AgendaPlus®

School Board of Clay County

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

Pledge of Allegiance

Call to Order

Recognitions and Awards

1. 2026-2027 Drug-Free Schools Calendar Design Winners

Presenters

School Showcase (Ridgeview High School, Principal Ivin Gunder)

Student Speaker

2. Student Speaker

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

3. Public Comment on Specific Agenda Items

Discussion Agenda

Human Resources

4. D1 - Human Resources Special Action A

5. D2 - Human Resources Special Action B

Consent Agenda

Superintendent

6. 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

School Board Member

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7. C2 - Approval to Advertise and Notice of Public Hearing to Adopt Revisions to School Board Policies and Bylaws

Human Resources

8. C3 - Personnel Consent Agenda

Personnel Consent Agenda Oct 1 2026.pdf

9. C4 - Complete Salary Schedule 2026-2027

Proposed 2026-2027 Salary Schedule .pdf

Instruction-Academic Services

10. C5 - K-12 Academic Services Out of State and Overnight Student Travel

Student Travel October 2026.pdf

Instruction-Exceptional Student Education

11. C6 - 2026-2028 School Health Services Plan

270025 Clay Department of Health Contract Review Packet.pdf

Instruction-Professional Development

12. C7 - Internship Program Agreement between Clay County District Schools and Doral College.

270029 Doral College Internship Program Agreement.pdf

13. C8 - 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

14. C9 - 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

15. C10 - Proclamation for Red Ribbon Week

Business Affairs

16. C11 - Proposed Allocation Changes for 2026-2027

10.1.26 - 26-27 Allocation Summary.pdf

Business Affairs-Accounting

17. C12 - 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

18. C13 - Bull's Eye Brands – Smart Mouth Pizza Contract Renewal

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Operations

19. C14 - RAPTOR Contract Renewal and Addition of Event Safe

270032 & 270027 Raptor.pdf

Operations-Facilities

20. C15 - Prequalification of Contractors

October 1, 2026 table-for-board-backup-contractor-prequal-1826.pdf

21. C16 - 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

22. C17 - 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

23. C18 - 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

24. C19 - 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

25. C20 - 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

26. C21 - Plantation Oaks Elementary School HVAC Repair/Replacement Contract Award

CCSB Plantation Oaks ES Chiller Replacement Installation_Equipment Proposals 8-17-26 COMBINED.pdf

27. C22 - Fire Main Construction Completion Documents - Ridgeview Elementary Fire Alarm Repair/Replacement Project

270008 RVE Fire Bundle CONTRACT REVIEW FORM.pdf

28. C23 - Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Lakeside Junior High School Restroom Renovation (C-40-25/26)

29. C24 - 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

30. C25 - 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

31. C26 - 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

32. C27 - 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

33. C28 - 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

34. C29 - Change Order #4 for Fleming Island High School Fire Alarm Repair/Replacement (C-49-25/26)

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C-49-2526 CO4 form & justification.pdf

35. C30 - Architect Contract Award - Classroom Addition for Lake Asbury Elementary School (C-42-23/24)

Lake Asbury-Fee Proposal & Agreement.pdf

Adoption of Consent Agenda

36. Adoption of Consent Agenda

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

37. Public Comment on Non-Specific Agenda Items

CCEA Update (Victoria Kidwell)

CESPA Update (Dianna Boase)

Superintendent's Update and Presentations

38. Superintendent's Update and Presentations

School Board Attorney Remarks

School Board Member Remarks

39. School Board Member Remarks

Adjournment

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

2026-2027 Drug-Free Schools Calendar Design Winners

Description

The Clay Action Coalition produces the annual Drug-Free Prevention Calendar from student artwork submitted during Drug-Free Week each year for the past 24 years. The idea originated during Red Ribbon Week Breakfast in October 1997 and has continued to be a welcomed tradition that the community has embraced. The Clay Action Coalition and the Clay County District Schools are proud to honor the area elementary and junior high students whose drug prevention messages and artwork are showcased in the 2026-2027 Drug-Free calendar.

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

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Gap Analysis

n/a

Previous Outcomes

n/a

Expected Outcomes

n/a

Strategic Plan Goal

n/a

Recommendation

n/a

Contact

Melanie Sanders, Chief of Student Support Services

Financial Impact

n/a

Review Comments

Attachments

October 1, 2026 - Regular School Board Meeting

Title

Student Speaker

Description

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

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

Public Comment on Specific Agenda Items

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

D1 - Human Resources Special Action A

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

D2 - Human Resources Special Action B

Description

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

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

N/A

Strategic Plan Goal

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

Recommendation

Approve the action as presented.

Contact

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

Financial Impact

None

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C1 - Minutes of School Board Workshop on August 25, 2026; Special Meeting on August 25, 2026 and Regular Meeting on September 3, 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

- August 25, 2026 - School Board Workshop.pdf
- August 25, 2026 - School Board Special Meeting.pdf
- September 3, 2026 - Regular School Board Meeting.pdf

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School Board of Clay County

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

August 25, 2026 - School Board Workshop

Date: Aug 25 2026 (9:00 a.m.)

Invocation (Ashley Gilhousen)

Pledge of Allegiance

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

Workshop Items

1. *Pending Litigation Shade Meeting (closed to the public)*

2. *Safety and Security Shade Meeting (closed to public)*

3. Strategic Plan Update (Beginning at approximately 10:35 am)

Strategic Plan - Year 3 Update for Board.pdf

Minutes:

Superintendent Broskie provided an update on the 2023 to 2028 Clay County District Schools Strategic Plan, addressing progress made toward the five (5) goals as follows:

- **Student Success:** Highlighted the highest academic achievement in the history of Clay County last year and addressed the Florida School Grade Escalator, which will be implemented during the 2026 to 2027 school year.
- **Talent Recruitment, Development, and Retention:** Noted a 91% employee retention rate.
- **Family and Community Engagement:** Highlighted the Apptegy Communication System and the new Safety & Security Communications Specialist, who will provide clear and timely communications to families and the community.
- **Safe and Positive Learning Environment:** Highlighted the implementation of Centegix at all 42 schools and the District Office.
- **Fiscal and Operational Efficiency:** Highlighted the new Internal Accounts Handbook and implementation of the first level of multifactor authentication for all users.

4. Review Draft Agenda for Regular School Board Meeting on September 3, 2026

september-3-2026-regular-school-board-meeting_agenda_packet.pdf

Minutes:

Superintendent Broskie provided an overview of upcoming agenda items, including the public hearing on Board policies, acquisition of property for the Transportation Department, school improvement plans, enrollment and FTE updates, and routine contracts and operational items. He highlighted the District's continued growth, strong enrollment, facility improvements, and ongoing work to support student success.

