched or incomplete addressing – any of the multiple address types a student may have. Once student data is imported and transportation is assigned, BusPlanner can export the student data – along with the related transportation information – for use back in the SIS. Using your customized student data import template (included as part of your implementation), product-specific importing is available from many SIS products including:

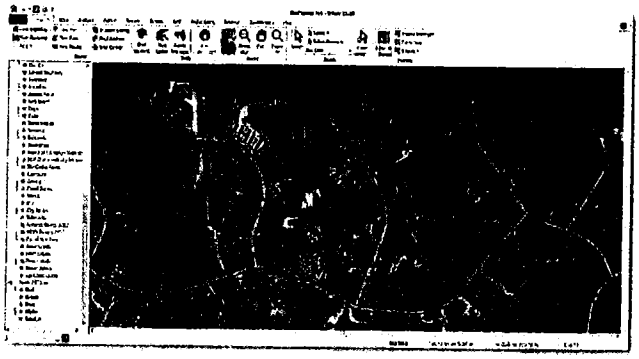


- Focus
- Infinite Campus
- PowerSchool
- Synergy
- Or any other Student Information System using our flexible interface.

The student update facility allows you to geocode to exact address points if this data is available. This allows for more exact matching and better integration GPS data.

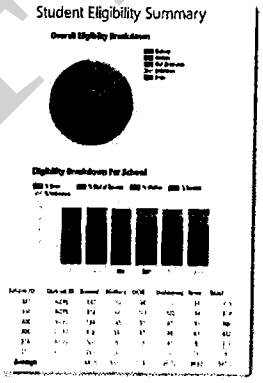
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BusPlanner is based on GIS street network data. Because BusPlanner is built on **GIS technology**, data from several different sources in any common GIS format can be used as the basis for your transportation database. This product offers a variety of out-of-the-box GIS management tools including:



- Ability to import/export and display topographic data layers (such as railways, shorelines, parcels) or ortho-imagery with your street map
- Manage street name information and characteristics including name, restrictions, speeds, aliases, etc.
- Direct export of map data to other applications via the Windows clipboard
- Map update and spatial editing tools
- Intuitive run and route editing and management tools (including editing system generated runs/routes)

Using BusPlanner, **customizable reports** can be created for student lists, route summaries, details, manifests, Medicaid reimbursement, and timelines. Information for schools and many other interactive listings are also available with drill-down capabilities to get more detailed information on anything you see. Reports can be printed or exported electronically to various file formats. In addition, maps can be created, printed (colour or black & white) or copied to other Windows applications for use in presentations, distribution, or other uses. The data on maps can be transportation related such as schools and their attendance or walk boundaries or additional topographic information such as rivers, parks, or other landmarks.



BusPlanner's **optimization toolkit** offers tools for:

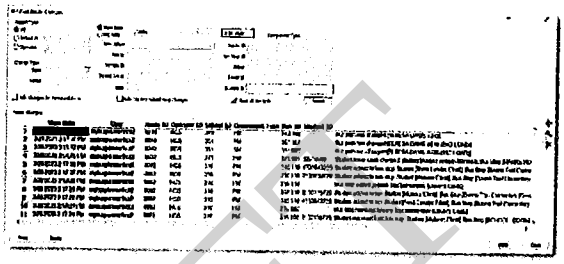
- Bus Stop generation and population including support for multiple student addresses
- Run generation with options for blended loading between multiple schools or districts
- Optimized run coupling into routes for optimized vehicle use including spatial constraints for limiting link deadhead between runs
- Bell Time optimization allowing bell times optimizing the route generation with possible bell time shifts within specific criteria including bell time analysis tools



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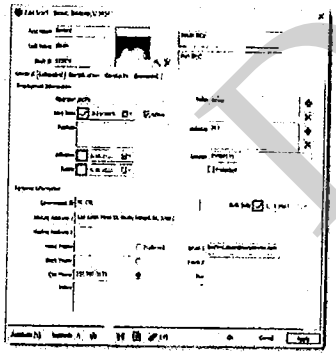
The included **planning and analysis toolkit** will help you in planning and strategizing the future of your transportation solution for both regular and summer school needs. The **Key Performance Indicator toolkit** offers an array of tools that can help measure the effectiveness of your system. All analysis output can be directly copied and pasted to other applications. These tools can also save time in providing answers to questions from other board managers who are considering scenarios such as school closures or changes to walking distance policies. These tools can provide quick, accurate answers that are proven assets for **Efficiency Audits.**
BusPlanner's extensive reporting capabilities include the following features:

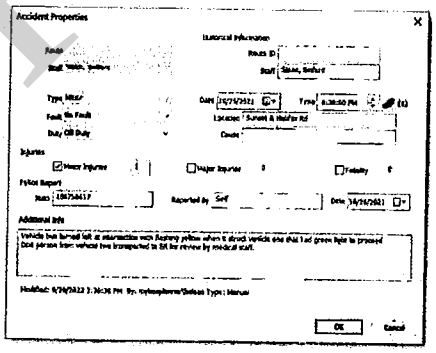
- Over 60 reports covering all aspects of the transportation solution
- Route listings, itineraries, route directions, and summaries with or without student information
- Route details with student manifests by stop, and emergency bus manifests
- Route Changes by route or for entire system. This special facility is also linked to BusPlanner Web's "subscription service" that allows for route changes to be automatically sent via email to parents who have opted-in to the service.
- Reports can be printed, sent to PDF, or exported to Excel or other tabular formats.



BusPlanner's **staff management portal** allows you to maintain a complete record on each member of the transportation team. Key features include:

- Staff demographics
- Assignment(s) with organization
- Accident and Incident reporting by employee/route
- Track certifications & training hours for staff. System can provide reports for both upcoming and expired components.
- Customizable fields where you can build an employee management system specifically designed for your organization.

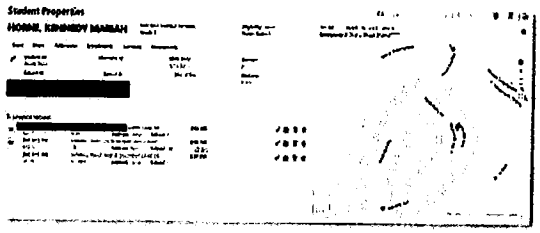




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BusPlanner Quick "Internet Transportation Management Solution"

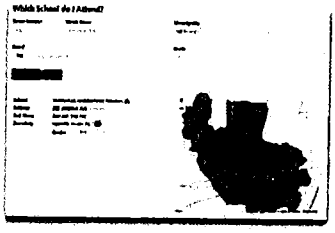
BusPlanner Quick is a simple, intuitive transportation management solution. This web-based application is **great for dispatchers, call center operators,** and even **supervisors** who need to quickly help parents, school staff, and drivers with transportation information. **BusPlanner Quick** integrates directly with your **BusPlanner Pro** database, it's just another way to access your district's transportation data.



- Simplified design: The intuitive interface makes it easy to navigate for your front-line team members.
- Student Search: Find students and access basic demographic information.
- Assign transportation: Add/modify transportation assignments in two clicks.
- Add student: New students can be added to your district when they need transportation before the next SIS import. No worries, they can be added and transportation assigned in less than a minute.
- Bus passes: Print one or multiple bus passes in one simple process.
- Reports & Analytics: View information and print related transportation reports.
- GPS integration: see live & historical GPS data as it integrates with your routing system.

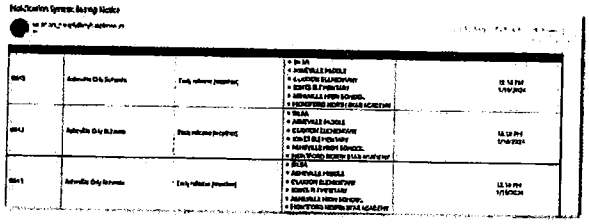
BusPlanner *Web* "Internet Query Server & Information Portal"

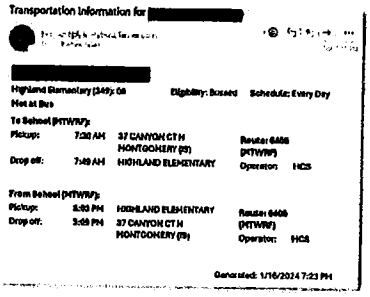
This web-based information portal offers school, transportation, boundary and eligibility information to your staff and the public. Cut down on phone traffic to your office by providing the information to parents in this self-serve information portal. This Secure information portal offers up-to-date transportation information to your schools, board staff, private bus contractors that need access to transportation information. Parents will have access to information on their students through our secure parent portal.



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The embedded alerts & notification system seamlessly sends out targeted information to affected stakeholders via email, SMS messages, as well as a banner in our parent app. In addition, parents, schools, transportation staff, and even bus drivers can automatically be updated with permanent route changes through our subscription service.

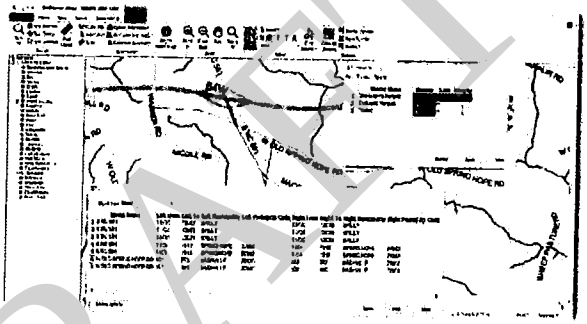




BusPlanner *Maps* "GIS & Planning Toolkit"

BusPlanner *Maps* is a desktop GIS toolkit offering a comprehensive set of features specifically for the administration of the GIS maps and other topographic layers used within the BusPlanner environment. BusPlanner Maps also provides advanced street network and boundary management functionality to keep your BusPlanner database up-to-date and operating at peak efficiency.

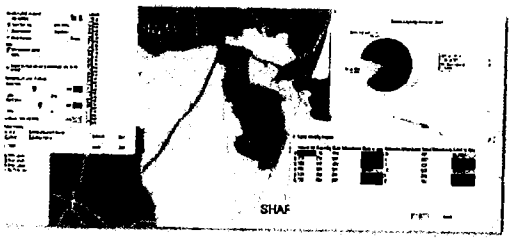
BusPlannerMaps



BusPlanner *Districts* "Redistricting Analysis Module"

BusPlannerDistricts

To plan your school districts effectively, you need to visualize your boundaries and the populations behind them. **BusPlanner *Districts*** provides redistricting and population analysis features that illuminate the demographics within your BusPlanner database. With this optional redistricting analysis module, you can display and summarize detailed student information through a wide range of standard and customized fields. Advanced boundary management tools are also included, which allow efficient splitting, merging, copying, and editing to help perfect your boundary solution.

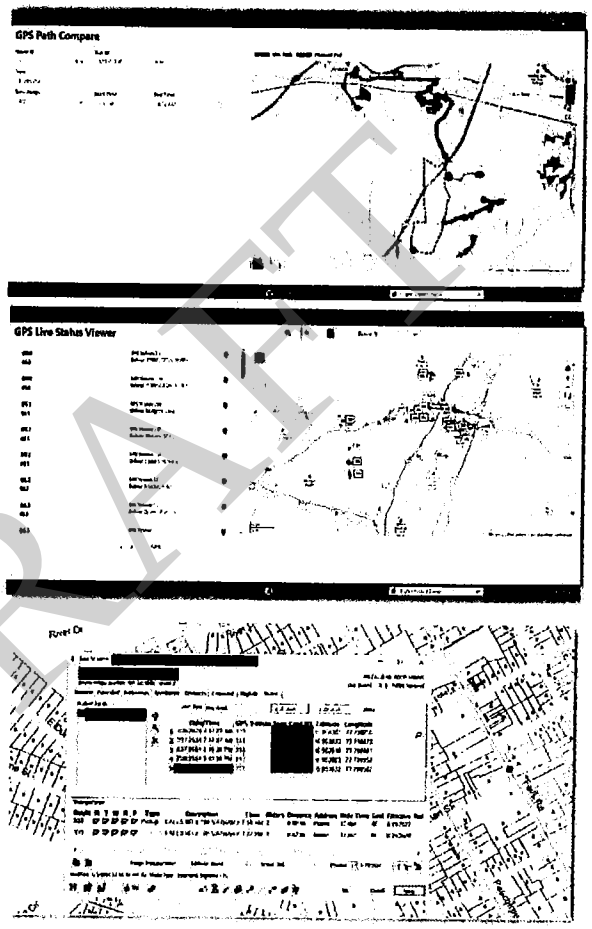


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BusPlanner *Districts* helps administrators understand—and respond to—regional demographic changes through a series of statistical analysis tools. Multi-layered search functionality means that you'll always get the data you're looking for, while easy-to-read results make extracting and communicating information fast and simple. Use these boundary management, visualization, and capacity analysis tools to optimize your redistricting process.

BusPlanner *GPS* "Real-Time Tracking and Analysis Module"

BusPlanner GPS is an integrated module for those clients who wish to implement a real-time GPS tracking system. BusPlanner GPS provides tracking and analysis solutions supporting **CalAmp, Geotab, Samsara, WheresTheBus,** or **Zonar** GPS hardware platforms. This integrated module fits right into the BusPlanner Pro & BusPlanner Quick applications and consists of:



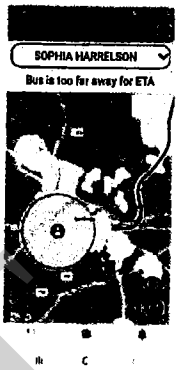
- Real time vehicle tracking,
- Historical tracking,
- Planned vs. Actual analysis showing whether the drivers are driving the routes as planned,
- On time arrival analysis,
- Stop time comparisons,
- Multi-vehicle planned versus actual performance analysis,
- Functionality to "edit" the planned run path to match reported GPS path,
- Create runs from your GPS data through our intuitive "Run via map" tool,
- Speed "calibrate" the routing system map segments to match current GPS fleet migration patterns.
- Student ridership scans with date, time, geocode location of each event. Scans are associated to each associated student ID in BusPlanner.

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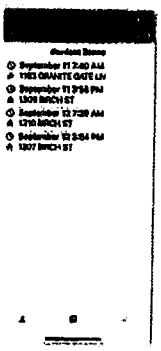
chipmunk School Bus Tracker App

With this app, parents are given access to information such as:

- **Location of the school bus on a live map**
- **Estimated Time of Arrival (ETA) at their student's bus stop**
- **Parents can choose the radius for stop notifications**
- **Important alerts and messages about delays or cancellations pertinent to their student(s)**
- **Student scan events are available for each student in the household as they get on and off the bus. This feature is only available when student ridership is activated on a supported GPS system .**

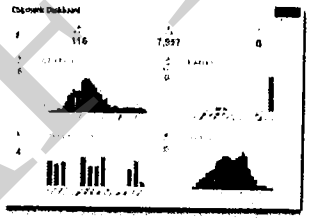


This live app is based on GPS and imbedded AI technology that offers accurate information to users and is the only app that can simultaneously process GPS data from multiple GPS vendor solutions within a single transportation system environment. Chipmunk's imbedded AI makes it smart enough to know when buses are not doing what they should – and will stop providing incorrect data to parents.



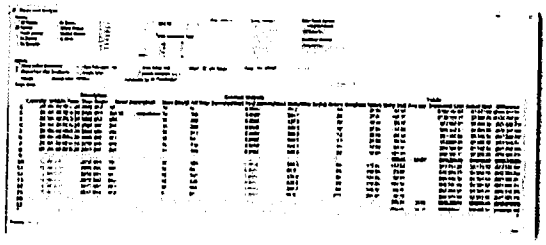
Chipmunk is available for both Android and Apple devices and can be downloaded free from either store to any device.

The app intro screen shows the chipmunk logo as well as your school board logo for greater clarity and name recognition.



For distrcit staff we provide a live Chipmunk data dashboard. This KPI tool will allow you to know how many subscribers have the app in compariosn to actual users throughout the day. It also will allow you to know which buses aren't transmitting GPS.

BusPlanner Finance "Financial Analysis Module"

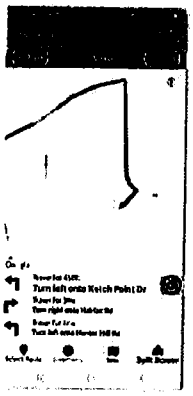


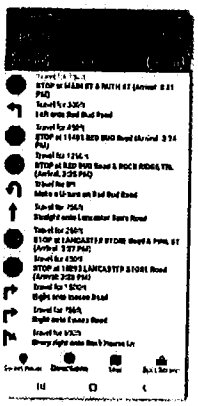
BusPlanner Finance is designed specifically for those who are tasked with managing the finances of your pupil transportation operations. This finance administration toolkit allows for the daily calculation and logging of the cost of your routes. With your customized finance 'contracts,' BusPlanner Finance also provides financial analysis tools for comparison to budgeted values, etc.

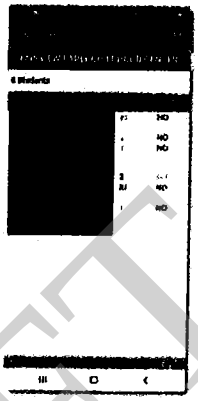
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BusPlanner *Turns* "School Bus Driver App"

BusPlanner *Turns+* **is designed specifically for school bus drivers! This app provides turn by turn directions along with vehicle substitutions – direct from BusPlanner - for school bus drivers to follow while they drive their route. This app is perfect for spare drivers or drivers that need to cover unfamiliar routes in a shortage situation. Operates on any Android device with ability to send and receive live information.**

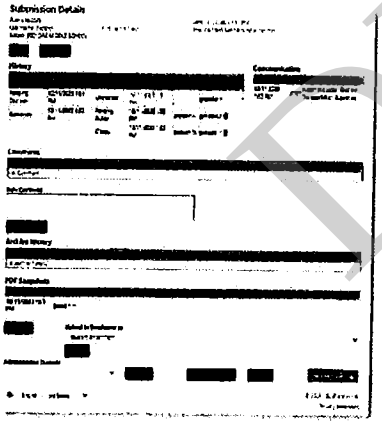


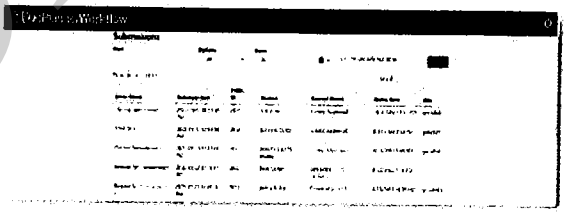




BusPlanner *Workflow* "Online Forms Management Module"

BusPlanner *Workflow* **is a module that operates within the BusPlanner Web portal that streamlines the transportation planning process by automating common requests and processes within your department. This module allows easy input and organization of incident reports, requests from the public, and other key forms and documents via one convenient portal. BusPlanner Workflow provides the facility for transportation planners to work through requests and reports and easily track the workflow of the transportation office.**

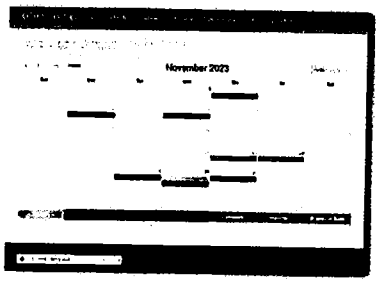


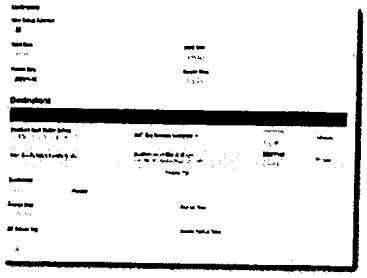


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BusPlanner *Trips* (SE) "Field Trip Management"

BusPlanner *Trips* is an online portal that can help your schools effectively book field trips while maintaining the purchasing transparency you require. BusPlanner Trips –



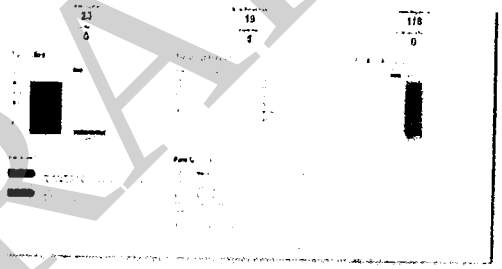


Standard Edition offers a portal for Transportation Professionals to manage field trip requests from schools using their own fleet.