Mrs. Gilhousen shared constituent concerns regarding after school programming. Superintendent Broskie provided an update on the Boys & Girls Club contract included on the upcoming consent agenda, noting that the organization will pursue additional funding to expand programming to schools not currently included.

Superintendent Broskie encouraged District leaders to celebrate the accomplishments of their staff and students while continuing to focus on the work necessary for continued success.

5. *Safety and Security Shade Meeting (closed to public)*

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6. *Executive Session on Bargaining (closed to public)

Questions from the Audience

Superintendent Comments

School Board Attorney Comments

School Board Comments

Adjournment (12:28 p.m.)

Superintendent of Schools

School Board Chair

DRAFT

School Board of Clay County

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

August 25, 2026 - School Board Special Meeting

Date: Aug 25 2026 (10:30 a.m.)

Invocation (Given at prior meeting)

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

Agenda Items

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

contract-260072.pdf

Executed Copy - Contract 260072.pdf

Minutes:

Upon motion by Michele Hanson and second by Robert Alvero, the Board approved the Revised Interlocal Agreement between The School Board of Clay County and Rolling Hills Community Development District regarding the usage of recreational facilities.

Motion

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

Vote Results (*Approved*)

Motion: Michele Hanson

Second: Robert Alvero

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

Presentations from the Audience

Superintendent Comments

School Board Attorney Comments

School Board Comments

Adjournment (10:35 a.m.)

Superintendent of Schools

School Board Chair

DRAFT

School Board of Clay County

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

September 3, 2026 - Regular School Board Meeting

Date: Sep 03 2026 (6:00 p.m.)

Student Showcase (Oakleaf High School)

Invocation (Pastor Chad Weeks, Russell Baptist Church)

Pledge of Allegiance

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

Recognitions and Awards

1. Athletic Recognitions

School Board Presentation- Athletics Sept 4, 2026.pdf

Minutes:

Christina Thompson, Coordinator of District Athletics, recognized the following Student and Coach of the Month.

Athlete of the Month - Jordan Bork, Middleburg High School, Golf

Coach of the Month - Jason Smith, Ridgeview High School, Varsity Football

Also recognized were the following:

Athlete's of the Week: Hailey Ingam, Zion Longmire and Jaiden Deluane

Junior High Character Counts Recognitions: Lilly Kilgore, Ryleigh Thomas, Addison Demboski, Hannah Gurley, Harmony Murdock, Juliet Kroggel, Maddie Kelm, Devan Davis, Blake Jordan, Gage Meininger, Keonte Ayers, Jarmari Washington, James Terry, Caleb Messer

2. Ceremonial Signing of the Ratified Clay County Education Association Contract

CESPA 2026-2027 Ratifiation Package.pdf

Minutes:

Jeff Shriver, Director of Human Resources, Erin Skipper, Board Chair, and Victoria Kidwell, President of Clay County Educational Association, participated in a ceremonial signing of the ratified contract between the Clay County Education Association and the Clay County School Board.

Presenters

3. Florida Safe School Assessment Tool Findings

Minutes:

Matthew Boyack, Director of Safety and Security, reported on the School Security Risk Assessments (SSRA), completed in accordance with Florida State Statute 1006.1493. Districts must ensure that SSRAs are submitted to the Florida Department of Education's Office of Safe Schools through the Florida Safe School Assessment Tool by October 1st of each year.

On August 25th, Mr. Boyack provided recommendations to the Superintendent and the School Board in a closed session which identified strategies and activities the school board should implement in order to address the findings and improve school safety and

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security in Clay County District Schools.

This evening Mr. Boyack formally notified the public and the Board that all of the campus risk assessments are complete and will be submitted ahead of the October 1st deadline. Mr. Boyack thanked the administrators for their work during this evaluation process as well as the Superintendent and Board for their leadership and support. Mr. Boyack noted student safety remains a top priority in Clay County.

School Showcase (Oakleaf High School, Principal, Justin Fluent)

Student Speaker

4. Student Speaker

Minutes:

Student Kendall Jackson of Fleming Island High School addressed the Board regarding the impact of weighted and unweighted electives on student Grade Point Averages. Jackson expressed concern that students may avoid electives such as art and other courses of interest because they are not weighted, particularly when students are trying to maintain a high GPA.

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

5. Public Comment on Specific Agenda Items

Discussion Agenda

School Board Member

6. D1 - Public Hearing to Adopt Proposed Revisions as Advertised to School Board Policies 1430.03, 3430.03, 4430.03 and 7540.02; Rescind Policy 9200; and Adopt New Policies 1430.031 and 9200

Notice of Public Hearing on 9-3-26 Revisions to SB Policies.pdf

7-policies-for-approval-on-9-3-2026 (1).pdf

Minutes:

The Chair opened the public hearing. With no one present to speak to the item, the public hearing was closed.

Motion

Motion to Adopt Proposed Revisions as Advertised to School Board Policies 1430.03, 3430.03, 4430.03 and 7540.02; Rescind Policy 9200; and Adopt New Policies 1430.031 and 9200

Vote Results (*Approved*)

Motion: Beth Clark

Second: Ashley Gilhousen

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

Human Resources

7. D2 - Human Resources Special Action A

8. D3 - Human Resources Special Action B

Operations-Facilities

9. D4 - Public Hearing, As Advertised for the Purchase of 0.91 Acres of Land Located Adjacent to the Transportation Yard in Green Cove Springs, Florida

Purchase and Sales Agreement - 0 Center St.pdf

Public Notice.pdf

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Minutes:

The Chair opened the public hearing. With no one present to speak to the item, the public hearing was closed.

Motion

Motion to Approve Purchase of 0.91 Acres of Land Located Adjacent to the Transportation Yard in Green Cove Springs, Florida

Vote Results (*Approved*)

Motion: Michele Hanson

Second: Robert Alvero

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

Consent Agenda

Superintendent

10. C1 - Minutes of School Board Special Meeting on July 23, 2026; Workshop on July 23, 2026; Special Meeting on July 30, 2026; and Regular Meeting on August 6, 2026

July 23, 2026 - School Board Special Meeting.pdf

July 23, 2026 - School Board Workshop.pdf

July 30, 2026 - School Board Special Meeting (Public Hearing on the 2026-2027 Tentative Budget).pdf

August 6, 2026 - Regular School Board Meeting.pdf

School Board Attorney

11. C2 - Contract Addendum to Independent Contractor Agreement between School Board of Clay County and Flagler Hospital, Inc. d/b/a UF Health St. Johns - BRAVE Program

CCDS_Flagler Addendum.pdf

Executed CCDS_Flagler Addendum.pdf

Human Resources

12. C3 - Personnel Consent Agenda

Personnel Consent Agenda September 3, 2026.pdf

13. C4 - Ratification of the 2026-2027 through 2028-2029 Master Contract between the Clay Education Support Professional Association Local 7409 and the Clay County School Board.