BusPlanner *Fleet* "Fleet Maintenance Software"

BusPlanner *Fleet* is an online fleet maintenance system designed to provide the information and tools necessary to streamline the vehicle maintenance tasks for your fleet. BusPlanner Fleet is mobile friendly for use on tablets so it can be effectively used by shop staff to track work orders, track fuel and parts inventory as well as manage costs.

This application includes key benefits such as:



- Dashboard- real time snapshot of KPI's managers need to keep buses running.
- Work orders- available for various types of vehicle service. Ability to sort and share as needed.
- Fleet maintenance
- Parts inventory- Easily track purchases and usage by vehicle, date, class, etc.
- Fuel usage- conforms to fleets where more than one fuel source or service locations is required.
- Staff work hours- see which jobs staff members complete
- Scheduling- view upcoming and past due maintenance for vehicles.

BusPlanner *Info* "Transportation Information Service"

BusPlanner *Info* is a transportation information API designed to offer seamless integration between your BusPlanner data and external applications. Automatic integration with external systems such as student information systems, mobile apps, GPS

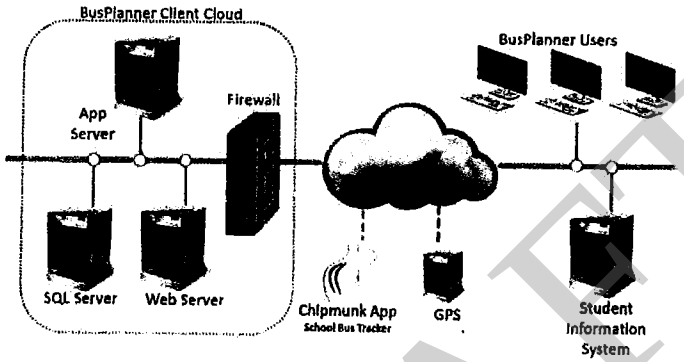
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systems, or Interactive Voice Response (IVR) technology can be achieved programmatically and securely using BusPlanner *Info.*

BusPlanner SaaS "Cloud Hosting Services"

Some transportation departments opt to have their BusPlanner system without the stress of managing the IT around the system.

With **BusPlanner *SaaS***, BusPlanner hosts the BusPlanner software on our cloud server(s) - located in the **USA** - and it allows you access to the software through an RDP app connection as if it were installed on your desktop. With our hosted model you will have the flexibility to interact with other third-party applications.



When choosing between a self-hosted or **BusPlanner SaaS** network environment the following breakdown can help outline differences. Depending on size and purchased applications, larger clients will have multiple servers.

	[illegible]	[illegible]
Hardware	District owned servers	BusPlanner's cloud managed hardware (IBM Cloud)
OS Licensing	District managed	BusPlanner manages OS licensing
OS Maintenance	District staff manage & update	BusPlanner manages & updates
Data Security	District managed	BusPlanner manages & maintains
Data Backup	District managed	BusPlanner manages & maintains
BusPlanner Environment	District manages the BusPlanner software & environment	BusPlanner manages BusPlanner software & environment
BusPlanner Access	Direct via client server connection	Secure RDP App connection (SSL)
Install on Desktop	BusPlanner Pro/Maps on desktop	Software installed in cloud, accessed via secure RDP

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BusPlanner SaaS Security and Privacy FAQ

Where are BusPlanner hosted servers located?

The BusPlanner SaaS solution is hosted within the IBM Cloud infrastructure.
https://www.ibm.com/cloud/security

Will my data be stored in Canada or USA?

BusPlanner understands that data sovereignty is important. For that reason, our hosted service is physically located in the country in which our client resides.

For Canadian clients, hosted cloud facilities are located in Canada (Greater Toronto area).

For American clients, hosted cloud facilities are located in the USA (Greater Washington D.C. area).

How is BusPlanner SaaS accessed by clients?

BusPlanner Pro software is accessed with Microsoft Remote App technology via a secure Remote Desktop Gateway. BusPlanner Web and other web-based products are accessed directly and securely with a browser using https.

Is all student data encrypted both in transit and at rest?

All student data is encrypted at rest, as well as in transit on public networks. In addition, the BusPlanner Web portal forces https encryption for maximum security.

Does the BusPlanner System comply with relevant data protection laws (ex. PIPEDA or FERPA)?

BusPlanner takes great care to ensure that our software complies with relevant government data protection regulations.

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What specific security measures are in place to protect against unauthorized access or breaches?

BusPlanner operates and manages the BusPlanner SaaS environment using IT Best Practices.

- The BusPlanner SaaS environment is protected by Security Groups (logical firewalls) within the IBM Cloud. All public inbound ports are blocked, except for those required for the active services.
- BusPlanner ensures that all server and software updates and patches are installed in a timely manner (monthly, in conjunction with Microsoft's update schedule).
- BusPlanner's Managed Detection and Response (MDR) solution analyzes accesses, log data and other activity to detect and protect the SaaS environment.
- Least Privilege - ensures that users/services/programs get only the privileges required.
- Complex passwords – all passwords used have sufficient complexity and length such that they cannot easily be hacked.
- Password expiry – passwords are changed at appropriate intervals to ensure maximum effectiveness.
- Isolation - all SaaS environments are single tenant. Environments are not shared between multiple clients.
- Multi-factor Authentication (MFA) is available within the BusPlanner Suite of products for clients that desire an additional layer of security.

In addition:

- Access to the BusPlanner planning and operations software requires user authentication. This authentication can be provided in the following ways for different modules:
    - Remote App
        - Username and Password (SaaS windows credentials)
        - (optional) Two-factor authentication for Remote App
    - BusPlanner
        - Username and Password (BusPlanner credentials)
        - (optional) BusPlanner authentication can be set to use (SaaS) Windows authentication allowing for the BusPlanner login to be seamless with Remote App login.

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Who has access to the student data and how is this access controlled?

The school district drives how all data is accessed and controlled. Although BusPlanner staff can and will help with data administration tasks, the school district has full control over who has access to the data – both internal and external – and what permissions each user is given.

Student information is controlled and accessed based on roles and permissions assigned to users by the school district. All users of the system can only gain access using authorized credentials (Username and Password).

Does BusPlanner have plans and protocols in place to handle security incidents?

BusPlanner has an Incident Response Plan that can be executed in the rare and unlikely event that a security incident may occur.

What is BusPlanner's Backup policy?

BusPlanner's standard operating policy is that full backups with de-duplication are performed nightly for the SaaS environment. The following data and components are included in the backups.

- All transportation databases
- All pertinent website files and folders

Backup data is encrypted, and the key is only known to BusPlanner staff. BusPlanner's data retention policy is 1 year.

Who owns the data stored in BusPlanner?

The school district's transportation data within BusPlanner is completely collected, owned, and updated by the school district. The school district has full rights to the data and dictates who has access to the data, who can create, read, update, and delete data within the planning and operational system components. It is the responsibility of the school district to ensure that all external data licensing and right-to-use agreements are in place.

Is student data shared with any third parties? If so, which parties and for what purposes?

BusPlanner will not use or share any student or transportation data for any purpose without written permission.

For what purposes will student data be used?

The school district's transportation data is used by school district staff for their own purposes within the BusPlanner Suite of products. BusPlanner will not use any student or transportation data for any purpose without written permission.

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Victor Canada
500-1400 Blair Towers Place
Ottawa, Ontario K1J 9B8
Telephone 613-786-2000
Facsimile 613-786-2001
Toll Free 800-267-6684
www.victorinsurance.ca

Certificate of Insurance

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Issued to:	The School Board of Clay County, Florida 814 Walnut St Green Cove Springs FL 32043-2705
	Commercial General Liability Insurance Policy TGL640889
1. Named Insured:	BUSPLANNER INC.; BUSPLANNER USA INC.
2. Insured's Address:	245 BATHURST DR WATERLOO ON N2V 2E4
3. Policy Period:	from 01 July 2024 to 01 July 2026 at 00:01 local time at the insured's address shown above without tacit renewal

4. Limits of Insurance:

Each Occurrence Limit	$5,000,000
Annual Aggregate Limit	$5,000,000
Personal and Advertising Injury	$5,000,000
Medical Payments - per person	$5,000
Medical Payments - per accident	$25,000
Tenants' Legal Liability	$500,000
Non-owned Automobile	$1,000,000

Coverage Includes:
(a) Separation of Insureds, Cross Liability
(b) Contractual Liability
(c) Products-completed Operations
(d) Contingent Employer's Liability

5. Deductibles:

Property Damage	$1,000
Tenants' Legal Liability	$1,000

** All amounts shown in CDN dollars*

6. Insurers:

Aviva Insurance Company of Canada	25.00% *
Temple Insurance Company	20.00%
Everest Insurance Company of Canada	20.00%
Arch Insurance Canada Ltd.	17.50%
XL Reinsurance America Inc.	17.50%

7. Endorsement(s): - Additional Insured With Notice of Termination and/or Reduction of Coverage
The School Board of Clay County, Florida

* Canadian Insurers not graded in AM Best

This certificate provides the above Named Insured with coverage under the aforementioned policy on file with the Insurers subject to the terms and conditions thereof and the above limits of insurance and deductible.

It is further agreed that the Insurers will not cancel or reduce the insurance coverage provided by this policy without undertaking to provide a thirty (30) days prior written notice [or fifteen (15) days for non-payment of premium] to the certificate holder listed above.

The Insurers have duly authorized Victor Insurance Managers Inc. to execute and sign this Certificate of Insurance.

Dated: 22 July 2024

David G. Cook, President
Authorized Representative

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STANDARD STUDENT DATA PRIVACY AGREEMENT

(NDPA Standard Version 1.0)

School Board of Clay County

and

BusPlanner USA Inc.

Provider Name

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Version: 1r7

© 2021 Access 4 Learning (A4L) Community. All Rights Reserved.

This document may only be used by A4L Community members and may not be altered in any substantive manner.

This Student Data Privacy Agreement ("**DPA**") is entered into on the date of full execution (the "**Effective Date**") and is entered into by and between:

School Board of Clay County , located at 900 Walnut Street, Green Cove Springs, FL 32043 (the "**Local Education Agency**" or "**LEA**")

And BusPlanner USA Ir located at _____ (the "**Provider**").
Provider Name Street, City, State

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("**FERPA**") at 20 U.S.C. § 1232g (34 CFR Part 99); the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. **Special Provisions.** ***Check Box if Required***
   ☑ If checked, the Supplemental State Terms and attached hereto as **Exhibit "G"** are hereby incorporated by reference into this DPA in their entirety.
   ☐ If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit "H"**. (Optional)
   ☑ If Checked, the Provider, has signed **Exhibit "E"** to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.

4. This DPA shall stay in effect for three (3) years. **Exhibit "E"** will expire three (3) years from the date the original DPA was signed.

5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit "A"** (the "**Services**").

6. **Notices**. All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

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The designated representative for the LEA for this DPA is:

Name: Ethan Caren Title: Business Dev Manag Director of Information Services

Address: 900 Walnut Street, Green Cove Springs, FL 32043

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

The designated representative for the Provider for this DPA is:

Name: Dale McQuiggin Title: Business Dev Manager

Address: 245 Bathurst Drive, Waterloo, Ontario N2V 2E4

Phone: 866-251-3721 Email: dale.mcquiggin@busplanner.com

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IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA, School Board of Clay County

By: Ethan R. Caren Date: 02/05/2024

Printed Name: Ethan Caren Title/Position: Director of Information Services

BusPlanner USA Inc.

Name of Provider

By: Date: January 31, 2024

Printed Name: Dale McQuiggin Title/Position: *Business Dev Manager*

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA**. The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing the Services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
2. **Student Data to Be Provided**. In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions**. The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA**. All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access**. To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty-five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.

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3. **Separate Account**. If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.
4. **Law Enforcement Requests**. Should law enforcement or other government entities ("Requesting Party(ies)") contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors**. Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws**. LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights**. If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions**. LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification**. LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance**. The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use**. The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in **Exhibit "A"** or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation**. Provider shall require all of Provider's employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect

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to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.

4. **No Disclosure**. Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non- public information and/or personally identifiable information contained in the Student Data other than as directed or permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to Subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify De-Identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which De-Identified Data is presented.

6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a **"Directive for Disposition of Data"** form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ **Exhibit "D"**, no further written request or notice is required on the part of either party prior to the disposition of Student Data described in **Exhibit "D"**.

7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

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ARTICLE V: DATA PROVISIONS

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security**. The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

4. **Data Breach**. In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:

    (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
        i. The name and contact information of the reporting LEA subject to this section.
        ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
        iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.

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iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and

v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

(2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.

(3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

(4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.

(5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

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ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination**. In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.

2. **Effect of Termination Survival**. If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.

3. **Priority of Agreements**. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between

Exhibit "H", the SDPC Standard Clauses, and/or the Supplemental State Terms, **Exhibit "H"** will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

4. **Entire Agreement**. This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

7. **Successors Bound**: This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.

8. **Authority**. Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.

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9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

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EXHIBIT "A"

DESCRIPTION OF SERVICES

Vendors/Providers - please list all applications you support that are in use at the District, describe what your application does and what grade levels and/or staff groups will access your software (as applicable).

BusPlanner - transportation management system

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EXHIBIT "B"

SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	☐
	Other application technology meta data-Please specify:	☐
Application Use Statistics	Meta data on user interaction with application	☐
Assessment	Standardized test scores	☐
	Observation data	☐
	Other assessment data-Please specify:	☐
Attendance	Student school (daily) attendance data	☐
	Student class attendance data	☐
Communications	Online communications captured (emails, blog entries)	☐
Conduct	Conduct or behavioral data	☐
Demographics	Date of Birth	☑
	Place of Birth	☐
	Gender	☑
	Ethnicity or race	☑
	Language information (native, or primary language spoken by student)	☐

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Category of Data	Elements	Check if Used by Your System
	Other demographic information-Please specify:	☐
Enrollment	Student school enrollment	☑
	Student grade level	☑
	Homeroom	☐
	Guidance counselor	☐
	Specific curriculum programs	☐
	Year of graduation	☐
	Other enrollment information-Please specify:	☐
Parent/Guardian Contact Information	Address	☑
	Email	☑
	Phone	☑
Parent/Guardian ID	Parent ID number (created to link parents to students)	☐
Parent/Guardian Name	First and/or Last	☑
Schedule	Student scheduled courses	☐
	Teacher names	☐
Special Indicator	English language learner information	☐
	Low income status	☐
	Medical alerts/ health data	☐

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Category of Data	Elements	Check if Used by Your System
	Student disability information	☑
	Specialized education services (IEP or 504)	☐
	Living situations (homeless/foster care)	☐
	Other indicator information-Please specify:	☐
Student Contact Information	Address	☑
	Email	☐
	Phone	☑
Student Identifiers	Local (School district) ID number	☑
	State ID number	☐
	Provider/App assigned student ID number	☐
	Student app username	☐
	Student app passwords	☐
Student Name	First and/or Last	☑
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	☐
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	☐
Student Survey Responses	Student responses to surveys or questionnaires	☐
Student work	Student generated content; writing, pictures, etc.	☐

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Category of Data	Elements	Check if Used by Your System
	Other student work data -Please specify:	☐
Transcript	Student course grades	☐
	Student course data	☐
	Student course grades/ performance scores	☐
	Other transcript data - Please specify:	☐
Transportation	Student bus assignment	☑
	Student pick up and/or drop off location	☑
	Student bus card ID number	☑
	Other transportation data – Please specify: Run/Route/Stop, Stop Time AM & PM	☑
Other	Please list each additional data element used, stored, or collected by your application:	☐
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	☐

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EXHIBIT "C"

DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K–12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "Student-Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

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Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-Identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

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EXHIBIT "D"

DIRECTIVE FOR DISPOSITION OF DATA

School Board of Clay County Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

Categories of data

Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

Disposition shall be by destruction or deletion of data.

Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

Unused or old data is deleted. Upon termination of contract, data is deleted and virtual machine is completely wiped.

3. Schedule of Disposition

Data shall be disposed of by the following date:

As soon as commercially practicable.

By Date:

4. Signature

Authorized Representative of LEA Date

5. Verification of Disposition of Data

Authorized Representative of Provider Date

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EXHIBIT "E"

GENERAL OFFER OF PRIVACY TERMS

1. Offer of Terms

Provider offers the same privacy protections found in this DPA between it and Clay County District Schools ("Originating LEA") which is dated 31-01-2024 to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statues; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address:

dale.mcquiggin@busplanner.com

BusPlanner USA Inc.

Name of Provider

BY: Dale McQuiggin Date: January 31, 2024

Printed Name: Dale McQuiggin Title/Position: Business Development Manager

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between School Board of Clay County (Originating LEA) and the Provider. **PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. **

BY:_____ Date:_____

Printed Name:_____ Title/Position: _____

SCHOOL DISTRICT NAME: _____

DESIGNATED REPRESENTATIVE OF LEA:

Name:_____ Title: _____

Address: _____

Telephone Number:_____ Email:_____

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EXHIBIT "F"

DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks

2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider.