Instruction-Academic Services

14. C5 - K-12 Academic Services Out of State and Overnight Student Travel

Student Travel- September 2026.pdf

15. C6 - Independent Contractor Service Agreement between the School Board of Clay County and the Boys and Girls Club of Northeast Florida (BGCNF)

260088 BFCNF MOU Revised with ICA and corrections 8.6.2026.pdf

Executed - 260088 BFCNF MOU Revised with ICA and corrections 8.6.2026.pdf

Instruction-Professional Development

16. C7 - 2026-2027 School Improvement Plan Approval

2026-2027 School Improvement Plans.pdf

17. C8 - Affiliation Agreement between Clay County District Schools and Southeastern University.

260097 Southeastern University & Clay Student Teaching Agreement.pdf

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18. C9 - Memorandum of Understanding for Resident Clinical Faculty between Clay County District Schools and the University of North Florida

260096 UNF Resident Clinical Faculty MOU with compensation (2).pdf

19. C10 - Memorandum of Understanding between Clay County District Schools and Georgia Southern University.

270005 Georgia Southern University and Clay MOU.pdf

Executed MOU CCDS & Georgia Southern University GSU.pdf

Instruction-Climate and Culture

20. C11 - Proclamation for September National Attendance Awareness Month

Attendance Awareness Month.pdf

Business Affairs

21. C12 - Proposed Allocation Changes for 2026-2027

9.3.26 - 26-27 Allocation Summary .xlsx - 2025-26 (1).pdf

Business Affairs-Property

22. C13 - Deletion of Certain Items Report - September 2026

MONTHLY DELETION REPORT SEPTEMBER 2026.pdf

DELETION ANALYSIS September 2026- 2027 - Sheet1.pdf

Business Affairs-Purchasing

23. C14 - Managed Printing Services Contract Renewal

24. C15 - BID Award

Operations

25. C16 - Approval of the CCDS Active Assailant Plan (CONFIDENTIAL) for the 2026/27 School Year

Active Assailant Policy 26-27.pdf (Confidential)

26. C17 - Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Service Agreement for Thirty Schools per Master Contract with Omnia Partners # 3341 (IFB #RC2022-1001,Racine Co. WI)

Trane HVAC Maintenance Service Contract

Executed Trane HVAC Maintenance Service Contract.pdf

Operations-Facilities

27. C18 - Change Order #1 (Direct Purchasing) for Coppergate Elementary School HVAC Repair/Replacement (C-69-25/26)

JM-C-69-2526 Coppergate Elem. HVAC R-R CO#1-20260903.pdf

28. C19 - Change Order #1 (Direct Purchasing) for Thunderbolt Elementary School HVAC Repair/Replacement (C-81-25/26)

JM C-81-2526-TBE HVAC R-R CO#1 DP 20260903.pdf

29. C20 - Change Order #1 (Direct Purchasing) for Keystone Heights High School HVAC Repair/Replacement (C-35-24/25)

JM-c-35-2425-KHH HVAC R-R CO#1 DP-20260903.pdf

30. C21 - Schematic/Preliminary/Final (Phase I, II, & III) plans and specifications for Ridgeview High School Security Lighting Repair/Replacement (C-51-25/26)

31. C22 - Change Order #2 (Direct Purchasing) for Shadowlawn Elementary School Fire Alarm Repair/Replacement (C-61-25/26)

RB-C-61-2526 SLE Fire Alarm R-R CO#2 DP-20260903.pdf

32. C23 - Change Order #3 for Rideout Elementary School Fire Alarm Repair/Replacement (C-76-25/26)

RB C-76-2526 ROE Fire Alarm R-R CO#3 20260903.pdf

33. C24 - Change Order #2 for Ridgeview High School Fire Alarm Repair/Replacement (C-52-25/26)

RB-C-52-2526-CO#2-RHS Fire Alarm R-R-20260903.pdf

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34. C25 - Final Completion of Rideout Elementary School Classroom Addition-Building (C-43-23/24)

RB ROE Classroom Addition Building Final Comp. 20260903.pdf

35. C26 - Substantial Completion of Rideout Elementary School Classroom Addition (Site) (C-43-23/24)

RB ROE Classroom Addition Site-Sub Comp. 20260903.pdf

36. C27 - Change Order #3 for Lakeside Junior High School HVAC and Roof Repair/Replacement (C-72-24/25)

RB C-72-2425 LJH HVAC Roof R-R CO#3-20260903 Signed.pdf

37. C28 - Substantial Completion of Doctors Inlet Elementary School Fire Alarm Repair/Replacement (C-57-25/26)

RB C-57-2526 DIS Fire Alarm R-R Sub Comp. 20260903.pdf

38. C29 - Resolution to Dispose of One Relocatable Building at Clay Hill Elementary

che_resolution_to_dispose_of_portables-1-20260903.pdf

39. C30 - Resolution to Dispose of Thirteen Relocatable Buildings at Fleming Island Elementary

FIE_Resolution_to_Dispose_of_Portables 20260903.docx.pdf

40. C31 - Resolution to Dispose of Five Relocatable Buildings at Lake Asbury Junior High

laj_resolution_to_dispose_of_portables-20260903.pdf

41. C32 - Resolution to Dispose of One Relocatable Building at Lakeside Junior High

LJH_Resolution_to_Dispose_of_Portables 20260903.pdf

42. C33 - Resolution to Dispose of One Relocatable Building at Oakleaf Junior High School

olj_resolution_to_dispose_of_portables 20260903.pdf

43. C34 - Resolution to Dispose of Eleven Relocatable Buildings at Robert M. Paterson Elementary

PES_Resolution_to_Dispose_of_Portables (2).pdf

44. C35 - Resolution to Dispose of Seventeen Relocatable Buildings at Thunderbolt Elementary

tbe_resolution_to_dispose_of_portables 20260903.docx.pdf

45. C36 - Resolution Declaring Six (6) Sets of Aluminum Ramps and Stairs as Surplus Property and Authorizing Disposal

resolution-to-dispose-of-portable-ramps-and-stairsdocx.pdf

46. C37 - Interlocal Agreement to Sell Low-Priced Diesel Fuel to the Clay County Board of County Commissioners for Use of Fire and Rescue Vehicles in the Keystone Heights Area

270016 Contract Review_KHILA_ Low Priced Diesel_30 Sept 2026_Binder.pdf

Executed - 270016 Contract Review_KHILA_ Low Priced Diesel_30 Sept 2026_Binder.pdf

47. C38 - Prequalification of Contractors

September 3, 2026 Contractor Prequalification List.pdf

Adoption of Consent Agenda

48. Adoption of Consent Agenda

Motion

Motion to Adopt Consent Agenda

Vote Results (*Approved*)

Motion: Ashley Gilhousen

Second: Beth Clark

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

DRAFT

Robert Alvero - Aye

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

49. Public Comment on Non-Specific Agenda Items

Minutes:

Public speakers addressing non-specific agenda items:

- Bruce Friedman
- Molly Caswell
- Helana Cormier

CCEA Update (Victoria Kidwell)

CESPA Update (Dianna Boase)

Superintendent's Update and Presentations

50. Superintendent's Update and Presentations

Superintendent's Update 9-03-2026.pdf

Minutes:

Superintendent Broskie shared the attached presentation highlighting the following:

- 2026-2027 School Year Has Begun
- Five Apps for Families
- College and Career Night
- Special Programs in September
- FAST Testing
- Schools of the Month Nominations Open

Superintendent Broskie provided an overview of the updated Volunteer Policy approved by the Board during the meeting and reviewed the nine recommended and implemented steps designed to strengthen and streamline the volunteer process.

Superintendent Broskie also provided an update regarding the State's upcoming implementation of a uniform GPA policy, including standardized GPA weighting practices across Florida school districts.

School Board Attorney Remarks

School Board Member Remarks

51. School Board Member Remarks

Minutes:

Mrs. Gilhousen expressed appreciation for District employees and shared that she was impressed by the staff and events she recently attended.

Mrs. Clark recognized the impact of Dolly Parton's Imagination Library and noted that 240 Clay County families have enrolled since Ms. Parton's passing. SShe also emphasized the importance of student safety when traveling to and from school, including awareness when crossing roadways and the role of crossing guards.

Mrs. Hanson shared positive remarks regarding the newly opened Middleburg High School bus loop and its additional use by the band for marching practice. She requested Board input at the upcoming workshop to be included in the October Board Newsletter and thanked District staff for their continued efforts.

Board Chair Mrs. Skipper echoed the positive comments regarding the Middleburg High School bus loop and expressed appreciation to the Transportation Department for its hard work.

Adjournment (7:15 p.m.)

DRAFT

Superintendent of Schools **School Board Chair**

October 1, 2026 - Regular School Board Meeting

Title

C2 - Approval to Advertise and Notice of Public Hearing to Adopt Revisions to School Board Policies and Bylaws

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 policies 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 rescind policies under sections 120.54, 1001.31, and 1001.32 of the Florida Statutes.

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 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

It is recommended that the board approve the advertisement of the Intent to Adopt proposed policies and rescind current policies following the public hearing scheduled for 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

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C3 - Personnel Consent Agenda

Description

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

Gap Analysis

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

Previous Outcomes

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

Expected Outcomes

Approval of the Personnel Consent Agenda.

Strategic Plan Goal

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

Recommendation

To approve the Personnel Consent Agenda.

Contact

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

Financial Impact

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

Review Comments

Attachments

Personnel Consent Agenda Oct 1 2026.pdf

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DIVISION OF HUMAN RESOURCES
PERSONNEL CONSENT AGENDA
October 1, 2026
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I. Administrative Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract

DRAFT

I. Administrative Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignments

DRAFT

I. Administrative Actions

D. TRANSFER

Name/Assignment	Site	Contract
MORRIS, TRINITY C OLJ MGR SELF CONTAINED I CAFETERI	Oakleaf Junior High School	Effective 2026-08-27 /transfer from / FNS MANAGER FOOD SERVICES INTE

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I. Administrative Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

Name/Assignment	Site	Effective/Action
MOREE, MELISSA CAROLE VAUGHN COOR MENTAL HEALTH - COOR I 12 MONTH	Exceptional Student Education	Effective 2026-09-25 RESIGNATION

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I. Administrative Actions

F. SUPPLEMENT

	Name/Assignment	Site	

DRAFT

II. Professional Managerial Actions

A. APPOINTMENT

	Name/Assignment	Site	

DRAFT

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	

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III. Instructional Actions

A. APPOINTMENT

	Name/Assignment	Site	Contract
	ANDERSON, LAURA JEAN OLJ TEACHER, BUSINESS ED 10 MONTH	Oakleaf Junior High School	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual
	BERREY, STEVEN BRETT OHS TEACHER, TECHNOLOGY ED 10 MONTH	Oakleaf High School	Effective 2026-09-10 10 MONTH / Instructional Probationary Annual
	BROWN, ANSONIA TELEDO LEVEITTE STS SCHOOL SOCIAL WORKER 10 MONTH	Exceptional Student Education	Effective 2026-08-31 10 MONTH / Instructional Probationary Annual
	COOPER, JOHN D POE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-10 10 MONTH / Instructional Probationary Annual
0.4	FRISBEE, JENNIFER HOFFMANN ESE TEACHER, SPEECH CLINICIAN SPECIAL	Discovery Oaks Elementary	Effective 2026-09-02 SPECIAL / Instructional Probationary Annual
	GRIGGS, INYAM OWETE LJH TEACHER, SUPP FACIL 10 MONTH	Lakeside Junior High	Effective 2026-08-27 10 MONTH / Instructional Probationary Annual
0.2	HAMILTON, ARON STEPHENS FIH TEACHER, DROPOUT PREV SH 10 MONTH	Fleming Island High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
0.8	HAMILTON, ARON STEPHENS FIH TEACHER, SCIENCE, SH 10 MONTH	Fleming Island High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
	KOHNE, JORDAN RAJAT MBE TEACHER, PHYSICAL ED EL 10 MONTH	Middleburg Elementary	Effective 2026-08-31 10 MONTH / Instructional Probationary Annual
0.5	LEWIS III, MELVIN L DOE TEACHER, GIFTED 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual
0.5	LEWIS III, MELVIN L POE TEACHER, GIFTED 10 MONTH	Plantation Oaks Elementary	Effective 2026-09-02 10 MONTH / Instructional Probationary Annual
	MABREY, JACQUELYN MOORE OLJ TEACHER, SUPP FACIL 10 MONTH	Oakleaf Junior High School	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual
	MILLER, EMILY MICHELE CGE TEACHER, VE/INCLUSION 10 MONTH	Coppergate Elementary	Effective 2026-09-09 10 MONTH / Instructional Probationary Annual
	MILLNER, DESTINY MARIA MRE TEACHER, SC, THIRD GR 10 MONTH	Mcrae Elementary	Effective 2026-08-27 10 MONTH / Instructional Probationary Annual
	WANAMAKER, KATHRYN ELISE STS SCHOOL SOCIAL WORKER 10 MONTH	CLIMATE AND CULTURE	Effective 2026-09-08 10 MONTH / Instructional Probationary Annual

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III. Instructional Actions

B. RE-APPOINTMENT

Name/Assignment	Site	Contract
RICHARDSON, AMBER DAWN KHE TEACHER, SC, SIXTH GR 10 MONTH	Keystone Heights Elementary	10 MONTH / Annual