Cybersecurity Frameworks

Check those that apply	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
☑	National Institute of Standards and Technology (NIST)	NIST Cybersecurity Framework Version 1.1
☐	National Institute of Standards and Technology (NIST)	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
☐	International Standards Organization (ISO)	Information technology — Security techniques — Information security management systems (ISO 27000 series)
☐	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
☐	Center for Internet Security (CIS)	CIS Critical Security Controls (CSC, CIS Top 20)
☐	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit http://www.edspex.org for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

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EXHIBIT "G"

Supplemental SDPC State Terms for [State]

Version 1

Providers/Operators are to comply with the Florida Student Online Personal Information Protection Act, Florida Statute 1006.1494. This Act (effective 7/1/2023 and initiated from SB 662 in 2023) establishes new and different terms than those outlined in the National Student Data Privacy Agreement contained herein. Providers/Operators are subject to all of the Act's privacy terms, including, but not limited to the following:

1) An operator many not knowingly do any of the following:
a) Engage in targeted advertising on the operator's site, service, or application, or targeted advertising on any other site, service, or application if the targeting of the advertising is based on any information, including covered information and persistent unique identifiers, which the operator has acquired because of the use of that operator's site, service or application for K-12 school purposes.
b) Use covered information, including persistent unique identifiers, created, or gathered by the operator's site service, or application to amass a profile of a student, except in furtherance of k-12 school purposes. ....
c) Share, sell, or rent a student's information, including covered information ....

2) An operator shall do all the following:
a) Collect no more covered information that is reasonably necessary to operate an Internet website, online service, online application, or mobile application....
b) Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information which are designed to protect it from unauthorized access destruction, use, modification, or disclosure.
c) Unless a parent or guardian expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the course, or corresponding program and no later than 90 days after a student is no longer enrolled in a school within the district, upon notice by the school district.

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EXHIBIT "H"

Additional Terms or Modifications

Version n/a

LEA and Provider agree to the following additional terms and modifications:
(This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None." 618-1/4715859.1)

NONE

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November 5, 2026 - Regular School Board Meeting

Title

C18 - Florida Department of Highway Safety and Motor Vehicles Data Exchange Memorandum of Understanding

Description

The purpose of the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles Data Exchange is to establish the conditions and limitations under which the Providing Agency agrees to provide electronic access to Driver License Information, Motor Vehicle Information, Crash Report Information, Crash Insurance Information, and/or Insurance requesting information to the requesting party.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

The Board will approve the Memorandum of Understanding with the Florida Highway Safety and Motor Vehicles.

Strategic Plan Goal

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

Recommendation

Approve the Memorandum of Understanding with the Florida Highway Safety and Motor Vehicles.

Contact

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

Roxanne Chiaramonte, Director of Transportation, (904) 336-0002, roxanne.chiaramonte@myoneclay.net

Financial Impact

None.

Review Comments

Attachments

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November 5, 2026 - Regular School Board Meeting

Title

C19 - Prequalification of Contractors

Description

Section 1013.46 of Florida Statutes requires school boards to prequalify contractors prior to their being able to bid on construction projects for the district. The rules for prequalification are stipulated in the State Requirements for Educational Facilities (SREF). The attached list identifies the contractors to be approved this month. As this is an annual requirement, the attached list may contain both new contractors and contractors seeking to renew their prequalification status. Per Florida Statutes, only those contractors currently prequalified at the time of bidding may bid on a school board construction project.

Gap Analysis

Prequalification of Contractors is an annual requirement.

Previous Outcomes

CCDS complies with contractor prequalification as required by Florida Statutes and SREF (State Requirements for Educational Facilities).

Expected Outcomes

CCDS will remain in compliance by certifying the contractors recommended for prequalification meet the requirements of Section 1013.46 FS, the State Requirements for Educational Facilities (SREF) and School Board Policy.

Strategic Plan Goal

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

Recommendation

Approve the attached contractor prequalification list.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

Contractor Prequalification by Month - November 2026.pdf

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SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Lance Addison, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and Erin Skipper. 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
CGC, Inc.	General, Underground Utility & Excavation	$ 25,000,000.00	November 30, 2027
CPPI - Charles Perry Partners, Inc.	General	$ 300,000,000.00	November 30, 2027
E. Vaughan Rivers, Inc.	General	$ 25,000,000.00	November 30, 2027
Gilbane Building Company	General	$ 2,000,000,000.00	November 30, 2027
Hutchins and Sons Enterprises	Site Preparation & Excavation	$ 200,000.00	November 30, 2027
Scorpio	General	$ 100,000,000.00	November 30, 2027
Wharton-Smith	General, Mechanical, Plumbing, Underground Utility & Excavation	$ 500,000,000.00	November 30, 2027

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November 5, 2026 - Regular School Board Meeting

Title

C20 - Lake Asbury Elementary School Classroom Addition Contract Award (C-42-23/24)

Description

The process for appointing a Construction Manager at Risk is conducted in accordance with the State Requirements for Educational Facilities (SREF), Florida Statues, and Board policy.

Gap Analysis

CCDS is experiencing significant growth with approximately 26,000 homes scheduled to be built. Classroom additions in high-growth areas are needed to accommodate new space for students. In lieu of the high costs associated with new school construction, the strategy of building classroom additions is a more fiscally responsible option in the current construction market.

Previous Outcomes

N/A

Expected Outcomes

The district will benefit by contracting a Construction Manager At Risk which requires the said contractor to be available during the design process to validate cost estimates and value engineer design details. This collaboration in turn streamlines the construction schedule and affords budget conscious decision making throughout the project.

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 Allstate Construction, Inc., as Construction Manager At-Risk for the construction services for the Lake Asbury Elementary School Classroom Addition 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,

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

Financial Impact

These funds are available and budgeted in the Board Approved Educational Facilities Plan.

Review Comments

Attachments

LAE Classroom Addition Construction Man...Contract - Allstate (3).pdf

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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 **5th** day of **November** in the year **2026** **between** the **SCHOOL BOARD OF CLAY COUNTY, FLORIDA**, hereinafter called the OWNER, and **Allstate Construction, Inc.** hereinafter called the CONSTRUCTION MANAGER,

That WHEREAS OWNER intends to construct a **Classroom Addition Project at Lake Asbury Elementary 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 **$45,250.00** for preconstruction services which is based on **0.25%** 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 **June 30, 2028.** The project shall attain Final Completion Sixty **(60)** 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.

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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:_____
Erin Skipper, Chairperson

WITNESSES (As to School Board)

Attest:

By:_____
David S. Broskie, Superintendent of Schools

CONSTRUCTION MANAGER

By:_____
Allstate Construction, Inc.
Scott Brewer, Principal-In-Charge

WITNESSES (As to Construction Manager)

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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 **$18,100,000.00** 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,

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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 a 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

DRAFT

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 **Robbie Bumpers**.

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ARTICLE IV

COMPENSATION AND PAYMENT FOR PRE-CONSTRUCTION PHASE SERVICES

The Owner shall compensate and make payment to the Construction Manager for pre-construction phase services as follows:

4.1 COMPENSATION

A. For the services rendered during the preconstruction phase, **$45,250.00**, which is **0.25%** 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 is 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:

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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.

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14. Other costs reasonably and properly incurred in the performance of the Work to the extent approved in writing by the 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.

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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.

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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:

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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 Workman'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.

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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.

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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
Allstate Construction, Inc.
Scott Brewer, Principal-In-Charge

Date 10.1.26

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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 Project at Lake Asbury Elementary** (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 AlOl, 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.

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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.

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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 l 19.07(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:

10.1.26

Construction Manager
Allstate Construction, Inc.
Scott Brewer, Principal-In-Charge

Date

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C21 - Change Order #4 (Reconciliation of GMP) for Rideout Elementary School Classroom Addition (C-43-23/24)

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 needed to reconcile the contingency funds identified in the Guaranteed Maximum Price (GMP), approved on March 6, 2025, for Rideout Elementary School Classroom Addition. Contingency funds were included in the GMP to address unforeseen issues, and change of scope items. The collaborative efforts of Ajax Building Company, Inc., Bhide & Hall Architects, PA, and the School Board of Clay County's Facility Planning and Construction Department resulted in $211,181.54 of the Capital Funds being returned to the District via this deductive change order. This change order will allow the project to be closed out and disburse final payments.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Change Order #4.

Contact

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

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

Financial Impact

This change order will decrease the contract sum by $211,181.54.

Review Comments

Attachments

RB C-43-2324 GMP CO#4 & Justification.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 4

CCDS PROJECT NAME: Rideout Elementary School Classroom Addition
CCDS PROJECT NO: C-43-23/24

The Owner authorized the Contractor to make the following change(s) in the contract dated:
October 3, 2024

ORIGINAL CONTRACT AMOUNT: $ 11,656,531.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 10,165,245.50

Change(s) and reason(s) for this Change Order: This change order is needed to reconcile the contingency funds identified in the contract. It will also allow the project to be closed out and disburse final payments.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Sitework Substantial Completion date is August 3, 2026. Sitework Final Completion date is September 2, 2026. Building Substantial Completion date is June 11, 2026. Building Final Completion date is July 10, 2026.

For these changes: **Deduct from** the Contract in accordance with the conditions of the Contract the sum of: Two hundred eleven thousand one hundred eighty-one dollars and fifty-four cents.

CURRENT CONTRACT AMOUNT: $ 10,165,245.50

ADDITION TO CONTRACT: $ 0.00

DEDUCTION TO CONTRACT: $ 211,181.54

REVISED CONTRACT AMOUNT: $ 9,954,063.96

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

Signature	David Shively Printed Name	10/16/2026 Date

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

ACCEPTED:

Contractor Signature	Lon Neuman Printed Name	Date
CCDS PM Signature	Robbie Bumpers Printed Name	10/16/2026 Date

APPROVED:

School Board Chair Signature	Erin Skipper Printed Name	Date

REV:____

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER #_____4_____

SBCC PROJECT NAME: Rideout Elementary School – Classroom Addition
SBCC PROJECT NUMBER: C-43-23/24

ADDITIONAL INFORMATION

1. Deductive change order to reconcile unused contingency.	$211,181.54
TOTAL CHANGE ORDER AMOUNT:	$211,181.54

COMMENTS: Zero (0) additional calendar days will be needed for this change order. Substantial Completion date is June 11, 2026. Final Completion date is July 10, 2026.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C22 - Change Order #3 for Ridgeview High School Fire Alarm Repair/Replacement (C-52-25/26)

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 adds forty-five (45) days to the Substantial and Final Completion contract dates to complete demolition of the existing system equipment, devices, and wiring.

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,

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

Financial Impact

None.

Review Comments

Attachments

RB C-52-2526 CO#3 & justification signed.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 3

CCDS PROJECT NAME: Ridgeview School Fire Alarm Repair/Replacement
CCDS PROJECT NO: C-52-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated: March 5, 2026.

ORIGINAL CONTRACT AMOUNT: $ 1,639,000.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 1,317,899.14

Change(s) and reason(s) for this Change Order: This change order is for a time extension to complete startup of the new system and demolition of the existing system equipment, devices, and wiring.

Additional Time needed for this Change Order is Forty-Five (45) calendar days. Contract Substantial Completion date is **November 19, 2026**. Final Completion date is **December 19, 2026**.

For these changes: **No Change to** the Contract in accordance with the conditions of the Contract the sum of: N/A.

CURRENT CONTRACT AMOUNT: $ 1,317,899.14
ADDITION TO CONTRACT: $ 0.00
DEDUCTION TO CONTRACT: $ 0.00
REVISED CONTRACT AMOUNT: $ 1,317,899.14

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

Signature	Printed Name	Date
Namir Haddad	Namir Haddad	

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

	Signature	Printed Name	Date
ACCEPTED:	Contractor Signature	Charles Carter	10/16/26
	CCDS PM Signature	Robbie Bumpers	10/16/2026
APPROVED:	School Board Chair Signature	Erin Skipper	

REV:___

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER #_____3_____

SBCC PROJECT NAME: Ridgeview High School – Fire Alarm Repair/Replacement
SBCC PROJECT NUMBER: C-52-25/26

ADDITIONAL INFORMATION

1. Time extension to complete startup of the new system and demolition of the existing system equipment, devices, and wiring.	$0.00
TOTAL CHANGE ORDER AMOUNT:	$0.00

COMMENTS: Forty-five (45) additional calendar days will be needed for this change order. Substantial Completion date is November 19, 2026. Final Completion date is December 19, 2026.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C23 - Substantial Completion of Shadowlawn Elementary School Fire Alarm Repair/Replacement (C-61-25/26)

Description

Establish a Substantial completion date for audit purposes and to ensure compliance with the State Requirements for Educational Facilities (SREF) and applicable Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached substantial completion on July 28, 2026, in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Substantial Completion.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

RB 20261105- Substantial Completion Form 26_27 - SLE Fire Alarm R-R - 2026.07.28.pdf

DRAFT

School District of Clay County
Certificate of Substantial Completion

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

Project Title:	Fire Alarm Repair/Replacement
School:	Shadowlawn Elementary School
CCDS Project Number:	C-61-25/26
OEFIS Project Number:	N/A
Project Architect:	MSA Professional Services, Inc.
Project Contractor:	T&M Electric of Clay County, LLC
Date of Substantial Completion:	July 28, 2026

DRAFT

Jerry Anderson — Date: 8/4/2026
Signature: Contractor

Date: 8-4-2026
Signature: Architect/Engineer

Date: 8/4/2026
Signature: CCDS Project Manager

SSD-1-5012
E 04/21/2009

November 5, 2026 - Regular School Board Meeting

Title

C24 - Final Completion of Rideout Elementary School Fire Alarm Repair/Replacement (C-76-25/26)

Description

Establish Final Completion dates for audit purposes and to ensure compliance with the State Requirements for Educational Facilities (SREF) and applicable Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached final completion on September 23, 2026 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Final Completion.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

RB_Final Completion Form 26_27 - ROE Fire Alarm R-R - 2026.09.23.pdf

DRAFT

School District of Clay County
Certificate of Final Completion

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

Project Title:	Fire Alarm Repair/Replacement
School:	Rideout Elementary School
CCDS Project Number:	C-76-25/26
OEFIS Project Number:	N/A
Project Architect:	MSA Professional Services, Inc.
Project Contractor:	T&M Electric of Clay County, LLC
Date of Final Completion:	September 23, 2026

Jerry Anderson _____ Date : 9/23/26

Signature: Contractor

_____ Date: 9/23/26

Signature: Architect/Engineer

_____ Date: 9/23/2026

Signature: CCDS Project Manager

DRAFT

SSD-1-5013
E 04/21/2009

November 5, 2026 - Regular School Board Meeting

Title

C25 - Change Order #4 for Lakeside Junior High School HVAC & Roof Repair/Replacement (C-72-24/25)

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 repairs to existing HVAC equipment and associated ceiling work.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction will proceed immediately translating to an on-time completion.

Strategic Plan Goal

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

Recommendation

Approve Change Order #4.

Contact

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

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

Financial Impact

This change order will increase the contract amount by $10,136.50. Architect/Engineer fees, contracted at 7.5%, will increase by $760.24 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

RB C-72-2425 CO#4 & justification 20261105.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 4

CCDS PROJECT NAME: Lakeside Junior High School HVAC & Roof Repair/Replacement
CCDS PROJECT NO: C-72-24/25

The Owner authorized the Contractor to make the following change(s) in the contract dated: August 7, 2025.

ORIGINAL CONTRACT AMOUNT: $ 2,800,000.00

REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 2,276,694.63

Change(s) and reason(s) for this Change Order: This change order is for additional work involving repairs to HVAC equipment and associated ceiling work.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is **July 31, 2026.** Final Completion date is **August 30, 2026.**

For these changes: **ADD to** the Contract in accordance with the conditions of the Contract the sum of: Ten thousand one hundred thirty-six dollars and fifty cents.

CURRENT CONTRACT AMOUNT: $ 2,276,694.63
ADDITION TO CONTRACT: $ 10,136.50
DEDUCTION TO CONTRACT: $ 0.00
REVISED CONTRACT AMOUNT: $ 2,286,831.13

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

Signature	Printed Name	Date
Digitally signed by Dattatraya Sonavadekar	Dattatraya Sonadekar	10/16/26

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

ACCEPTED:		Chris Turner	10/19/26
	Contractor Signature	Printed Name	Date
		Robbie Bumpers	10/16/2026
	CCDS PM Signature	Printed Name	Date
APPROVED:		Erin Skipper	
	School Board Chair Signature	Printed Name	Date

REV:____

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 4

CCDS PROJECT NAME: Lakeside Junior High School HVAC & Roof Repair/Replacement

CCDS PROJECT NO: C-72-24/25

ADDITIONAL INFORMATION

1. COP #4 – Additional work involving the repairs to HVAC equipment and associated ceiling work.	**$ 10,136.50**
TOTAL CHANGE ORDER AMOUNT:	**$ 10,136.50**

COMMENTS: Zero (0) additional calendar days will be needed for this change order. The new Substantial Completion date is July 31, 2026 and the Final Completion date is August 30, 2026.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C26 - Supplemental Spot Survey 8.2 to the Current Educational Plant Survey

Description

A spot survey is required by the Florida Department of Education (FLDOE) pursuant to F.S. 1013.31 whenever any addition, modification, or deletion is made to an educational facility. The School Board must approve all spot surveys prior to submission. Spot Survey 8.2 recommends the following facility modifications:

- -Clay High School: Converts an existing classroom into a school store and converts a separate room into a Senior Skills Lab. Twenty-five (25) student stations are relocated from the original classroom into the new Skills Lab (Net change: 0 student stations).
- -Orange Park Annex: Converts an existing classroom into two administrative offices. This results in a reduction of ten (10) student stations.
- -Swimming Pen Creek Elementary: Records the surplus designation and sale of 0.58 acres of unused land pursuant to F.S. 1013.28.

Gap Analysis

Failure to approve Spot Survey 8.2 will result in a discrepancy between physical facility usage and official FLDOE Florida Inventory of School Houses (FISH) inventory data. Inaccurate FISH data directly impacts state facility reporting, capacity calculations, and future student enrollment projections.

Previous Outcomes

The School Board has approved educational plant supplemental spot surveys in the past.

Expected Outcomes

Approval of Supplemental Spot Survey 8.2 for the room repurposing at Clay High School, administrative space conversion at the Orange Park Annex, and surplus land disposition at Swimming Pen Creek Elementary.

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 Supplemental Spot Survey 8.2 to the current Educational Plant Survey as presented.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904)336-6853, bryce.ellis@myoneclay.net,
Lance Addison, Director of Facility Planning & Construction, (904)336-6852, lance.addison@myoneclay.net,
Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

No district expenditure required. Proceeds from the surplus land sale will be deposited into District Capital Outlay Funds pursuant to F.S. 1013.28.