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III. Instructional Actions

C. RE-DESIGNATION

	Name/Assignment	Site	Previous Assignment
	PARSONS, VIRGINIA A MRE TEACHER, MUSIC, ELEM 10 MONTH	Mcrae Elementary	Effective 2026-08-27 / redesignated from / INSTRUCTIONAL - CWL 10 MO / LNG TRM

DRAFT

III. Instructional Actions

D. TRANSFER

Name/Assignment	Site	Previous Assignment
DURBAN, JODY ELDER OLJ TEACHER, SOC STUD, JH 10 MONTH	Oakleaf Junior High School	EFFECTIVE 08/03/2026 / REDESIGNATE FROM VE SELF-CONTAINED PBS / 10 MONTH
SABLOUH, JESSICA LYNN RVE TEACHER, VE/INCLUSION 10 MONTH	Plantation Oaks Elementary	Effective 2026-10-12 /transfer from / POE VE SELF-CONTAINED-ASD

DRAFT

III. Instructional Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Effective/Action
0.4	ADAMS, ALICIA ABIGAIL ESE TEACHER, SPEECH CLINICIAN SPECIAL	Lake Asbury Junior High School	Effective 2026-08-24 RESIGNATION
	CAMPBELL, NATHAN CHRISTOPHER MCE TEACHER ENGLISH LANG DEV. 10 MONTH	Montclair Elementary	Effective 2026-09-24 RESIGNATION
	CARTER, KAMESA EVETTE BLC VE SELF-CONTAINED-IND 10 MONTH	Bannerman Learning Center	Effective 2026-09-17 RESIGNATION
	GLIKAS, ALICIA RENAI FIE COUNSELOR, ELEM 10 MONTH	Fleming Island Elementary	Effective 2026-09-18 RESIGNATION
	GRIFFIN, MONET CHERIE OPJ VE SELF-CONTAINED-IND 10 MONTH	Orange Park Jr High	Effective 2026-09-08 RESIGNATION
	IRIGOYEN-MEYERS, LILIA ELIZABETH FIH TEACHER, FOREIGN LANG, SH 10 MONTH	Fleming Island High School	Effective 2026-09-15 RETIREMENT
	RUSE, GABRIELA DOE TEACHER, SC, FOURTH GR 10 MONTH	Discovery Oaks Elementary	Effective 2026-09-16 RESIGNATION
	SAD, MANDY LYNNE MENTAL HEALTH CLINICIAN 11 MO 11 MONTH	Exceptional Student Education	Effective 2026-10-30 RESIGNATION
	VIOLA, JENNIFER MARIE CHS TEACHER, READING, SH 10 MONTH	Clay High	Effective 2026-09-11 RESIGNATION
	WORMAN, TROY LAVERNE OPJ TEACHER, LANGUAGE ARTS, JH 10 MONTH	Orange Park Jr High	Effective 2026-08-31 RESIGNATION

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
2.0	ADAMS, TERESA ANN SUPPORT PEER TEACHER SUPPLEME	S. Bryan Jennings Elementary	Appointment
0.5	ADDISON, IVONNE MARIELY CHS FRESHMAN CLASS SPONSOR SUPPLEME	Clay High	Appointment
0.5	ANDERSEN, SARAH MARIE RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	ARNETTE, ROBERT BRYAN FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	AUSTIN, KELSIE WOODS RVE DEPT HEAD (11-16 SUPPLEME	Ridgeview Elementary	Appointment
2.0	BARNETT, TARA LYN SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
2.0	BAUM, KENDRA MISHELLE SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
	BIEBEL, BRANDEN MILLER WJH SOCCER HEAD JH SUPPLEME	Wilkinson Jr High	Appointment
	BLACKALL, KAILEB ANDREW OLJ SOCCER HEAD JH SUPPLEME	Oakleaf Junior High School	Appointment
	BLACKALL, KAILEB ANDREW OLJ SOFTBALL FP HD JH SUPPLEME	Oakleaf Junior High School	Appointment
0.5	BREINDEL-HILL, JULIE ANN CHS JUNIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	BROWN, VERONICA CLARK OHS CO-CURR CLUB SUPPLEME	Oakleaf High School	Appointment
4.0	BRYMER, JENNIFER D SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
2.0	BURGHART, LINDSAY ANN SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
2.0	CAMPBELL, ROBIN MARIE SUPPORT PEER TEACHER SUPPLEME	Wilkinson Jr High	Appointment
2.0	CAMPBELL, RYAN S SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
	CARLSON, MICHAEL ROBERT LJH BASKETBALL HD JH SUPPLEME	Lakeside Junior High	Appointment
	CHIPOLETTI, DEREK NEAL FIH FOOTBALL HD JV 75% SUPPLEME	Fleming Island High School	Appointment
2.0	CLEMONS-KIRBY, STEPHANIE	Tynes Elementary	Appointment