Review Comments

Attachments

- Spot Survey 8.2 Recommendations.pdf

DRAFT

FIVE YEAR SURVEY

Recommendation Report

District Name: CLAY COUNTY SCHOOL DISTRICT

Survey: Number 8 - Version 2

Facility Name: ADMINISTRATIVE OFFICES ORANGE PARK ANNEX

Address: 2300 KINGSLEY AVENUE, ORANGE PARK

	Existing	Recommended
Capital Outlay Classification	6 - ANCILLARY RECOMMENDED FOR CONTINUED USE	6 - ANCILLARY RECOMMENDED FOR CONTINUED USE
Facility Use	MULTIPLE USE SUPPORT	MULTIPLE USE SUPPORT
Low Grade	DISTRICT SERVICES	DISTRICT SERVICES
High Grade	DISTRICT SERVICES	DISTRICT SERVICES
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	143	-10	133
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	143	-10	133
Utilization Factor	0%		0%
School Capacity	0		0
COFTE Student Membership	48		0
Survey Annotation	SpotSrvy 8.2 – - Split Building 20, Room 2010 into two rooms: 2010a, 2010b		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
$0	$0	$0	$0	$137,312	$0	$0
			Estimated Total Project Cost		$137,312	

ADMINISTRATIVE OFFICES ORANGE PARK ANNEX	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2027	37	20	Removed NSF (613), Added NSF (613), Difference NSF (0), Percent (0%), Removed Stations (10), Added Stations (0) Remodeling: Adding 1 unit of ASSISTANT PRINCIPAL/OTHER OFFICE (307 NSF), 1 unit of ASSISTANT PRINCIPAL/OTHER OFFICE (306 NSF) and Removing Room 2010 (613 NSF)	613	-10	$137,312	$224	$0

DRAFT

District Name: CLAY COUNTY SCHOOL DISTRICT

Survey: Number 8 - Version 2

Facility Name: CLAY HIGH SCHOOL

Address: 2025 HIGHWAY 16 W, GREEN COVE SPRINGS

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	SENIOR HIGH	SENIOR HIGH
Low Grade	GRADE 9	GRADE 9
High Grade	GRADE 12	GRADE 12
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	1,785	0	1785
Reloc. Stations	242	0	242
Mod. Stations	0	0	0
Total Stations	2,027	0	2027
Utilization Factor	95%		95%
School Capacity	1,925		1925
COFTE Student Membership	1,627		1,882
Survey Annotation	Spot Srvy 8.2 – - Change Building 3, Room 343 to a school store and remove 25 student stations - Change Building 3,Room 342 to Senior Skills LAB and added 25 student stations. 5-yr Survey- - Remove 7 portables in excess of 20 years of age. Perform Camera Upgrades - Install Campus Lighting Upgrades, Replace freezer/coolers, - Conduct roofing repairs where needed, Construct, repair or replace covered walkways where needed.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
$0	$0	$0	$1,750,000	$1,951,442	$112,366,362	$0
			Estimated Total Project Cost		$116,067,804	

CLAY HIGH SCHOOL	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2027	16	3	Removed NSF (826), Added NSF (800), Difference NSF (26), Percent (3.15%), Removed Stations (0), Added Stations (25) Remodeling: Adding 1 unit of SENIOR HIGH SKILLS LAB (9-12) (800 NSF) and Removing Room 342 (826 NSF)	-826	25	$185,024	$224	$0

DRAFT

CLAY HIGH SCHOOL	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2027	16	3	Removed NSF (723), Added NSF (723), Difference NSF (0), Percent (0%), Removed Stations (25), Added Stations (0) Remodeling: Adding 1 unit of SCHOOL STORE (723 NSF) and Removing Room 343 (723 NSF)	723	-25	$161,952	$224	$0
Remodeling 2030	16	92	Removed NSF (2277), Added NSF (0), Difference NSF (2277), Percent (100%), Removed Stations (0), Added Stations (0) Remodeling: Adding and Removing Room 017 (781 NSF), Room 018 (740 NSF), Room 018A (25 NSF), Room 019 (731 NSF)	-2,277	0	$605,682	$266	$0
Remodeling 2031	16	92	Removed NSF (2175), Added NSF (0), Difference NSF (2175), Percent (100%), Removed Stations (0), Added Stations (0) Remodeling: Adding and Removing Room 020 (729 NSF), Room 043 (625 NSF), Room 043A (96 NSF), Room 043B (36 NSF), Room 046 (541 NSF), Room 046A (53 NSF), Room 046B (95 NSF)	-2,175	0	$591,600	$272	$0
Remodeling 2031	16	93	Removed NSF (1497), Added NSF (0), Difference NSF (1497), Percent (100%), Removed Stations (0), Added Stations (0) Remodeling: Adding and Removing Room 005A (347 NSF), Room 005B (1150 NSF)	-1,497	0	$407,184	$272	$0
Renovation 2027			Renovating: Apply Windows to the entire facility CLAY HIGH SCHOOL.	247,503	0	$36,877,947	$149	$0
Renovation 2029			Renovating: Apply Retrofit for Technology to the entire facility CLAY HIGH SCHOOL.	247,503	0	$38,610,468	$156	$0
Renovation 2027			Renovating: Apply Plumbing to the entire facility CLAY HIGH SCHOOL.	247,503	0	$36,877,947	$149	$0

DRAFT

District Name: CLAY COUNTY SCHOOL DISTRICT

Survey: Number 8 - Version 2

Facility Name: SWIMMING PEN CREEK ELEMENTARY

Address: 1630 WOODPECKER LANE, MIDDLEBURG

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 6	GRADE 6
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	430	0	430
Reloc. Stations	107	0	107
Mod. Stations	0	0	0
Total Stations	537	0	537
Utilization Factor	100%		100%
School Capacity	537		537
COFTE Student Membership	449		421
Survey Annotation	Spot Srvy 8.2 - *Per Florida State Statute 1013.28, the Clay District School Board has declared .58 acres of Parcel 20 as surplus and not needed for educational purposes. 5-yr Survey - *Remove 2 portables in excess of 20 years of age. *Perform Cameral Upgrades. *Replace freezer/coolers. *Construct, repair, or replace covered walkways where needed.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
$0	$0	$0	$900,000	$304,720	$13,405,164	$0
			Estimated Total Project Cost		$14,609,884	

SWIMMING PEN CREEK ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2030	53	92	Removed NSF (732), Added NSF (0), Difference NSF (732), Percent (100%), Removed Stations (0), Added Stations (0) Remodeling: Adding and Removing Room 703 (692 NSF), Room 703A (40 NSF)	-732	0	$150,060	$205	$0

DRAFT

SWIMMING PEN CREEK ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2031	53	92	Removed NSF (740), Added NSF (0), Difference NSF (740), Percent (100%), Removed Stations (0), Added Stations (0) Remodeling: Adding and Removing Room 701 (740 NSF)	-740	0	$154,660	$209	$0
Renovation 2027			Renovating: Apply Windows to the entire facility SWIMMING PEN CREEK ELEMENTARY.	103,916	0	$13,405,164	$129	$0

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C27 - Resolution to Dispose of .58 Acres at Swimming Pen Creek Elementary School

Description

The .58 acres portion of parcel 02-05-25-008831-001-00 located on the northernmost portion of the Swimming Pen Creek Elementary School parcel, 1630 Woodpecker Ln, Middleburg, Florida is determined to be unnecessary for educational purposes and is a financial burden because of the continued required maintenance.

Gap Analysis

The property is unused and will continue to require maintenance, thus, is a cost burden to the School Board, public, and stakeholders.

Previous Outcomes

The Board has approved previous sale considerations of school property not in use.

Expected Outcomes

The Board will adopt the resolution to dispose of the unused .58 acres located at Swimming Pen Creek Elementary School.

Strategic Plan Goal

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

Recommendation

Adopt the resolution to dispose of the unused .58 acres located at Swimming Pen Creek Elementary School.

Contact

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

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

Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

Proceeds from the surplus land sale will be deposited into District Capital Outlay Funds pursuant to F.S. 1013.28.

Review Comments

Attachments

PB Resolution26-FPC-09, Appraisal & Survey 20261105.pdf

DRAFT

RESOLUTION #26-FPC-09

A RESOLUTION OF THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, AUTHORIZING THE SALE OF REAL PROPERTY IDENTIFIED AS .58 ACRES OF A PORTION OF PARCEL 02-05-25-008831-001-00 LOCATED AT THE NORTHERNMOST PORTION OF SWIMMING PEN CREEK ELEMENTARY SCHOOL, 1630 WOODPECKER LN, MIDDLEBURG, FL, AND IS DETERMINED TO BE UNNECESSARY FOR EDUCATIONAL PURPOSES

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WHEREAS, the Clay County School Board is responsible for the prudent management and allocation of assets and resources of the school district; and

WHEREAS, pursuant to Florida Statute 1013.28, the School Board is authorized to sell real property determined to be unnecessary for educational purposes and shall take diligent measures to dispose of educational property only in the best interests of the public; and

WHEREAS, the School Board has conducted a thorough evaluation of the real property located at 1630 Woodpecker Ln, Middleburg, Florida and has determined that a portion of said real property as described in Exhibit "A" is no longer necessary for educational purposes; and

WHEREAS, the School Board has considered the financial and operational implications of retaining said ownership of said real property and has determined that its sale would be in the best interest of the school district, the public, and its stakeholders; and

WHEREAS, Mr. Richard Reyes, 2141 CR 220, Middleburg, Florida, has expressed interest in purchasing said real property and has acquired a survey, Exhibit "A", and appraisal, Exhibit "B", at no cost to the school district; and

WHEREAS, the School Board shall incur no cost for the sale of said real property and the financial burden of purchasing said real property shall fall on the purchaser; and

WHEREAS, the School Board agrees to sell said property for the appraised value of $110,000.00 (ONE HUNDRED AND TEN THOUSAND DOLLARS AND NO/100).

NOW, THEREFORE, BE IT RESOLVED by the School Board of Clay County, Florida:

1. The Clay County School Board hereby approves the sale of said real property for the appraised value of $110,000.00 (ONE HUNDRED AND TEN THOUSAND DOLLARS AND NO/100) located at the northernmost .58-acre portion of Swimming Pen Creek Elementary School as described in Exhibit "A" attached hereto.
2. The Clay County School Board hereby authorizes the Superintendent or their designees

to take all necessary steps to execute the sale of said real property, including but not limited to, entering into contracts, deeds, and any other documents required to effectuate the sale.

3. The proceeds from the sale of said real property shall be used for educational purposes.

4. The Clay County School Board hereby directs compliance with all applicable legal requirements and procedures throughout the sale process.

5. This resolution shall be effective immediately upon passage.

DULY ADOPTED AND APPROVED this 5th day of November, 2026, by the School Board of Clay County, Florida.

SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By_____
CHAIRPERSON

SUPERINTENDENT, CLAY COUNTY DISTRICT SCHOOLS

By_____
DAVID BROSKIE

ATTEST:

By_____
WITNESS

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TSG

The Sage Group

Real Estate, Equipment & Business Appraisers

APPRAISAL REPORT

Of A

VACANT LOT WITH RIGHT-OF-WAY

Located In

MIDDLEBURG, FLORIDA



DRAFT

NORTHEAST FLORIDA
Main Office
3517 Highway 17, Suite A
Fleming Island, Florida 32003
904-215-6623

CENTRAL FLORIDA
618 East South Street, Suite 500
Orlando, Florida 32801
407-434-9042

WEST COAST FLORIDA
4830 West Kennedy Boulevard, Suite 600
Tampa, Florida 33609
813-803-0026

SOUTH FLORIDA
801 Brickell Avenue, Suite 900
Miami, Florida 33131
305-907-6159

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THE SAGE GROUP
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BBB ACCREDITED BUSINESS
A+ Rating

July 6, 2026

Mr. Richard Reyes
Email: Richard.reyes2010@gmail.com

RE: An Appraisal on a "triangular" parcel of vacant land and adjacent right-of-way along County Road 220, currently part of Swimming Penn Creek Elementary School located at 1630 Woodpecker Lane, Middleburg, Florida 32068. Part of Parcel ID: 02-05-25-008831-001-00 of Clay County, Florida. Appraiser's File No. 26308.

Dear Mr. Reyes:

In accordance with your request, **THE SAGE GROUP** prepared an appraisal report on the above-referenced property.

The property's legal description, together with the definitions of value, is presented in this report. Your attention is also directed to the subsection titled "Assumptions and Limiting Conditions" which further identifies the scope and use of the report.

This appraisal report has been prepared by Larry G. Sage, MAI, AI-GRS, CEA, who is recognized and acknowledged by individual qualifications and signatures on the Certification in this report.

In addition to an inspection, analysis of the appraised property, as well as other matters considered pertinent to, and indicative of value are examined. These include social, economic, governmental, and environmental characteristics of the neighborhood, as well as an assessment of pertinent market trends and market sales. The accompanying appraisal report sets forth these findings, which are considered essential to explain the basis for the final conclusion of value.

Description of the Appraisal Process

In accordance with the Uniform Standards of Professional Appraisal Practice, each written real property appraisal report must be prepared under one of the following two options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report.

The appraisal analysis and conclusions in this report were developed in accordance with the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation. This report conforms to Standard Rule 2-2.

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Additionally, this report complies with regulations of Title IX of the Federal Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA), as well as the guidelines set forth by the Comptroller of Currency (OCC) Standards of 12 CFR Part 34, the Gramm-Leach-Bliley Act of 1999. The undersigned representative of the appraisal company is aware of the penalty under 18 USC No. 1001 for making false statements and proposals.

Subject to the definitions of value as set forth in this report, as well as the General Assumptions and Limiting Conditions, it is my opinion that the "As Is" Fee Simple value of the subject is as follows:

FINAL VALUE SUMMARY			
Type of Value	**Portion**	**Effective Date of Value**	**Value**
"As Is" Market Value	Real Estate Only	7/3/2026	$110,000

Should you have any questions regarding this appraisal report, please do not hesitate to contact my office.

Respectfully submitted,

THE SAGE GROUP

Larry G. Sage, MAI, AI-GRS, CEA, ASA
State-Certified General
Real Estate Appraiser RZ 2513
State of Florida
lsage@sageappraisal.com

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CERTIFICATION

In accordance with the Uniform Standards of Professional Appraisal Practice, this appraisal report contains the following certification:

I certify that, to the best of my knowledge and belief,

1. The statements of fact contained in this report are true and correct.

2. The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analysis, opinions, and conclusion.

3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

4. I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.

5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.

7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

8. The reported analysis, opinions and conclusion were developed, and this report has been prepared, in conformity with the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute, which includes the Uniform Standards of Professional Appraisal Practice.

9. An inspection of the subject property was personally performed on the effective date of value by Larry G. Sage, MAI, AI-GRS, CEA.

10. No one provided significant real property valuation assistance to the person signing this certification.

11. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

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12. The values expressed in this report are not based in whole or part upon race, color, or national origin of the current and/or prospective owners or occupants.

13. As of the date of this report, Larry G. Sage, MAI, AI-GRS, CEA, ASA has completed the requirements under the continuing education program for Designated Members of the Appraisal Institute.

14. As of the date of this report, Larry G. Sage, MAI, AI-GRS, CEA, ASA has completed the requirements under the continuing education program of the American Society of Appraisers.

15. As of the date of this report, Larry G. Sage, MAI, AI-GRS, CEA, ASA is a State Certified General Appraiser for the State of Florida.

16. The appraisal assignment is not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

Respectfully submitted,

THE SAGE GROUP



Larry G. Sage, MAI, AI-GRS, CEA, ASA
State-Certified General
Real Estate Appraiser RZ 2513
State of Florida
lsage@sageappraisal.com

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SUBJECT PHOTOGRAPHS





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SUBJECT PHOTOGRAPHS
(Continued)





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SUBJECT PHOTOGRAPHS
(Continued)





NEIGHBORHOOD AERIAL MAP



AERIAL PHOTOGRAPHS

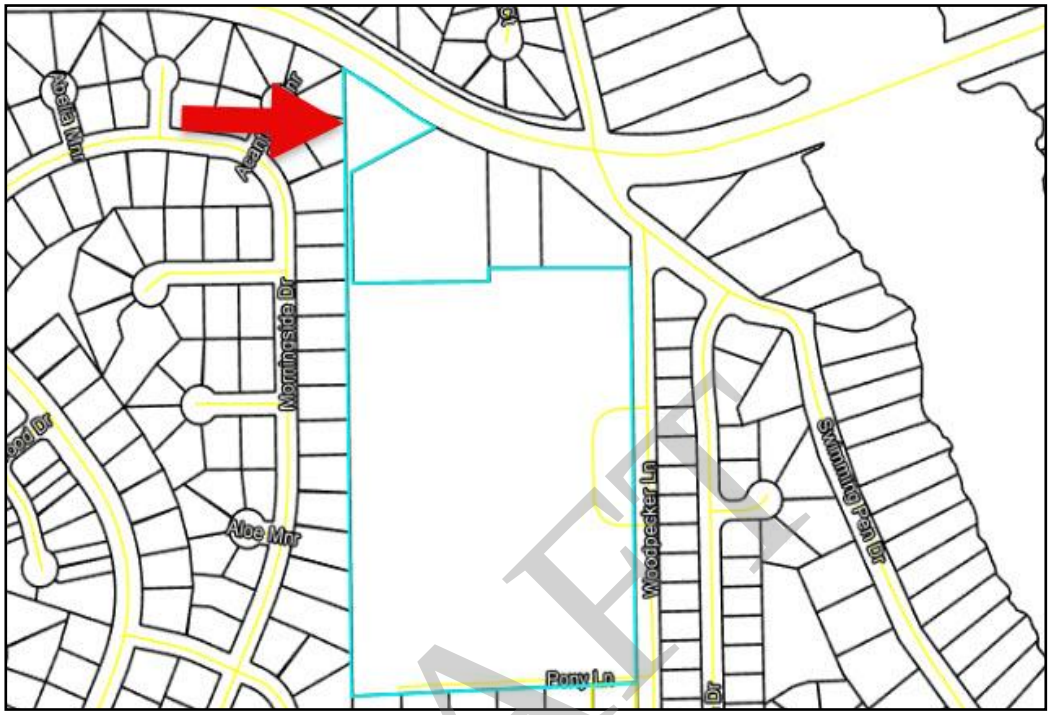


Aerial view looking north.



Aerial view looking west.

PLAT MAP



AERIAL PLAT MAP



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SCOPE OF WORK

(i) Client of the Report

- Mr. Richard Reyes

(ii) Intended Users of the Report

The following can rely on this appraisal:

- Mr. Richard Reyes
- Mr. Paul Bement of the Clay County School District

(iii) Intended Use and Purpose of Appraisal

The intended use of this appraisal is to assist the client in evaluating the subject property as it relates to asset/collateral determination.