DRAFT

III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	NICOLE SUPPORT PEER TEACHER SUPPLEME		
	COLLINS, BIANCA TILNAY OPH ESE INTERVENTION FAC. SUPPLEME	Orange Park High	Appointment
0.1	CONOVER, KIMBERLY ANNE CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
0.5	COUTU, RACHEL OLIVIA CHS JUNIOR CLASS SPONSOR SUPPLEME	Clay High	Appointment
	DANIELS, JUSTIN LEE OPH WRESTLING HD SH SUPPLEME	Orange Park High	Appointment
0.1	DAVIE, ELISE RENA MHS (.128) SIXTH PERIOD SUPPLEME	Middleburg High	Appointment
2.0	DAVIS, AVERY LYNN SUPPORT PEER TEACHER SUPPLEME	Argyle Elementary	Appointment
	DICKEY, SHERI LYNN RHS JUNIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
2.0	DUFFY, LINDSAY RAE SUPPORT PEER TEACHER SUPPLEME	Middleburg High	Appointment
2.0	ERVIN, MEGAN BLAKELY SUPPORT PEER TEACHER SUPPLEME	Robert M. Paterson Elementary	Appointment
4.0	FATIMA, BATUL SUPPORT PEER TEACHER SUPPLEME	Orange Park Jr High	Appointment
2.0	FORBIS, MICHELLE DEANNE SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
0.1	GIDDENS, AMANDA UPCHURCH FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
0.1	GOUGE-SINGLETARY, PATRICIA K KHH (.128) SIXTH PERIOD SUPPLEME	Keystone Heights High School	Appointment
2.0	GOUGE-SINGLETARY, PATRICIA K SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
	GRAHAM, CLARISSA BERNADETTE OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Appointment
0.1	GRANDSTAFF, MAX MORGAN FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
0.5	HAINES, KATHRYN ANNE CHS FRESHMAN CLASS	Clay High	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SPONSOR SUPPLEME		
2.0	HARTSHORN, BRENDA J SUPPORT PEER TEACHER SUPPLEME	Montclair Elementary	Appointment
	HENDERSON, CHERON MONIQUE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
	HERRINGDINE, JASON KELLY OPH WRESTLING ASST SH SUPPLEME	Orange Park High	Appointment
2.0	HOLMGREN, RACHEL ANN SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
2.0	HUBE, SHANNON RENEE SUPPORT PEER TEACHER SUPPLEME	Lakeside Junior High	Appointment
0.1	IACOB, PAIGE DARCIE OPJ (.128) SIXTH PERIOD SUPPLEME	Orange Park Jr High	Appointment
	JOSEY, JENNIFER DANETTE OHS ACADEMIC COACH, LOCAL SUPPLEME	Oakleaf High School	Appointment
	KELLER, RODNEY SCOTT CHS WEIGHTLIFTING HD SH SUPPLEME	Clay Virtual Academy	Appointment
0.1	KNOWLES, CELENA ANN FIH (.128) SIXTH PERIOD SUPPLEME	Fleming Island High School	Appointment
	LAYT, EMILY LOUISE OHS DRAMA SH SUPPLEME	Oakleaf High School	Appointment
	LEMAK, KAYLA REE OHS FLAG CORPS SUPPLEME	Oakleaf High School	Appointment
0.5	LILLARD, LEIGH A CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Appointment
	MASDEN, TAMMY L RHS DISCRETIONARY SUPPLEME	Ridgeview High School	Appointment
0.5	MAULDIN, ADDYSON VICTORIA RHS SENIOR CLASS SPONSOR SUPPLEME	Ridgeview High School	Appointment
	MESSER, CHRISTOPHER BRIAN RHS FOOTBALL ASST SH 75% SUPPLEME	Ridgeview High School	Appointment
	MICHAELS, MARK FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
	NEDRICH, BRIAN WILLIAM FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	NERO, CARLA LINNEA RVE DEPT HEAD (11-16	Ridgeview Elementary	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
	SUPPLEME		
	OTERO, CHRISTOPHER JOSEPH FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
	PACE, JADA LEIGH-JUNG DOE DEPT HEAD (11-16 SUPPLEME	Exceptional Student Education	Appointment
	PEREZ JR, JUAN CARLOS LJH SOFTBALL FP HD JH SUPPLEME	Lakeside Junior High	Appointment
2.0	PEREZ, CYBEL CRISTINA SUPPORT PEER TEACHER SUPPLEME	Oakleaf High School	Appointment
0.5	PHILLIPS, MICHAEL DAVID LAJ DEPT HEAD (6-10) SUPPLEME	Lake Asbury Junior High School	Appointment
2.0	PRYOR, EMILY ANNE SUPPORT PEER TEACHER SUPPLEME	Doctors Inlet Elementary	Appointment
0.1	RAJA SOMU, GRACE VIOLET CHS (.128) SIXTH PERIOD SUPPLEME	Clay High	Appointment
2.0	RENEAU, KIMBERLY L SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
2.0	RESURRECCION, MIA PAYTON OLJ VOLLEYBALL HD JH SUPPLEME	Oakleaf Junior High School	Appointment
	RICHARD, DANIEL PAUL OHS BASEBALL JV HD SH SUPPLEME	Oakleaf High School	Appointment
6.0	ROBBINS, MICHELLE MAE SUPPORT PEER TEACHER SUPPLEME	Rideout Elementary	Appointment
	ROE, CHRISTINE PAULINE OHS DRILL SPONSOR SH SUPPLEME	Oakleaf High School	Appointment
0.5	SAUNDERS, KRISTEN ANNE CEB TITLE 1 SUP ED SUPPLEME	Charles E. Bennett Elementary	Appointment
	SCHARF, EVAN S FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
0.5	SEERAM, JOSHUA OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
0.5	SEERAM, JOSHUA OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment
	SGRO, DENNIS NATHAN CHS STUDENT COUNCIL SH SUPPLEME	Clay High	Appointment
2.0	SIERUTA, MARGARET ANNE SUPPORT PEER TEACHER SUPPLEME	Lake Asbury Junior High School	Appointment

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III. Instructional Actions

F. SUPPLEMENT

	Name/Assignment	Site	Supplement Action
2.0	SIMMONS, TANISHA SHENAA SUPPORT PEER TEACHER SUPPLEME	Oakleaf Junior High School	Appointment
	SMITH, ELIZABETH JANE RHS ESE INTERVENTION FAC. SUPPLEME	Exceptional Student Education	Appointment
2.0	SOKOLOWSKI, CHRISTINE D SUPPORT PEER TEACHER SUPPLEME	Tynes Elementary	Appointment
2.0	STUDER, LAUREN DEGRYSE SUPPORT PEER TEACHER SUPPLEME	Shadowlawn Elementary	Appointment
	STUTZ, AIMEE LYNNE RHS CROSS COUNTRY HD SH SUPPLEME	Ridgeview High School	Appointment
	THORNTON-NUGENT, CONNOR SULLIVAN OPJ SOCCER HEAD JH SUPPLEME	Orange Park Jr High	Appointment
	TODD, TROY SPENCER FIH FOOTBALL ASST SH 75% SUPPLEME	Fleming Island High School	Appointment
	TOSH, TASHINA MARIE OPH WRESTLING ASST SH SUPPLEME	Ridgeview High School	Resignation
2.0	TULLY, KRISTEN ANN SUPPORT PEER TEACHER SUPPLEME	Fleming Island Elementary	Appointment
2.0	WALLS, MELANIE DAWN SUPPORT PEER TEACHER SUPPLEME	Keystone Heights High School	Appointment
0.5	WOOD, WILLIAM H LAJ DEPT HEAD (11-16 SUPPLEME	Lake Asbury Junior High School	Appointment
	WOODS, MACKENZIE JANICE CHS SOFTBALL FP HD SH SUPPLEME	Clay High	Appointment
0.5	WRIGHT JR, DALE LANELL OPH FOOTBALL ASST HS 25% SUPPLEME	Orange Park High	Appointment
0.5	WRIGHT JR, DALE LANELL OPH FOOTBALL ASST SH 75% SUPPLEME	Orange Park High	Appointment