(iv) Identification of the Real Estate

The subject is part of a parcel identified by the County Property Appraiser's Office as Parcel ID Number 02-05-25-008831-001-00. The site is flag shaped with a triangular parcel fronting County Road 220 and a long narrow right-of-way extending along the western property line to Swimming Pen Creek Elementary School located south of the subject site.

I have been provided a site survey of an adjacent parcel recently purchased by 2141 CR 220, LLC (Mr. Richard Reyes). This site plan does not clearly identify the exact size of the subject parcel. Based on the meets and bounds description, as well as previously recorded plans, the site is estimated to contain 0.90± acres or 39,204± square feet.

According to Clay County Zoning Map, the property is zoned for "AR" agricultural/residential use. The county development code states that "all land designated as Zone AR is subject to the requirements of this Section as well as the appropriate density and intensity in Sec. 20.3-10. Such uses have been established to provide a transition between agricultural and the more urban residential areas; and to create a rural residential environmental wherein natural constraints applicable to development can be recognized and protected in a manner compatible with the needs of the resident."

The permitted uses for "AR" zoned land are stated as follows:

(1) Single-family or mobile home dwelling with their customary accessory uses.

(2) For lots greater than one (1) acre in size, permitted uses include the non-commercial keeping and raising of horses, cattle, sheep, goats, swine and other similar animals. (amended 2/94 - Ord. 94-03)

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(3) For lots of one (1) acre or less in size, permitted uses include the non-commercial keeping and raising of horses, cattle, sheep, swine, goats and other similar farm animals; provided, however, that no more than two (2) horses, cattle, sheep, swine, goats and other large farm animals six (6) months of age or older shall be permitted to be raised, grazed, kept or maintained per one-half (1/2) acre of land. No animal pen, stall, stable, or other similar animal enclosure shall be located nearer than fifty (50) feet to the property. (amended 2/94 - Ord. 94-03)

(4) Agricultural accessory uses that are customary and incidental to principal agricultural use shall be permitted as follows: (amended 2/95 - Ord. 95-2) (i) Accessory buildings directly incidental to the agricultural pursuits listed above. (ii) Sheds for the storage and repair of the owner's or tenant's farm equipment only, provided the structure does not exceed three thousand (3,000) square feet of gross floor area. (iii) Stand for the sale of products which are raised on the premises.

(5) General agricultural pursuits of a variety similar, but not limited to, truck gardens, forestry, crop raising, horticulture, greenhouses, nurseries, groves, apiculture and pisciculture.

(6) The sale of said products and commodities which are raised on the premises. Retail roadside sales permitted only from conforming structures on private property.

(7) Garage sales will be allowed up to a maximum of two garage sales within any calendar year. The duration of each garage sale shall be a maximum of 72 hours and may be conducted only within daylight hours. No sign advertising a garage sale may be placed on any public right-of-way.

(8) Storage of petroleum products. ARTICLE III-ZONING AND LAND USE REGULATIONS CLAY COUNTY LAND DEVELOPMENT CODE PAGE 3-127 (i) Petroleum used for heating and/or cooking not to exceed 500 gallons. (ii) Gasoline to be used by owner of residence not to exceed 50 gallons.

(9) Satellite dish receivers for individual use.

(10) The parking of commercial vehicles by the owner of the primary residence with a limit of one (1) per acre and a maximum of two (2) vehicles, may be parked in the rear or side yard, except refrigerated vehicles and vehicles carrying hazardous materials.

(11) Private boat pier or slip for the use of occupants of principal residential structures of the lot; provided said pier or slip does not interfere with navigation.

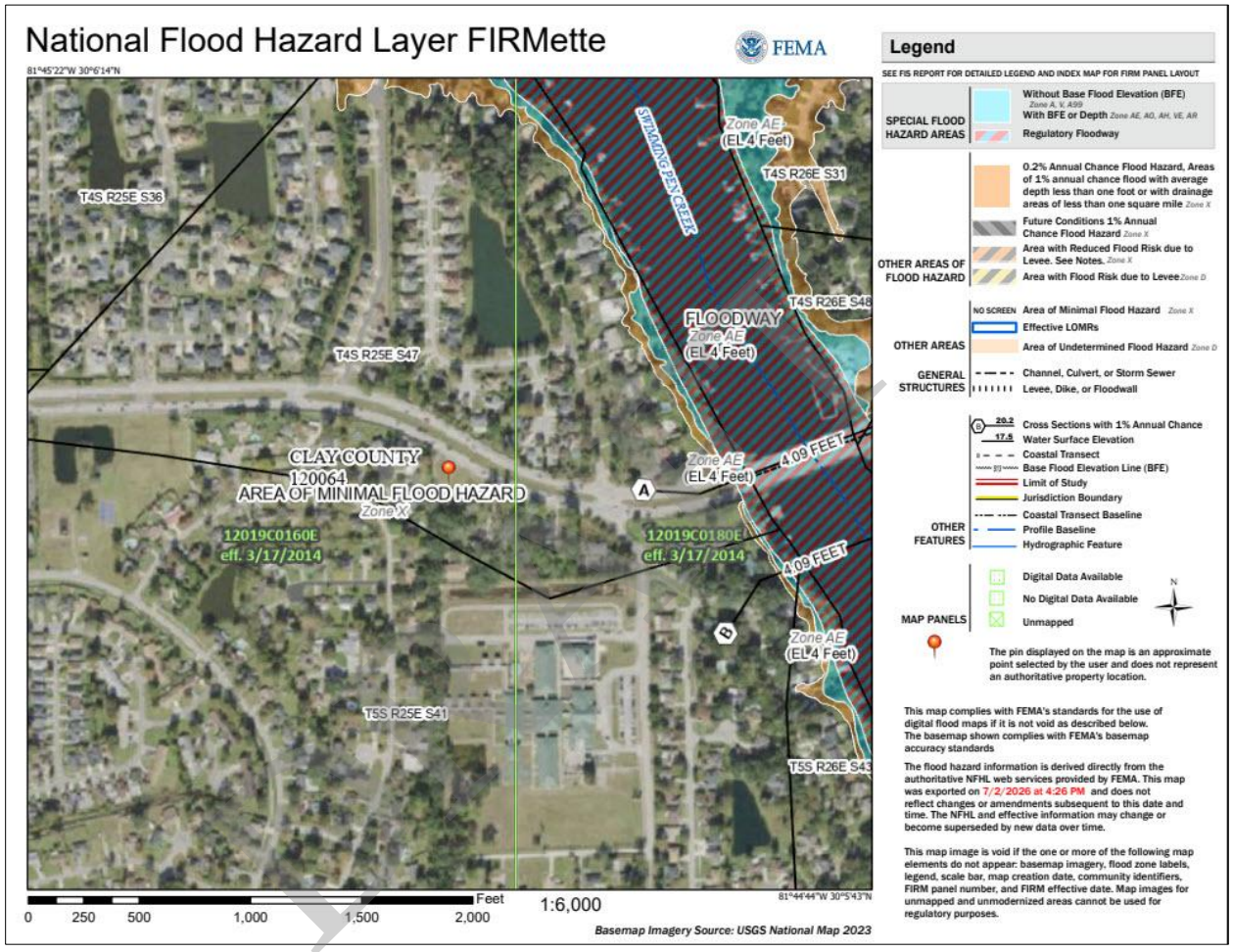
The density requirements for the “AR” zone are as follows:

- Residential development not classified as a subdivision pursuant to Ordinance 85-68, as amended.
  - Maximum Density One (1) unit per ten (10) acres
  - Minimum Lot Size Ten (10) acres or 435,600 square feet.
- Subdivision pursuant to Ordinance 85-68, as amended.
  - Maximum Density
    - With Clustering and Points One (1) unit per five (5) acres
    - Without Clustering and Points One (1) unit per ten (10) acres
  - Minimum Lot Size
    - With Clustering and Points One (1) acre or 43,560 square feet

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- Without Clustering and Points Nine (9) acres or 392,040 sq. feet

According to Federal Emergency Management Agency (FEMA), the subject is located in Flood Zone X, an area that has a 0.2% annual chance of flooding. The following is from the FEMA website:



According to the County Property Appraiser's Office, the parcel is owned by the School Board of Clay County. According to the client provided site plan by Charles E. Porter, dated June 16, 2018 and updated May 17, 2026 the portion of the site described in this appraisal was transferred to the School Board of Clay County on July 20, 2021 and is recorded in the County Records Book 1959, Page 2016. It is noted that the recorded deed legal description states the property contains 7.08 acres which far exceeds what the provided plan, as well as the county on-line mapping program depicts. A site survey of the subject parcel is recommended.

To my knowledge there were no contracts or offers in place on the effective date of value.

(v) Property Rights Being Appraised

Property rights being considered are those of the **Fee Simple Estate**, as defined in *The Appraisal of Real Estate*, sponsored by the Appraisal Institute, as:

"Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power and escheat."

(vi) Definition of Market Value

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

(1) Buyer and seller are typically motivated;
(2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
(3) A reasonable time is allowed for exposure in the open market;
(4) Payment is made in terms of cash in U.S. dollars or terms of financial arrangements comparable thereto; and
(5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.[1]

Exposure Time and Marketing Time are each estimated at six months or less.

(vii) Effective Date of Value

July 3, 2026

(viii) Scope of Work Necessary

The appraisal analysis and conclusions in this report were developed following the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation. This report conforms to Standard Rule 2-2a in reporting and Standard Rule 1 in development.

As an appraiser, I have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal. I have discussed the scope of this assignment with the client and applied relevant characteristics and analysis that are consistent with the use of this report.

The scope of work is acceptable when it meets or exceeds:

(1) The expectation of the intended users

[1] *Interagency Appraisal and Evaluation Guidelines; December 10, 2010, Federal Register, Volume 75 Number 237, Page 77472.*

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(2) What a peer's actions would be when performing a similar assignment. In this case, peers are not bank reviewers, but fee appraisers that are in the business of producing credible appraisal reports.

The report contains sufficient information to allow the client and intended users to understand the scope of work performed and problem to be solved. The information presented in this report is appropriate for the intended use of the assignment results.

Demographic, boilerplate, laborious language, and discussions are not included, nor are they necessary for the intended use of this report and to produce a credible result. Credible assignment results have been represented with relevant evidence and logic as the credibility of this assignment is measured in the context of the intended use.

(ix) Real Property Appraisal Assistance

No one provided real property assistance to the signing appraiser during the development and completion of this appraisal.

(x) Standard 1 Compliance

(1) In preparing this appraisal, the following have occurred:
- I inspected the subject and surrounding neighborhood.
- I researched the overall market within the subject's market area, including recent trends in occupancy and new development.
- I gathered and confirmed information on comparable sales in order to estimate appropriate value for the subject.
- I performed the Sales Comparison Approach only.

(2) USPAP requires appraisers to only consider the approaches to value that are "necessary." In this instance, the Cost and Income Approaches were omitted due to the difficulty in accurately estimating depreciation as well as the lack of investor reliance on these approaches. I have relied on the Sales Comparison Approach to arrive at a "as is" value estimate of the real estate only.
(3) The value opinion and conclusion are stated within the following pages.
(4) The information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including the data and approaches are summarized within the following pages.

(xi) Use of Real Estate Existing and Reflected in Appraisal

Vacant parcel of land with an adjacent right-of-way.

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(xii) Highest and Best Use

There are four tests which are taken into consideration in developing an opinion of highest and best use. These four tests include an examination of those uses that are physically possible, legally permissible, financially feasible, and maximally productive. Each criterion is considered cumulatively and provides the best analysis for the highest and best use of the property.

The site is primarily flagged shaped with frontage along County Road 220 and a 20' easement extending from County Road 220 to Swimming Pen Creek Elementary School at the back of the subject property. The parcel is flat with one curb-cut along County Road 220. The entire triangular portion is enclosed in a chain-link fence. The easement portion has a concrete sidewalk with overhead lighting.

The entire property is zoned "AR" and would need to be assembled with an adjoining site for development.

Overall, properties in the area are in average to good condition. The area is moderately populated with a few tracts of vacant land available for development. Based on observed market trends, the highest and best use of the subject land "as vacant" is for development that complies with the existing zoning or rezoning to commercial development.

(xiii) Extraordinary Assumptions and Hypothetical Conditions

The Extraordinary Assumption is made that the Clay County Property Appraiser mapping program is accurate depicting the subject property (including the right-of-way) at 39,204± square feet. The use of this extraordinary assumption could affect the outcome of this report.

No Hypothetical conditions were made relative to the value or value conclusions contained in this report.

(xiv) Signed Certification

Previously presented.

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SALES COMPARISON APPROACH TO VALUE

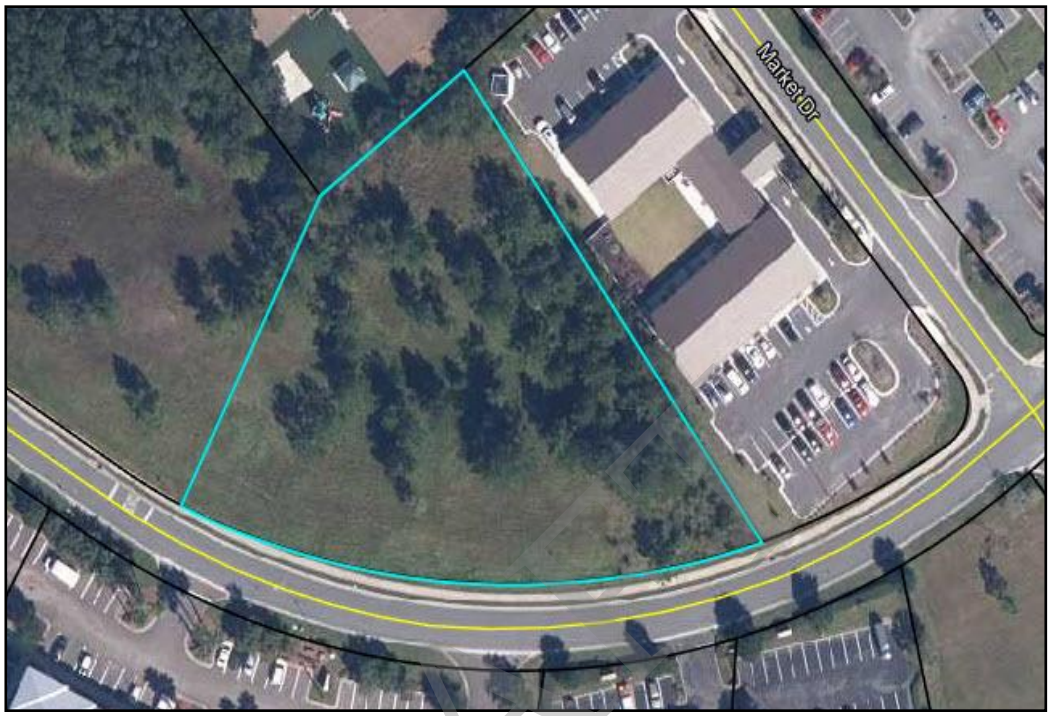
The Sales Comparison Approach to Value is based upon a comparison of the subject property with known sales of other similar properties.

The price per square foot element of comparison requires adjustments between the comparable sales and the subject property (Sales Price ÷ Site Size = Price Per Square Foot). I have selected sales (shown in the following chart) that were most similar to the subject and have used them in direct comparison.

Sale	Sale Date	Sale Price	Size (Sq. Ft.)	Price PSF	Zoning	Location	Comments	Parcel ID
1	01/10/25	$450,000	63,598	$7.08	PUD	407 Old Hard Road Fleming Island, Florida	Vacant parcel usuable for commercial development. Located in Fleming Island Plantation and close to Baptist Medical Center, schools, retail, and business offices.	08-05-26-014266-027-15
2	06/27/24	$1,100,000	178,596	$6.16	BB	3305 US Highway 17 Green Cove Springs, Florida	Vacant parcel usuable for commercial development. Zoned Intermediate Business, designed for commercial, retial, and service use.	39-05-26-015159-000-00
3	03/13/26	$820,000	91,875	$8.93	BA	Tara Farms Drive Middleburg, Florida	Wooded site, off of County Road 220. Zoned BA, commercial and professional office district.	02-05-25-008968-001-00
4	09/13/24	$987,500	127,195	$7.76	PUD	3620 Chester Court Middleburg, Florida	Located in the Branan Field Planned Unit Development, a master-planned district for a mix of residential, commercial, and industrial uses.	31-04-25-008097-000-00
5	05/28/25	$1,833,100	162,914	$11.25	Comm	County Road 209 South Green Cove Springs, Florida	Vacant cleared site. Zoned Commercial.	38-06-26-016513-020-00
6	06/12/24	$1,000,000	98,281	$10.00	PUD	Royal Pines Drive Middleburg, Florida	Purchased site and subsequently constructed a residential neighborhood.	18-04-25-007953-110-00
Subject	07/03/26	N/A	39,204	N/A	AG	County Road 220 Middleburg, Florida	Subject property valued as vacant land	Part Of 02-05-25-008831-001-00

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COMPARABLE PHOTOGRAPHS



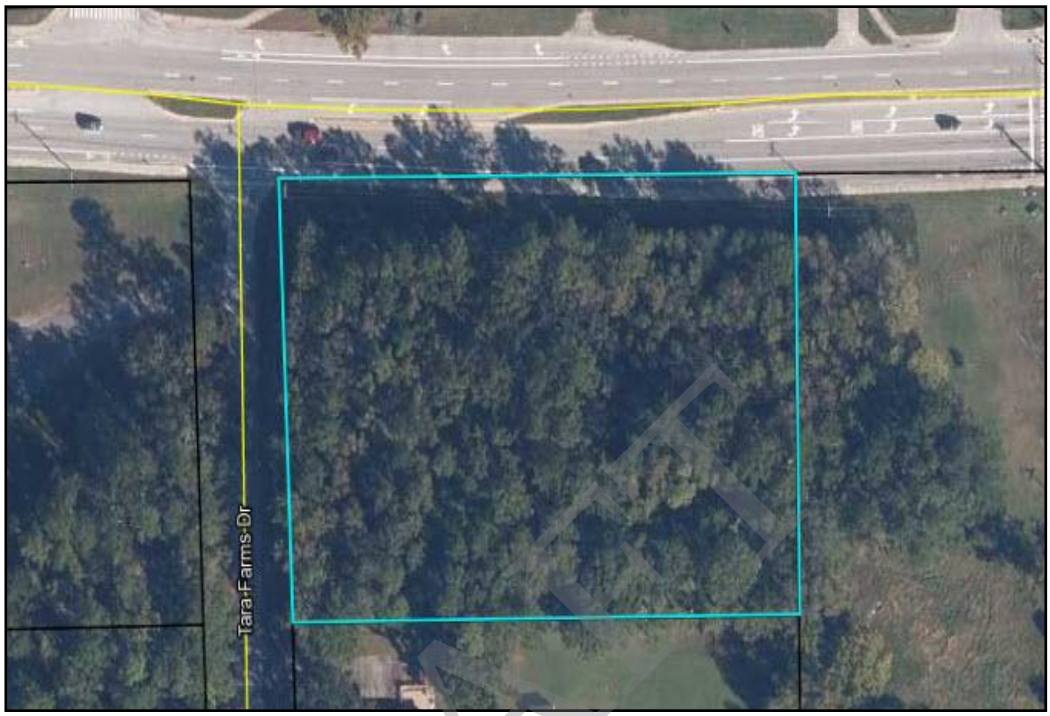
Sale 1



Sale 2

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COMPARABLE PHOTOGRAPHS



Sale 3



Sale 4

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COMPARABLE PHOTOGRAPHS



Sale 5



Sale 6

IMPROVED SALES ADJUSTMENT GRID

	SUBJECT	SALE 1	SALE 2	SALE 3	SALE 4	SALE 5	SALE 6
Date of Sale	**07/03/26**	**01/10/25**	**06/27/24**	**03/13/26**	**09/13/24**	**05/28/25**	**06/12/24**
Sale Price PSF		**$7.08**	**$6.16**	**$8.93**	**$7.76**	**$11.25**	**$10.00**
Property Rights		Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Adjustment		0%	0%	0%	0%	0%	0%
Adjusted Value		$7.08	$6.16	$8.93	$7.76	$11.25	$10.00
Financing		Cash Eq.	Cash Eq.	Cash Eq.	Cash Eq.	Cash Eq.	Cash Eq.
Adjustment		0%	0%	0%	0%	0%	0%
Adjusted Value		$7.08	$6.16	$8.93	$7.76	$11.25	$10.00
Sale Conditions		Arm's-length	Arm's-length	Arm's-length	Arm's-length	Arm's-length	Arm's-length
Adjustment		0%	0%	0%	0%	0%	0%
Adjusted Value		$7.08	$6.16	$8.93	$7.76	$11.25	$10.00
Market Conditions	07/03/26	Similar	Similar	Similar	Similar	Similar	Similar
Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Adjusted Value		**$7.08**	**$6.16**	**$8.93**	**$7.76**	**$11.25**	**$10.00**
Location	Average	Superior	Superior	Superior	Superior	Superior	Superior
Adjustment		-30.00%	-30.00%	-15.00%	-30.00%	-15.00%	-30.00%
Zoning	AR	PUD	BB	BA	PUD	PUD	PUD
Adjustment		-50.00%	-50.00%	-50.00%	-50.00%	-50.00%	-50.00%
Utilities	All Available	All Available	All Available	All Available	All Available	All Available	All Available
Adjustment		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Site Size (SF)	39,204	63,598	178,596	91,875	127,195	162,914	98,281
Adjustment		1.22%	6.97%	2.63%	4.40%	6.19%	2.95%
Site Utility		Similar	Similar	Similar	Similar	Similar	Similar
Adjustment		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NET ADJUSTMENT		-78.78%	-73.03%	-62.37%	-75.60%	-58.81%	-77.05%
ADJUSTED VALUE		**$1.50**	**$1.66**	**$3.36**	**$1.89**	**$4.63**	**$2.30**
PERCENTAGE WEIGHT		5.00%	15.00%	25.00%	30.00%	20.00%	5.00%
WEIGHTED VALUE		**$0.08**	**$0.25**	**$0.84**	**$0.57**	**$0.93**	**$0.11**
Weighted Average		$2.77					
Unit Market Value of Land		$2.80					
Market Value		$109,771					
Rounded To		**$110,000**					

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EXPLANATION OF ADJUSTMENTS

It is desirable to support adjustments for various items of comparison with sale on sale or sale/resale comparisons. The adjustments shown are my opinion of the market reaction to that particular characteristic.

Property Rights

In analyzing the transactions, all involved the exchange of the Fee Simple Interest and no adjustments for property rights are required.

Financing

All of the sales appear to be at market terms, and no adjustments are required for financing.

Conditions of Sale

All of the comparables sold at market terms and no adjustments are required.

Market Conditions (Time)

The time adjustment is an attempt to correlate the present value of the sales price of a comparable sale to the date of appraisal and is reflective of any appreciation and/or depreciation that may have occurred in the market. According to the May 2026 report, published by MSCI, commercial property prices moved higher in May, with RCA CPPI US National All-Property Index rising 1.6% YOY. On the month, prices increased 0.4%, which was annualized would suggest a stronger 5.4% annual price increase.

According to CoStar, the Orange Park Submarket as well as the overall Jacksonville Market held steady over the past 12 months. There is insufficient information/data to warrant an adjustment at this time.

Location

The location of the site (visibility from the road) as well as demographics of the subject and each sale have been compared. Each comparable has been adjusted to reflect its inferiority/superiority compared to the subject for location.

Zoning

Each comparable has been adjusted to reflect its inferiority/superiority compared to the subject.

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Utilities

Each comparable has been adjusted to reflect tis inferiority/superiority compared to the subject.

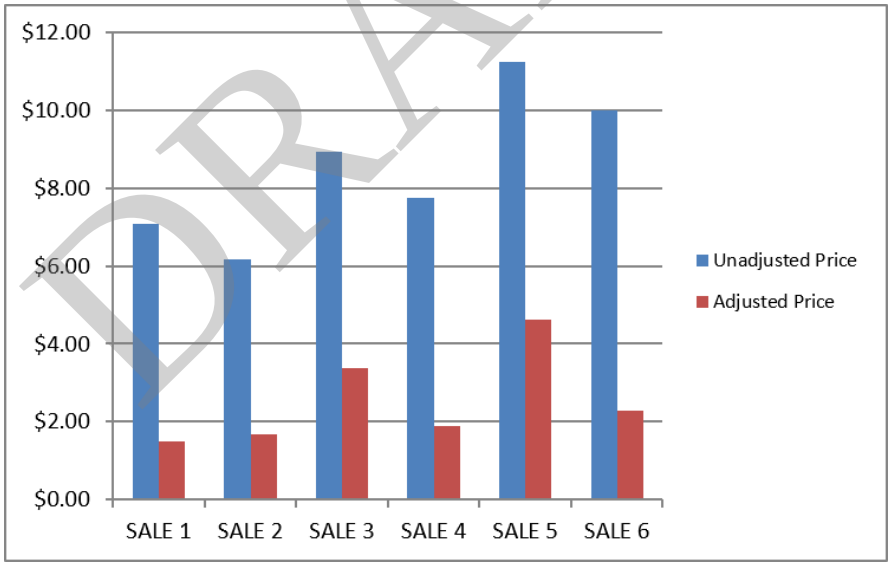
Site Size

This analysis implements an adjustment of **1%** for every 20,000 square feet of difference between the sales and the subject property.

Summary of Comparables / Value Conclusion

The following chart illustrates the difference between unadjusted and adjusted price of each comparable sale. Most weight was placed on the sales deemed most reliable.

	SALE 1	SALE 2	SALE 3	SALE 4	SALE 5	SALE 6
Net Adjustmnet	-78.78%	-73.03%	-62.37%	-75.60%	-58.81%	-77.05%
Gross Adjustment	81.22%	86.97%	67.63%	84.40%	71.19%	82.95%
Percent Weight	**5.00%**	**15.00%**	**25.00%**	**30.00%**	**20.00%**	**5.00%**



VALUE CONCLUSION BY PRICE PER SF				
Site Size (SF)	**X**	**Value Per SF**	**=**	**Value Indication**
39,204	X	$2.80	=	$109,771
Rounded To			=	**$110,000**

DRAFT

VALUATION SUPPORT

The adjacent 2.8 acre (121,968 SF) parcel sold on May 14, 2026 in the amount of $625,000. The parcel was improved with a 1,472 square foot single family home as well as a 3,000 square foot freestanding garage. The contributory value of the two structures is calculated at $290,400. Once the value contribution of the structures is extracted the remaining land value allocation equates to $334,600 or $2.74 per square foot. This sale supports my value conclusion of $2.80 per square foot.



ADDENDA

DRAFT

LEGAL DESCRIPTION

PARCEL C1

That part of Lot Seven (7), Block One (1), DOCTORS INLET FARMS, according to plat recorded in Plat Book 2, Page 17, of the public records of Clay County, Florida, and being more particularly described as follows:

The West 20 feet of that portion of Parcel 1 as described in Official Records Book 30, Pages 7 through 10 of said public records, lying North of Parcel 2 as described in said Official Records Book 30, Pages 7 through 10, and South of lands described in Official Records Book 1218, Page 416.

PARCEL C2

A Tract of land situated in Lot 7, Block 1 of "Doctors Inlet Farms", as per plat thereof recorded in Plat Book 2 on Page 17 of the public records of Clay County, Florida; said tract being the same lands described as Parcel 2 in Official Records Book 30 on Page 7 of said public records and more particularly described as follows:

Commence at a concrete monument at the Southwest corner of said Lot 7, Block 1, and run North 00 degrees 30 minutes 00 seconds West along the West line of said Lot 7, a distance of 1158.81 feet to an iron pipe at the Westerly Terminus of a Boundary Agreement Line as described in Official Records Book 370 on Page 430 of said public records and the Point of Beginning. Thence run North 88 degrees 20 minutes 44 seconds East, along said Boundary Agreement Line, 403.83 feet to an iron pipe; thence run North 01 degrees 18 minutes 14 seconds West along said Boundary Agreement Line, 378.70 feet to an iron pipe at the Northerly Terminus of said line; thence run North 01 degrees 06 minutes 30 seconds West, 392.30 feet to an iron pipe at the Southeast corner of lands described in Deed Book 54 on Page 196 of said public records and the South line of Parcel 1 as described in said Official Records Book 30 on Page 7, thence run South 88 degrees 17 minutes 02 seconds West along said South line, 394.37 feet to an iron rod on the West line of said Lot 7, thence run South 00 degrees 30 minutes 00 seconds East, 770.86 feet to the Point of Beginning. Said Tract containing 7.08 acres more or less.

DRAFT

ENGAGEMENT LETTER

THE SAGE GROUP
Real Estate - Business - Equipment Appraisers
3517 Highway 17, Suite A,
Fleming Island, Florida 32003
904-215-6623 office 904-215-6625 fax
www.sageappraisal.com
E-Mail Lsage@sageappraisal.com

BBB ACCREDITED BUSINESS
A+ Rated

CONTRACT FOR SERVICES

June 19, 2026

Mr. Richard Reyes
Email: Richard.reyes2010@gmail.com

RE: An Appraisal on a "triangular" parcel of vacant land along County Road 220, currently a part of Swimming Penn Creek Elementary School located at 1630 Woodpecker Lane, Middleburg, Florida 32068. Parcel ID: 02-05-25-008831-001-00 of Clay County, Florida. Appraiser's File No. 26308.

Dear Mr. Reyes:

The Sage Group (TSG) would like to express our appreciation for the opportunity to represent you in connection with the above-referenced assignment. The purpose of this letter is to set forth our understanding of the services to be performed by The Sage Group, for this engagement and the basis upon which we will be paid for those services.

Please read this letter carefully. It describes the terms and conditions under which we will represent you concerning the above-referenced matter. Our policy requires that each client sign a copy of this letter agreeing to the terms and conditions described below before we can engage in representation. The terms and conditions of our engagement are as stated on the following pages.

Number of Appraisal Copies to be Provided

An electronic copy of the appraisals will be provided in PDF Format. Original hard copies can be provided upon request at $200 each, plus shipping.

Compensation

The fee for completing the appraisal is **$1,800**. The fee is due prior to the start of appraisal services. This rate is guaranteed for 12 months from contract signing. Subsequent work will be performed at the then prevailing rate. The Sage Group shall provide services reasonably required to represent you as the Client in a professional manner.

DRAFT

Client

The following is the defined client as it relates to this engagement:

- Mr. Richard Reyes

Intended User

The following is the intended user of the appraisal:

- Mr. Richard Reyes
- Mr. Paul Bement of the Clay County School District

Intended Use of the Appraisal

The intended use of the appraisal is to assist the client in evaluating the subject property as it relates to asset/collateral determination.

Purpose of the Appraisal

The purpose of each appraisal is to establish the market value of the Real Estate - Land Only.

Interest Appraised

Fee Simple

Hypothetical Conditions, Extraordinary Assumptions

None.

Delivery Date of the Appraisal

The Sage Group agrees to deliver the appraisals within 2 weeks of engagement and prepayment.

Compliance

The appraisal report will comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

Confidentiality

TSG shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisals prepared in accordance with this Agreement to, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the Ethics Rule of the Uniform Standards of Professional Appraisal Practice (USPAP).

DRAFT

Scope of the Appraisal(s)

TSG will use all approaches necessary to develop a credible opinion of values. The client understands the limited use of the Appraisal Reports.

Services Not Provided

The fee set forth in this Agreement applies to the appraisal services rendered by TSG as set forth in this Agreement. Any additional services performed by TSG not set forth in this Agreement will be performed on terms and conditions set forth in an amendment to this Agreement, or in a separate agreement.

Changes to Agreement

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended uses, date of value, type of value, or property appraised cannot be changed without a new Agreement.

Cancellations

Client may cancel this Agreement at any time prior to TSG's delivery of the Appraisal Reports upon written notification to TSG. Client shall pay TSG for work completed on the assignments prior to TSG's receipt of written cancellation notice, unless otherwise agreed upon by TSG and Client in writing.

Previous Services *(language required by USPAP)*

I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.

Special Note

Contact Mr. Paul Bement for any information about the property
Mr. Paul Bement – paul.bement@myoneclay.net

DRAFT

Signature

I discuss the terms and conditions of our engagement so candidly because you are entitled to know all the terms, to avoid any misunderstandings later. Please sign a copy of this letter in the space below, indicating your agreement to the terms and conditions set forth above. Once signed, please send back this engagement letter and payment to my office.

Thank you for your confidence in allowing TSG to assist you in this appraisal assignment.

Respectfully submitted,

THE SAGE GROUP	**CLIENT**
Larry G. Sage, MAI, AI-GRS, CEA, ASA	Mr. Richard Reyes
Date: June 19, 2026	

DRAFT

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report is subject to the following assumptions and limiting conditions and to special assumptions outlined in various sections of the appraisal report. These special assumptions are considered necessary by the appraisers to make a proper estimate of value in accordance with the appraisal assignment and are made a part herein, as though copied in full.

1. **REPORT DISTRIBUTION –** This report is to be used in whole and not in part. If this report is submitted to the United States Small Business Administration it will become property of the United States and may be used for any legal and proper purpose. This report will be distributed upon request under the Freedom of Information Act.

   No one other than the named client or intended user(s) may rely upon this report. Anyone, other than the client or intended users may be misled by the contents of this report. It is written to be understood and relied upon only by any named client or intended users.

   The appraisers will not offer testimony in any other case based upon this appraisal review report unless agreed upon by a written contract with the original client. Receipt of this Report does not imply services beyond transmittal of the report to the client or intended users. This includes providing any additional documents, meetings, or testimony.

   The appraiser may not divulge the material (evaluation) contents of the report, analytical findings, or conclusions, or give a copy of the report to anyone other than the client or his designee as specified in writing (except as may be required by the Appraisal Institute as they may request in confidence for ethics enforcement), or by a court of law or body with the power of subpoena.

2. **INFORMATION USED** - No responsibility is assumed for the accuracy of information furnished by or from others, the client, his designee, or public records. The appraisers are not liable for such information. The comparable data relied upon in this report is confirmed with one or more parties familiar with the transaction, or from affidavit; all are considered appropriate for inclusion to the best of the appraisers' factual judgment and knowledge.

3. **TESTIMONY, CONSULTATION, COMPLETION OF CONTRACT FOR APPRAISAL SERVICES** - The contract for appraisal, consultation, or analytical service is fulfilled and the total fee payable upon completion of the report. The appraisers or those assisting in the preparation of the report will not be asked or required to give testimony in court or hearing, because of having made the appraisal, in full or in part, nor engage in post appraisal consultation with the client or third parties, except under separate and special arrangement and at an additional fee.

4. **EXHIBITS** – The sketches and maps in this report are included to assist the reader in visualizing the property and are not necessarily to scale. Various photos are included for the same purpose and are not intended to represent the property other than actual status, as of the date the photographs were taken.

DRAFT

5. **LEGAL, ENGINEERING, HIDDEN COMPONENTS, SOIL** - No responsibility is assumed for matters legal in character or nature, nor matters of the survey. No opinion is rendered as to the title, which is presumed to be good and merchantable. The property is appraised as free and clear unless otherwise stated in particular parts of the report.

   The appraisers have inspected, by observation, the land thereon. It is not, however, possible to personally observe conditions beneath the soil or other components such as endangered species, and no representations are made herein as to these matters unless specifically stated and considered in the report. The value estimate considers there are no such conditions that would cause a loss of value.

   The land or the soil of the area being appraised appears firm; however, the degree of subsidence in the area is unknown. The appraisers do not warrant against this condition or the occurrence of problems arising from soil conditions.

   The appraisal is based on there being no hidden, unapparent, or apparent conditions of the property site, subsoil, or endangered species which would render it more or less valuable. No responsibility is assumed for any such conditions or for any expertise or engineering to discover them.

6. **THE EXISTENCE OF HAZARDOUS SUBSTANCES** - The appraiser has not commissioned an environmental audit of the property being appraised, nor has such a report been provided that would indicate the presence or absence of hazardous materials and/or contamination. The appraiser represents that they are not qualified to appraise insulation or other products banned by the Consumer Products Safety Commission, which might render the property more or less valuable, and in connection with this appraisal, the appraiser has not inspected for, tested for, nor taken into consideration in any respect, the presence or absence of insulation or other products described above.

   Therefore, the appraiser assumes no responsibility in the event the presence or absence of insulation, hazardous waste contamination, or other products, increases or decreases the value of the property from the value assessed in this report. The value conclusions contained in this report are based on the assumption that no hazardous materials exist within the subject property or the surrounding area.

   Also, the appraisers have not commissioned an environmental audit of the property being appraised, nor has such a report been provided that would indicate the presence or absence of hazardous materials and/or contamination. The appraisers represent that they are not qualified to appraise insulation or other products banned by the Consumer Products Safety Commission, which might render the property more or less valuable, and in connection with this appraisal, the appraisers have not inspected for, tested for, nor taken into consideration in any respect, the presence or absence of insulation or other products described above.

DRAFT

7. **LEGALITY OF USE** - The appraisal is based on the premise that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless otherwise stated in the report, and that all applicable zoning, building, and use regulations and restrictions of all types have been complied with unless otherwise stated in the report. It is also assumed that all required licenses, consents, permits, or other legislative or administrative authority from local, state, federal, and/or private entities or organizations have been or can be obtained or renewed for any use considered in the value estimate.