DRAFT

III. INSTRUCTIONAL ACTIONS 2026-2027

G. PENDING APPOINTMENTS

Last Name	First Name	Site	Subject	OOF Subject

NONE

DRAFT

III. INSTRUCTIONAL ACTIONS 2026-2027

H. OUT OF FIELD

Last Name	First Name	Site	Subject	OOF Subject

NONE

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
	ACUNA, ELIZABETH MAGALI TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	ADAIR, KYLEIGH DAKOTA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	ALEXANDER, ARIEL LATRESE BLC CHILD CARE ASSISTANT 9 MON SU	Bannerman Learning Center	Effective 2026-08-07 9 MON SU / Annual
0.8	ALVES EDWARDS, GREYCIANI FERNANDA LJH ESOL CLASSROOM ASSISTANT 9 MON SU	Lakeside Junior High	Effective 2026-08-07 9 MON SU / Annual
0.9	BACKENSTO, SAMANTHA MARIE WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-08-31 9 MON SU / Annual
0.9	BAILEY ROGERS, JESSICA CHE IN SCHOOL SUSPENSION 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	BAILEY, TAYLOR BRONKIE CEB CAFE ASSISTANT 5.25 HOURS 9 MON SU	Charles E. Bennett Elementary	Effective 2026-08-20 9 MON SU / Annual
	BARLOW, DAWAYNE L TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	BARRETT, TARA MAE MRE BEHAVIORAL HEALTH ASST 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	BELL, PAMELLA MONTEZ GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
	BENSON, SHELLEY JEAN FPC ACCOUNTING ASSISTANT 12 MO SU	Division Of Support Services	Effective 2026-07-20 12 MO SU / Annual
	BERGER, LUZ CHS CAFE ASSISTANT 4.25 HOURS 9 MON SU	Clay High	Effective 2026-08-10 9 MON SU / Annual
	BOYD, KRISTINE MARIE CHE TITLE I ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	BRADDOCK, KIMBERLY MEGHAN WES SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Elementary	Effective 2026-08-03 10 MONTH / Annual
	BROWN, WALTER WILLIAM CHS CAFE ASSISTANT 4.5 HOURS 9 MON SU	Clay High	Effective 2026-08-17 9 MON SU / Annual
0.9	BRYANT II, JONATHAN DEVON MHS INSTRUCTINAL	Middleburg High	Effective 2026-08-07 10 MONTH / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	ASSISTANT 10 MONTH		
0.9	BRYANT, JARHONDA MICHELLE DOE BEHAVIORAL HEALTH ASST 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	BUCHMAN, TIFFANIE A OPE MEDIA TECHNICAL ASST 10 MONTH	Orange Park Elementary	Effective 2026-08-13 10 MONTH / Annual
	BURKHOLDER, TARRA AMBER WJH CAFE ASSISTANT 4.25 HOURS 9 MON SU	Wilkinson Jr High	Effective 2026-08-11 9 MON SU / Annual
0.9	BURKS, ALICEA DESIREE TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
	BURTON, TAKELIA LASHAWNA TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	BUTLER, PHYLISA JEAN MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	BUTLER, SARAH NICOLE MBE BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	CAJAS, JOHNNY P ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
	CALCIANO, COURTNEY MARIE MCE CAFE ASSISTANT 3.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-08-28 9 MON SU / Annual
0.9	CALHOUN, BRITT DELAIR CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	CANNON, MEGAN R KHE IN SCHOOL SUSPENSION 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	CAPPS, CHELSEA RENEE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-12 9 MON SU / Annual
0.9	CAREY, ELIZABETH DUGGER MHS GENERAL HEALTH ASSISTA 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
0.9	CASTILLO, CHRISTINA ALEXIS MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
	CHAK, NICOLE RVE REGISTERED NURSE 10 MONTH	Ridgeview Elementary	Effective 2026-09-08 10 MONTH / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	CHAPIN, ELIZABETH WHITNEY SLE SCHOOL SECRETARY 10 MONTH 10 MONTH	Shadowlawn Elementary	Effective 2026-08-03 10 MONTH / Annual
	CHELETTE GIBBS, DIXIE AMBER MRE REGISTERED NURSE 10 MONTH	Mcrae Elementary	Effective 2026-08-03 10 MONTH / Annual
	CLARK, GINA CHERAY OHS CAFE ASSISTANT 4 HOURS 9 MON SU	Oakleaf High School	Effective 2026-08-10 9 MON SU / Annual
0.8	COLLINS, JAMES E OHS IN SCHOOL SUSPENSION 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
0.8	CONAWAY, HEIDI M OPH IN SCHOOL SUSPENSION 9 MON SU	Orange Park High	Effective 2026-08-07 9 MON SU / Annual
	COPPOTELLI, MELISSA S CGE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Coppergate Elementary	Effective 2026-08-10 9 MON SU / Annual
	COR, OMUR SPC CAFE ASSISTANT 5.5 HOURS 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-10 9 MON SU / Annual
0.9	CORREDOR SABINO, ALANI MALISE WEC GENERAL ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-18 9 MON SU / Annual
0.9	COX, CHARLES KAAHU FIH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island High School	Effective 2026-08-18 9 MON SU / Annual
0.9	CRISTODERO, ANNA MBE TITLE I ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DAISE, GRACE MARIE LAJ COMPUTER LAB ASSISTANT 9 MON SU	Lake Asbury Junior High School	Effective 2026-08-18 9 MON SU / Annual
0.9	DANIELS, DARRIS LASHUN WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-28 9 MON SU / Annual
0.9	DAVIS, MARIBETH MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-14 9 MON SU / Annual
0.8	DE LOS SANTOS ORTIZ, JANAURY ORGANIA OPJ ESOL CLASSROOM ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-11 9 MON SU / Annual
0.8	DEFEE, SAMANTHA POOLE SBJ GENERIC CLASSROOM ASSISTAN 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-08-07 9 MON SU / Annual
0.2	DEFEE, SAMANTHA POOLE	S. Bryan Jennings Elementary	Effective 2026-08-07

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	SBJ TITLE I ASSISTANT 9 MON SU		9 MON SU / Annual
0.9	DEL CASTILLO TAMAYO, LILIA MARIA RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DEVLIN, AUDREE MARIE LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	DIXON, KARIENA ELIZABETH MRE GENERAL HEALTH ASSISTA 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
	DIXON, SABRINA NICOLE SBJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	S. Bryan Jennings Elementary	Effective 2026-08-10 9 MON SU / Annual
0.8	DOTY, JOSHALYNN CREE SPS IN SCHOOL SUSPENSION 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	DOWDY, KAMREY GRACE KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-08-07 9 MON SU / Annual
	DRESSLER, ALEC DAKKAR CHS REGISTERED NURSE 10 MONTH	Clay High	Effective 2026-08-03 10 MONTH / Annual
	E0201315 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0206888 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208090 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208194 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208204 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
	E0208228 SCHOOL SAFETY OFFICER 9 MON SU	SAFETY AND SECURITY	Effective 2026-08-07 9 MON SU / Annual
0.8	EARLS, BRITTANY MARIE DOE HEALTH ASSISTANT 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	EASDALE, LAUREN RENEE POE GENERAL ASSISTANT 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
	ELLIS, MONICA LEE LJH SCHOOL SECRETARY 10 MONTH 10 MONTH	Lakeside Junior High	Effective 2026-08-03 10 MONTH / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.9	FARLEY, GRACE KELSEY OPJ GENERAL HEALTH ASSISTA 9 MON SU	Orange Park Jr High	Effective 2026-08-11 9 MON SU / Annual
0.8	FERNANDEZ RODRIGUEZ, MARIA A GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-08-13 9 MON SU / Annual
0.9	FIGUEROA JR, ELIJAH RAY GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	FONSECA, BETHANY DAWN FIH BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island High School	Effective 2026-08-07 9 MON SU / Annual
	FREUND, TYLER JOSEPH SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
	GARDINER, NAKEYA M POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-10 9 MON SU / Annual
	GILLIS, EMILY ELIZABETH LES TITLE I ASSISTANT 9 MON SU	Lakeside Elementary	Effective 2026-08-07 9 MON SU / Annual
	GLENN, IRIS VENITA FIE CAFE ASSISTANT 3.75 HOURS 9 MON SU	Fleming Island Elementary	Effective 2026-08-10 9 MON SU / Annual
	GRAY, MEAGAN LEIGH CGE SECRETARY 11 MO 11 MONTH	Coppergate Elementary	Effective 2026-07-20 11 MONTH / Annual
0.9	GUERRERO EVANS, KRYSTEL ARGELIS OVE GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	HALL, A NISHA ALEXANDRIA NICOL POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	HALLO, REBECCA LYN PES GENERIC CLASSROOM ASSISTAN 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-26 9 MON SU / Annual
0.9	HARRELL, JUANDA L RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	HAYNIE, NICOLE PAULA TRN CUSTODIAN 12 MO SU	Transportation	Effective 2026-08-31 12 MO SU / Annual
0.8	HAYRE, AUDREY E GPE SCHOOL SECRETARY 10 MONTH 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
0.2	HAYRE, AUDREY E GPE TITLE I ASSISTANT 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
	HILL, BEATRIZ COSTA TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	HOBBS, MIRANDA LOUISE GCJ CAFE ASSISTANT 4.5 HOURS 9 MON SU	Green Cove Springs Junior High	Effective 2026-08-18 9 MON SU / Annual
0.9	HOLLENBERGER, HALEY VON DER LUFT LAJ BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Junior High School	Effective 2026-08-14 9 MON SU / Annual
0.9	HOLM, BRITTANIE NICOLE DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	HUDSON, EMILY JEAN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-13 9 MON SU / Annual
0.9	HUMPHREY, SHAKIRA FANTASIAS TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JACKSON, JOANNA MCLEAN FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	JACKSON, JOSEPH NATHANIEL SLE GENERIC CLASSROOM ASSISTAN 9 MON SU	Shadowlawn Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JACKSON, ZAHIIR MALIK AMIN TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-08-12 9 MON SU / Annual
0.9	JENNINGS, KATHERINE ANNE MARIE MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JOHNS, HAILEY ELIZABETH WES GENERAL ASSISTANT 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
	JOHNS, LISA ANN SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
	JOHNSON GRIMES, LILLIE MAE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	JOHNSON, CASSANDRA MARIE OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-08-07 9 MON SU / Annual
	JOHNSTONE, ALYSSA RUTH DOE CAFE ASSISTANT 6.25	Discovery Oaks Elementary	Effective 2026-08-31 9 MON SU / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	HOURS 9 MON SU		
0.9	JOINER, JORDAN LANE PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	JONAS, TAYLOR LYNN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	JONES, CONSTANCE LEE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	JONES, DEBORAH TAYLOR TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	JONES, HANNAH MICHELLE TBE REGISTERED NURSE 10 MONTH	Thunderbolt Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	JORDAN, WILLIAM HAMILTON RHS GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview High School	Effective 2026-08-07 9 MON SU / Annual
	JOSEPH, LAURA ROSE SLE REGISTERED NURSE 10 MONTH	Shadowlawn Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	KENNEDY, ALEXANDER ROE GENERAL HEALTH ASSISTA 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	KENNEDY, LINDSEY NICOLE CHE GENERAL ASSISTANT 9 MON SU	Clay Hill Elementary	Effective 2026-08-07 9 MON SU / Annual
	KERSEY, BRETT LEWIS LEE MNT ELECTRONICS TECH 12 MO SU	Division of Support Srvcs	Effective 2026-09-08 12 MO SU / Annual
0.9	KIRBY, ZOE ARIEL POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-09-04 9 MON SU / Annual
0.9	KOSSUTH, MICHAEL JAMES TBE GENERAL HEALTH ASSISTA 9 MON SU	Thunderbolt Elementary	Effective 2026-08-07 9 MON SU / Annual
	KUEHL, ALYCE LYNN POE CAFE ASSISTANT 6 HOURS 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-19 9 MON SU / Annual
	LANGEHENNIG, ASHLEY NICHELLE DOE SCHOOL SECRETARY 10 MONTH 10 MONTH	Discovery Oaks Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	LANIER, CAROLINE PAIGE OVE GENERAL ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	LANTIGUA JONES, CAROLINA	Discovery Oaks Elementary	Effective 2026-08-07

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	DOE GENERAL ASSISTANT 9 MON SU		9 MON SU / Annual
0.9	LATORRE, SACHA MARY FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	Effective 2026-08-13 9 MON SU / Annual
	LEBARON, JULIE CHRISTINE WJH REGISTERED NURSE 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Annual
0.9	LEES, WINTERANN MICHELE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
	LENHOFF, KIMBERLY ROMANOWSKI GPE REGISTERED NURSE 10 MONTH	Grove Park Elementary	Effective 2026-08-03 10 MONTH / Annual
0.9	LITTLE, REBECCA LEE LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-08-07 9 MON SU / Annual
0.9	LOMBARDO, CHERYL ANN CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	LUCAS, MACEY GRACE DOE GENERAL HEALTH ASSISTA 9 MON SU	Discovery Oaks Elementary	Effective 2026-08-20 9 MON SU / Annual
	LUNA, MALVINA VERONICA TES CAFE ASSISTANT 5 HOURS 9 MON SU	Tynes Elementary	Effective 2026-08-31 9 MON SU / Annual
0.9	MACDONALD, CRYSTAL LEIGH WEC GENERAL HEALTH ASSISTA 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MASTERS, AMANDA FAYE WES GENERAL HEALTH ASSISTA 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MCCORD, JUANA BETULIA OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-08-11 9 MON SU / Annual
	MCCUIN, ELI EZEKIEL TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	MCDANIEL, CANDACE NICOLE STS HEALTH ASSISTANT 9 MON SU	Exceptional Student Education	Effective 2026-08-19 9 MON SU / Annual
0.9	MCDANIEL, SHAQUITA QUANTEL OPJ TITLE 1 ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-07 9 MON SU / Annual
0.9	MCELROY, KAYLEE RAE CGE GENERAL ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MCGAFFIC, JESSICA ROSE	Fleming Island Elementary	Effective 