8. **AUXILIARY AND RELATED STUDIES** - No environmental or impact study, special market study or analysis, highest and best use analysis study, or feasibility study has been requested or made unless otherwise specified in an agreement for services or in the report. The appraisers reserve the unlimited right to alter, amend, revise, or rescind any of the statements, findings, opinions, values, estimates, or conclusions upon any subsequent such study, or analysis, or previous study, or analysis subsequently becoming known to them.

9. **DOLLAR VALUES, PURCHASING POWER** - The market value estimated, and the costs used, are as of the date of the estimate of value. All dollar amounts are based on the purchasing power and price of the dollar as of the date of the value estimate.

10. **VALUE CHANGE, DYNAMIC MARKET, INFLUENCES** - The estimated market value is subject to change with market changes over time; value is highly related to exposure time, promotional effort, terms, motivation, and conditions surrounding the offering. The value estimate considers the productivity and relative attractiveness of the property physically and economically in the marketplace. The "Estimate of Market Value" in the appraisal report is not based in whole, or part, upon the race, color, or national origin of the present owners, or occupants, of the properties in the vicinity of the property appraised.

11. **GENERAL CONDITIONS** –

    A. The Appraisal Institute conducts a mandatory program of continuing education for its designated members. MAI's and SRA's who meet the minimum standards of this program are awarded a periodic education certification. As of the date of this report, Larry G. Sage has completed the requirements under the continuing education program of the Appraisal Institute.

    B. The fee for this appraisal, or study, is for the analysis rendered and not for the time spent on the physical report.

12. **EASEMENT/ENCROACHMENTS** - No adverse easements or encroachments were disclosed or discovered from the public plat map of record; however, a review of a title policy is recommended as it is unknown if there are any adverse easements in place or of record. The appraised value is based on the belief that no adverse easements, encumbrances, or encroachments exist which would adversely impact the subject's value or marketability.

DRAFT

13. **DEED RESTRICTIONS -** No study concerning deed restrictions was conducted. A detailed search by a title company or an attorney is suggested to determine if any restrictions are in place.

14. **FREEDOM OF INFORMATION ACT**- This appraisal may be used by the FDIC and therefore subject to the Freedom of Information Act (FOIA). FOIA is a federal statute (5 USC 552) that affords any person the right to obtain federal agency records unless the records (or a part of the records) are protected from disclosure by any of the nine exemptions contained in the law or by one of three special law enforcement record exclusions. The FDIC has issued Regulation 309.5 implementing the Freedom of Information Act.

15. **INTENDED USERS-** No one, other than the named client or intended users, may rely upon this report. Anyone other than the client or intended users may be misled by the contents of this report. It is written to be understood and relied upon only by the named client or intended users.

    The appraisers will not offer testimony in any other case based upon this appraisal report unless agreed upon by a written contract with the original client. Receipt of this Report does not imply services beyond transmittal of the report to the client or intended users. This includes providing any additional documents, meetings, or testimony.

16. **CLIMATE/EMISSIONS/ENERGY EFFICIENCY LAWS & REGULATIONS** - This section applies to any green building designations or ratings applicable to the subject property, the implications of compliance or non-compliance, and the market value impact of the same. We are not aware of any climate/emissions laws or regulations impacting the subject property.

17. **ARTIFICIAL INTELLIGENCE (AI) -** Some of the data researched and information used in this assignment may have come from sources that employ artificial intelligence (AI) which are assumed to be correct. To the extent that is possible and appropriate, the appraiser has confirmed all data that has had a substantial impact on the approaches to value and any other analyses performed in this assignment. The opinions and conclusions stated in this report are those of the appraiser and are not solely the results of analyses using AI. Any direct significant use of AI in the development of this assignment is explained in greater detail elsewhere in this report**.**

18. **HYPOTHETICAL CONDITIONS -** The Extraordinary Assumption is made that the Clay County Property Appraiser mapping program is accurate depicting the subject property (including the right-of-way) contains 39,204± square feet. The use of this extraordinary assumption could affect the outcome of this report.

19. **EXTRAORDINARY ASSUMPTIONS** - No Extraordinary Assumptions were made relative to the value or value conclusions contained in this report.

DRAFT

The Sage Group
www.sageappraisal.com
904-215-6623

A+ Rating

Member of The Appraisal Institute (MAI No. 9384): The Appraisal Institute conducts a mandatory program of continuing education for its designated members.

Certified Equipment Appraiser (CEA 698) by the Association of Machinery & Equipment Appraisers.

Accredited Senior Appraiser (ASA) by the American Society of Appraisers.

DRAFT

CERTIFIED GENERAL APPRAISER

• State of Florida	CG No. RZ-2513
• State of Georgia	CG No. 262267
• State of Alabama	CG No. G00809
• State of North Carolina	CG No. A6874
• State of South Carolina	CG No. 6694

REAL ESTATE APPRAISAL EXPERIENCE

40 years of appraisal experience on a variety of real estate on a national basis including, but not limited to the following:

Offices	Day Cares	Resort Properties
Shopping Centers	Bowling Centers	Office/Retail Condos
Industrial Buildings	Movie Theaters	Auto Dealerships
Convenience Stores	Marinas	Medical Buildings
Gas Stations	Subdivisions	Hotels/Motels
Car Wash	Vacant Land	Restaurants

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EQUIPMENT APPRAISAL EXPERIENCE

Over the last 35 years I have appraised a variety of equipment and personal property on a national basis including, but not limited to the following:

Pressing and Drilling	Specialty Industrial	Tool and Dye
Industrial Automation	Computer	Presses
Foundry	Truck/Tractor	Dry Cleaning
Mining	Roll/Forming	Sound/Lighting
Medical/Hospital/Dental	Electronic	X-ray/MRI

BUSINESS VALUATION EXPERIENCE

I am a qualified source for the US Small Business Administration, FDIC, and USDA to appraise intangible business enterprises. Over the last 35 years I have appraised a variety of closely held businesses on a national basis including, but not limiting to the following:

Law Firms	Hotels	Motels
Accounting Practices	Appraisal Firms	Auto Sales
Restaurants	Truck/Tractor	Dry Cleaning
Auto Service	Daycares	Assisted Living Facilities
Service Business	Carwashes	Engineering Firms
Aviation	Medical	Technical

GEOGRAPHIC AREAS SERVICED

Florida	Virginia	New Hampshire
Georgia	Washington DC	Ohio
South Carolina	Pennsylvania	Illinois
North Carolina	New York	Kansas
Tennessee	Connecticut	Michigan
Texas	Massachusetts	Arizona
Louisiana	Maine	California
Alabama	Vermont	Oregon

DRAFT

EMPLOYMENT

Commercial Appraisers for Gary E. Bullard, MAI and Associates, Inc., Daytona Beach, Florida, February 1987 to December 1988.

Vice President of Hunsicker and Associates, Dallas, Texas, December 1988 to January 1992. Trained under Harry B. Hunsicker, Harvard MBA.

President and Managing Partner of The Sage Group. January 1992 to present with offices in Fleming Island (Northeast Florida), Orlando, Tampa and Miami, Florida.

EDUCATION

NORTHEASTERN UNIVERSITY, Boston, Massachusetts, 1995/1996, Building Inspection, Mechanical Systems and Building Design.

UNIVERSITY COLLEGE OF SWANSEA, Swansea, Wales, United Kingdom. Post Graduate Studies, 1986/1987 in Economics, Statistics and Finance.

OXFORD UNIVERSITY, Oxford, England. Post Graduate Studies, 1987 in Micro and Macro Economics and Finance.

UNIVERSITY OF NORTH TEXAS, Denton, Texas. B.B.A. in Real Estate/Finance obtained in 1986. Real Estate Courses include Real Estate Principles, Real Estate Law, and Commercial Real Estate Appraisal.

TRAINING

Successfully completing the following courses:

Real Estate Principals	University of North Texas
Real Estate Law	University of North Texas
Real Estate Finance	University of North Texas
Basic Valuation	Duke University
Standards of Professional Practice	Tampa, Florida
Capitalization Theory Part A	Tufts University
Capitalization Theory Part B	Tufts University
Highest and Best Use Analysis	Tampa, Florida
Case Studies	Dallas, Texas
Report Writing	Houston, Texas
Condemnation Litigation	Plano, Texas
Machinery & Equipment MT 201	Los Angeles, California
Machinery & Equipment ME202OL	Columbia, Missouri
Fundamentals of Separating Real Property, Personal Property and Intangible Business Assets	Orange Park, Florida

DRAFT

AFFILIATIONS

- Member of the Appraisal Institute **(MAI Number 9384)**
- Designated Review Appraiser - Appraisal Institute
- Member of the Association of Machinery & Equipment Appraisers **(CEA)**
- Member of the American Society of Appraisers **(ASA)**
- Member of the Institute of Business Appraisers **(Member Number 1010465)**
- Toastmasters International
- Small Business Resource Network

SPEAKING EXPERIENCE

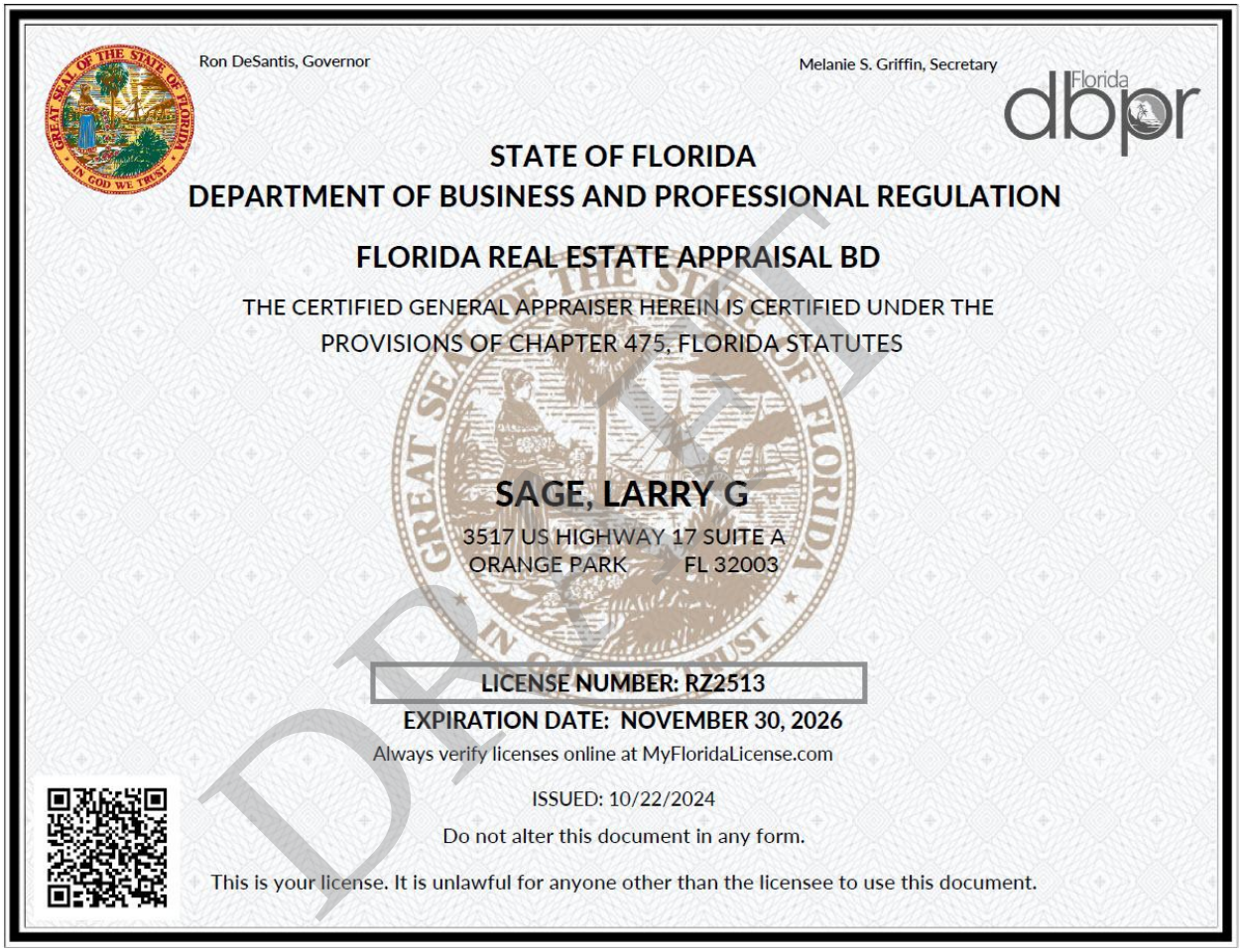
Guest (Keynote) speaker on numerous occasions to include Civic, University and SBA Lender conferences.

COURT EXPERIENCE

Relied on as expert witness on improved and unimproved properties in various municipalities throughout the southeast, southeast and the northeast.

DRAFT

STATE OF FLORIDA CERTIFICATION



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

FLORIDA REAL ESTATE APPRAISAL BD

THE CERTIFIED GENERAL APPRAISER HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

SAGE, LARRY G

3517 US HIGHWAY 17 SUITE A
ORANGE PARK FL 32003

LICENSE NUMBER: RZ2513

EXPIRATION DATE: NOVEMBER 30, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 10/22/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

DRAFT

MAP SHOWING BOUNDARY SURVEY OF :

A portion of Section 2, Township 5 South, Range 25 East, Clay County, Florida, being a portion of those lands identified as Clay County Parcel Identification Number 02-05-25-008831-001-00, being more particularly described as follows:

COMMENCE at the most northerly corner of Lot 2, Block 1, HERITAGE FARMS-UNIT 1, according to the plat thereof recorded in Plat Book 13, Pages 49 through 53, of the Public Records of Clay County, Florida, said point being the POINT OF COMMENCEMENT shown on the accompanying survey;

Thence South 58°47'55" East, along the Southerly right-of-way line of County Road No. 220 (formerly State Road 220), a 114-foot wide public road right-of-way, a distance of 20.41 feet (FM);

Thence South 58°15'54" East, continuing along said Southerly right-of-way line, a distance of 26.35 feet (FM) to the POINT OF BEGINNING of the parcel surveyed and herein described;

Thence South 58°15'54" East, continuing along said Southerly right-of-way line, a distance of 123.68 feet (FM) to the Point of Curvature of a curve;

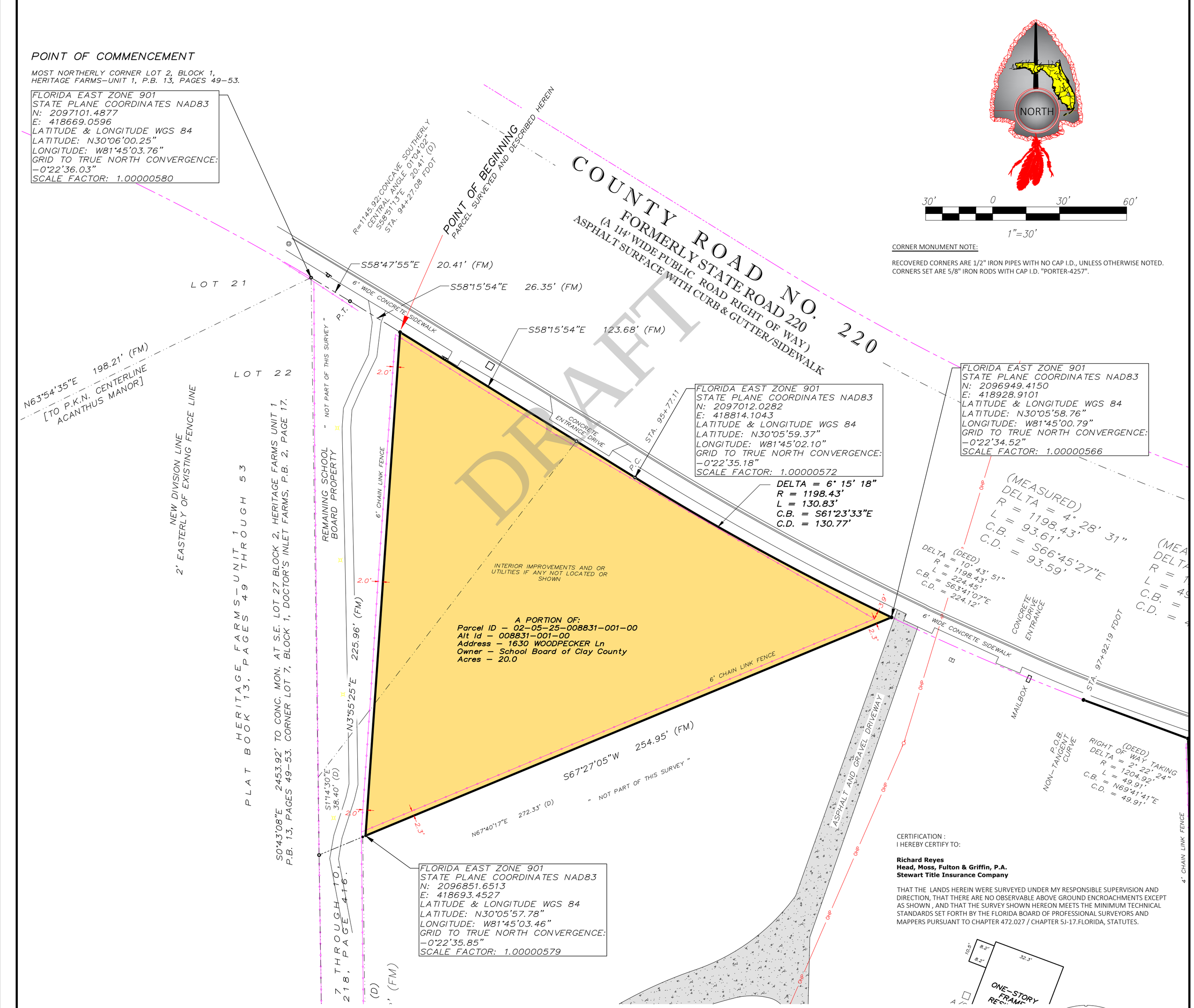
Thence Easterly, continuing along said Southerly right-of-way line and along the arc of said curve, concave Northeasterly, having a radius of 1,198.43 feet, a central angle of 06°15'18", and an arc length of 130.83 feet, said arc being subtended by a chord bearing South 61°23'33" East and a chord distance of 130.77 feet, to the Easterly corner of the parcel herein described;

Thence, departing said Southerly right-of-way line, South 67°27'05" West, a distance of 254.95 feet (FM), to the Southerly corner of the parcel herein described;

Thence North 03°55'25" East, along the Westerly line of the parcel herein described, said line being the New Division Line located 2.0 feet easterly of the existing 6-foot chain link fence line, a distance of 225.96 feet (FM) to the POINT OF BEGINNING.

Containing 25,499 square feet, or 0.585 acres, more or less.

BASIS OF BEARINGS: Bearings shown herein are grid bearings referenced to the Florida State Plane Coordinate System, East Zone 901, NAD83. Bearings and distances identified as (FM) on the accompanying survey are field-measured values, and all (FM) bearings are grid bearings. Distances are expressed in U.S. Survey Feet unless otherwise noted.



CORNER MONUMENT NOTE:

RECOVERED CORNERS ARE 1/2" IRON PIPES WITH NO CAP I.D., UNLESS OTHERWISE NOTED. CORNERS SET ARE 5/8" IRON RODS WITH CAP I.D. "PORTER-4257".

CERTIFICATION :
I HEREBY CERTIFY TO:

Richard Reyes
Head, Moss, Fulton & Griffin, P.A.
Stewart Title Insurance Company

THAT THE LANDS HEREIN WERE SURVEYED UNDER MY RESPONSIBLE SUPERVISION AND DIRECTION, THAT THERE ARE NO OBSERVABLE ABOVE GROUND ENCROACHMENTS EXCEPT AS SHOWN , AND THAT THE SURVEY SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS PURSUANT TO CHAPTER 472.027 / CHAPTER 5J-17.FLORIDA, STATUTES.

ABBREVIATION & SYMBOL LEGEND

A/C. = AIR CONDITIONER ON PAD
BAL. = BALCONY
B.O.H. = BUILDING OVERHANG/EAVE
FND. = FOUND.
S.F.N.F. = SEARCHED FOR NOTHING FOUND
ESM'T. = EASEMENT
CONC. = CONCRETE
COV. = COVERED
CO. = COUNTY
D.W. = DRIVEWAY
S/W = SIDEWALK
TR. = TRAIL
ST. = STATE
C.M. = CONCRETE MONUMENT
℄ = CENTERLINE
℔ = BOUNDARY LINE
℗ = PROPERTY LINE
℻ = FLOW LINE
° = DEGREE OF ARC
∠ = ANGLE
± = MORE OR LESS

(D) = DEED
(P) = PLAT
(FM) = FIELD MEASURED
MON. = MONUMENT
I.P. = IRON PIPE
I.R. = IRON ROD
Δ = DELTA ANGLE
CHD. = CHORD
C.B. = CHORD BEARING
A = ARC LENGTH
R = RADIUS
(R) = RADIAL
[R] = SURVEY RECORD BY BENNETT WATTLES
(N.R.) = NON-RADIAL
R/W = RIGHT OF WAY MARGIN
(W) = WITNESS
F.F.E. = FINISH FLOOR ELEVATION
F.P.& L. = FLORIDA POWER AND LIGHT
J.E.A. = JACKSONVILLE ELECTRIC AUTHORITY
J.E.A.E. = JACKSONVILLE ELECTRIC AUTHORITY EASEMENT
J.E.A.E.E. = JACKSONVILLE ELECTRIC AUTHORITY EQUIPMENT EASEMENT
C.E.C. = CLAY ELECTRIC CO-OPERATIVE
C.C.U.A. = CLAY COUNTY UTILITY AUTHORITY
B.M. = BENCH MARK
B.R.L. BUILDING RESTRICTION LINE
J.W.L. = JURISDICTIONAL WETLANDS LINE
T.B.M. = TEMPORARY BENCH MARK
U.D. = UNDERDRAIN
U.G. = UNDERGROUND
U.D.E. = UNOBSTRUCTED DRAINAGE EASEMENT
U.G.E. = UNDERGROUND ELECTRIC
P.P. = POWER POLE
P.B. = PLAT BOOK
PG. = PAGE
U.P. = UTILITY POLE
G.P.S. = GLOBAL POSITIONING SURVEY
G.I.S. = GEOGRAPHIC INFORMATION SYSTEM
LAT. = LATITUDE NORTH
LON. = LONGITUDE WEST
P.C.C. = POINT OF COMPOUND CURVE
P.T. = POINT OF TANGENCY

P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
P.I. =POINT OF INTERSECTION
P.R.C. = POINT OF REVERSE CURVE
P.R.M. = PERMANENT REFERENCE MONUMENT
P.C.P. = PERMANENT CONTROL POINT
P.K.N. = PARKER KALON NAIL
P.L.S. = PROFESSIONAL LAND SURVEYOR
T.O.B. = TOP OF BANK
B.O.B. = BOTTOM OF BANK
E.O.W. = EDGE OF WATER
M.N. = MAGNETIC NAIL
M.T.S. = MINIMUM TECHNICAL STANDARDS
NGVD29 = NATIONAL GEODETIC VERTICAL DATUM OF 1929
NAVD88 = NORTH AMERICAN VERTICAL DATUM OF 1988
"X" = X-CUT IN CONCRETE
XFMR = TRANSFORMER
H = HORIZONTAL
V = VERTICAL
F.B. = FIELD BOOK
F.N. = FIELD NOTES

GUY ANCHOR
POWER POLE
POWER TRANSFORMER
LIGHT POST
UTILITY METER AS NOTED
FOUND SURFACE MONUMENT
FOUND CORNERS AS NOTED
FOUND CONCRETE MONUMENT AS NOTED
SET REBAR & CAP, LS NO. 4257
FENCE
R/W CENTERLINE
FIRE HYDRANT
FIRE DEPARTMENT CONNECTION
WATER VALVE
WATER METER
WELL
OHP OVERHEAD POWER LINE
ADJACENT PROPERTY LINE
EXISTING R.O.W.
BURIED FIBER OPTIC CABLE MARKER/LINE
PROPANE TANK
SANITARY SEWER MANHOLE
SANITARY SEWER CLEANOUT

SURVEY NOTES :
1. BASIS OF BEARINGS: FIELD MEASURED BEARINGS AND DISTANCES (FM) REFERS TO THE FLORIDA STATE PLANE GRID SYSTEM, EAST ZONE 901, NAD83, IN U.S. SURVEY FEET. PLAT BEARINGS ARE REFERENCED AND SHOWN AS (P),
2. UNDERGROUND UTILITIES AND/OR FOUNDATIONS, OR VERTICALNESS OF WALLS SERVING THIS OR ADJACENT PROPERTIES HAVE NOT BEEN LOCATED, SHOWN, OR DETERMINED. THIS UPDATE IS TO PROVIDE THE LOCATIONS OF NEWLY OR CURRENTLY BEING CONSTRUCTED STRUCTURES ONLY.
3. THERE MAY BE EASEMENT'S & CONDITIONS OF RECORD & NOT PART OF THIS RECORDED PLAT AND SURVEY THAT HAVE NOT BEEN LOCATED OR SHOWN, WHICH MAY OR MAY NOT AFFECT THE SUBJECT PROPERTY.
4. THIS SURVEY IS TO BE CONSIDERED INVALID IF MAP DOES NOT HAVE SURVEYORS ORIGINAL SIGNATURE AND AN EMBOSSED RAISED SURVEYORS SEAL.
5. LAST DAY OF FIELD WORK IS **SEPTEMBER 8, 2026** LEGAL DESCRIPTION FURNISHED BY CLIENT AND NO ATTEMPT HAS BEEN MADE TO RESEARCH THE PUBLIC RECORDS FOR OTHER MATTERS OF TITLE.
6. THIS PROPERTY IS LOCATED IN FEMA FLOOD ZONE "X" AS DEPICTED ON FEMA FLOOD INSURANCE MAP NO. 12019C0160E, DATED MARCH 17, 2014.

CHARLES E PORTER License Number 4257 STATE OF FLORIDA Professional Surveyor and Mapper

CHARLES E. PORTER & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS AND MAPPERS
1682 DOGWOOD CIRCCLE, MIDDLEBURG, FL 32068
OFFICE: 904-234-5574 / cporter@porterlss.com

SURVEYED BY: CP F.N. NO. 218214/226-112/226-195 PG'S 1-2 DRAWN BY: CEP CHECKED BY: CEP
ORIGINAL MAPPING DATE: 09/08/2026 FOR THE PARCEL DESCRIBED AND SURVEYED. FINAL DATE 09-18-2026

THIS DIGITAL SEAL IS BEING DISPLAYED BY PERMISSION OF CHARLES E. PORTER, PLS.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C28 - Keystone Heights High School - CTE Lab Upgrades Contract Award (C-35-25/26)

Description

This project is listed in the 2026/2027 Educational Facilities Plan (EFP). The project was competitively bid and was advertised for three (3) consecutive weeks on the school district website. The bid opening was held October 8, 2026 at 2:00 p.m. The project had three (3) bidders and all bidders met the bid requirements.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

Construction of Keystone Heights High School - CTE Lab Upgrades.

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 Gary S. Bailey, Inc., the low bidder meeting specifications, in the base bid amount of $389,441.00.

Contact

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

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

Financial Impact

These funds are available and budgeted in the Educational Facilities Work Plan with CTE Grant funding.

Review Comments

Attachments

- KHS CTE Lab Upgrades Contract

DRAFT

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 5th day of November in the year 2026

BETWEEN the Owner:

Clay County School Board
900 Walnut Street
Green Cove Springs, Florida 32043
Telephone Number: (904) 336-6500

and the Contractor:

Gary S. Bailey, Inc.
5201 County Road 218
Middleburg, Florida 32068
Telephone Number: (904) 291-2291

for the following Project:

Keystone Heights High School CTE Lab Upgrades
(C-35-25/26)
900 Orchid Avenue, Keystone Heights, Florida 32656
New Ag Program Barn and Greenhouse

The Architect:

Brian Boatright Architect, Inc.
914 Plainfield Avenue
Orange Park, Florida 32073
Telephone Number: (904) 413-8028

The Owner and Contractor agree as follows.

DRAFT

ADDITIONS AND DELETIONS: The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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.

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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 November 5, 2026.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

The date set forth in a Notice to Proceed issued by the Owner.

§ 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:

The Work shall be commenced within ten (10) calendar days after receipt of Notice to Proceed, approximately November 20, 2026. The Date of Substantial Completion for the entire project shall be not later than May 15, 2027. Final Completion shall not be later than June 15, 2027.

§ 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.

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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 Eighty Nine Thousand Four Hundred Forty One and 00/100 dollars ($389,441.00), 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: **No deductive alternates are included.**

§ 4.3 Allowances, if any, included in the Contract Sum: **No allowances are included.**

§ 4.4 Unit prices, if any: **No unit prices are included.**

§ 4.5 Liquidated damages:

In as much as failure to complete the project within the time fixed in the Agreement will result in substantial injury to the Owner, and as damages arising from such failure cannot be calculated with any degree of certainty, it is hereby agreed that if the project is not substantially completed, 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.

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.

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§ 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 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:

Retainage in the amount of five percent (5%) will be withheld in accordance with Florida Statute 255.078.

§ 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.

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.

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§ 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:

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.

§ 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:

Gregory Giuffre, Project Manager
925 West Center Street, Green Cove Springs, Florida 32043
Telephone Number: (904) 466-7375

§ 8.3 The Contractor's representative:

Jason Bailey, Project Manager
5201 County Road 218, Middleburg, Florida 32068
Telephone Number: (904) 588-3747

§ 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.

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 Drawings

Number	Title	Date
A1	Cover	09-21-26
A2	Code Summaries, Site Plan & General Notes	10-05-26
A3	Pole Barn Plan, Section, Elevations	10-05-26
A4	Greenhouse Plan, Section, Elevations	09-21-26

.3 Specifications

See Table of Contents attached hereto and incorporated herein as Exhibit "A"

.4 Addenda, if any:

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Number	Date	Pages
1	10-05-26	6

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)*	**CONTRACTOR** *(Signature)*
BY:	BY: Gary Bailey - President
(Printed name and title)	*(Printed name and title)*

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KEYSTONE HEIGHTS HIGH SCHOOL CTE UPGRADES
900 Orchid Ave, Keystone Heights, Florida 32656

BRIAN BOATRIGHT ARCHITECT, INC.
914 Plainfield Avenue
Orange Park, Florida 32073
(904) 413-8028

DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS

00009 Description of the Work
00010 Notice to Bidders (Invitation to Bid)
00100 Instructions to Bidders
00105 Alternates
00200 Public Entity Crimes
00300 Bid Proposal Form
00400 List of Subcontractors and Vendors
00500 Agreement & Completion Forms
00600 Bonds & Certificates
00700 AIA General Conditions
00800 Supplementary Conditions
00810 Progress Payments
00860 Project Documents
00900 Special Conditions

DIVISION 1 - GENERAL REQUIREMENTS

01010 Summary of Work
01040 Coordination, Inspection and Protection
01042 Direct Purchasing
01060 Codes, Permits and Fees
01070 Cutting and Patching
01150 Substitution Requests
01200 Job Site Administration
01300 Submittals
01320 Progress Reporting
01400 Quality Requirements
01410 Testing Laboratory Services
01500 Temporary Facilities
01530 Protective Barriers
01531 Temporary Fencing
01620 Materials Storage & Protection
01700 Project Close-out
01710 Cleaning
01721 Project Record Documents
01730 Operation and Maintenance Manuals
01732 Selective Demolition

DIVISION 2 - SITEWORK AND DEMOLITION

02070 Selective Demolition

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DIVISION 3 - CONCRETE
03300 Concrete

DIVISION 6 - CARPENTRY
06100 Rough Carpentry

DIVISION 7 - THERMAL AND MOISTURE PROTECTION
07921 Sealants

DIVISION 9 - FINISHES
09900 Paint

DIVISION 13 - SPECIAL CONSTRUCTION
13340 Pole Barns and Shelters
13342 Greenhouses

DIVISION 16 - ELECTRICAL
16010 Electrical Renovation
16512 Exterior Lighting

END OF TABLE OF CONTENTS

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C29 - Change Order #3 for Middleburg High School - Single Key Access Initiative (C-27-22/23)

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 a reduction of the contract for extra stock materials that were not received. Seven hundred forty-five (745) days to be added to the contract due to delays in obtaining the correct specified doors. Final completion date is October 8, 2026.

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,

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

Financial Impact

If approved, this change order will decrease the contract amount by $690.50.

Review Comments

Attachments

- Change Order #3 MHS Single Key Access Initiative

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 3

CCDS PROJECT NAME: Middleburg High School - Single Key Access Initiative
CCDS PROJECT NO: C-27-22/23

The Owner authorized the Contractor to make the following change(s) in the contract dated: *March 2, 2023.*

ORIGINAL CONTRACT AMOUNT: $ 514,840.40
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 593,503.00

Change(s) and reason(s) for this Change Order: Reduction of contract for extra stock materials that were not received and added days to the contract.

Additional Time needed for this Change Order is seven hundred forty-five (745) calendar days. Final Completion date is **Oct 8, 2026** .

For these changes: **DEDUCT from** the Contract in accordance with the conditions of the Contract the sum of: Six hundred ninety dollars and fifty cents.

CURRENT CONTRACT AMOUNT: $ 593,503.00
ADDITION TO CONTRACT: $ 0.00
DEDUCTION TO CONTRACT: $ 690.50
REVISE CONTRACT AMOUNT: $ 592,812.50

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

Signature	Printed Name	Date
	Brian O. Boatright, President	10-14-26

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

ACCEPTED:

	Printed Name	Date
Gary S. Bailey Contractor Signature	GARY S. BAILEY	10/14/2026
CCDS PM Signature	Greg Giuffre	10/14/2026

APPROVED:

	Printed Name	Date
School Board Chair Signature		11/5/2026

REV: ___

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 3

CCDS PROJECT NAME: Middleburg High School - Single Key Access

CCDS PROJECT NO: C-27-22/23

ADDITIONAL INFORMATION

1. COP #3 – Additional days added for final completion of contract and reduction of contract cost for extra stock materials that were not received.	**$690.50**
TOTAL CHANGE ORDER AMOUNT:	**$690.50**

COMMENTS: Seven hundred forty-five (745) additional calendar days will be needed for this change order. The new final completion date is October 8, 2026.

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C30 - Final Completion of Middleburg High School - Single Key Access Initiative (C-27-22/23)

Description

Establish Final Completion date for audit purposes and to ensure compliance with the State Requirements for Educational Facilities (SREF) and applicable Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached final completion on October 7, 2026 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Final Completion.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

- Final Completion Form - MHS Single Key Access Initiative

DRAFT

Clay County District Schools
Certificate of Final Completion

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

Project Title: Middleburg High School - Single Key Access Initiative

School: Middleburg High School

SDCC Project Number: C-27-22/23

OEFIS Project Number: N/A

Project Architect/Engineer: Brian Boatright Architect

Project Contractor: Gary S. Bailey Inc.

Date of Final Completion: 10/7/2026

Gary S. Bailey
Signature: Contractor — Date: 10/7/2026

Brian Boatright
Signature: Architect/Engineer — Date: 10/7/2026

Signature: Project Manager — Date: 10/7/2026

SSD-1-5013
E 04/21/2009

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

C31 - Substantial and Final Completion of Keystone Heights High School HVAC Repair/Replacement (C-35-24/25)

Description

Establish Substantial and Final Completion dates for audit purposes and to ensure compliance with the State Requirements for Educational Facilities (SREF) and applicable Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached substantial completion on July 31, 2026 and final completion on August 31, 2026 in accordance with the project documents.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve Substantial and Final Completion.

Contact

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

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

Financial Impact

None.

Review Comments

Attachments

JM C-35-2425 KHH HVAC R-R Sub & Final Completion 20261105.pdf

DRAFT

School District of Clay County
Certificate of Substantial Completion

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

Project Title: HVAC Repair/Replacement

School: KHH

CCDS Project Number: C-35-24/25

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane US Inc.

Date of Substantial Completion: 7/31/2026

DRAFT

Keith Knight

Signature: Contractor

Date: 8/21/26

N/A

Signature: Architect/Engineer

Date:

Signature: CCDS Project Manager

Date: 8/19/2026

SSD-1-5012
E 04/21/2009

School District of Clay County
Certificate of Final Completion

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

Project Title: HVAC Repair/Replacement

School: KHH

CCDS Project Number: C-35-24/25

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane US Inc

Date of Final Completion: 8/31/2026

Keith Knight — Date: 9/22/26

Signature: Contractor

N/A — Date:

Signature: Architect/Engineer

Date: 9/22/2026

Signature: CCDS Project Manager

DRAFT

SSD-1-5013
E 04/21/2009

November 5, 2026 - Regular School Board Meeting

Title

Adoption of Consent Agenda

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Public Comment on Non-Specific Agenda Items

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

Superintendent's Update and Presentations

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

November 5, 2026 - Regular School Board Meeting

Title

School Board Member Remarks

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT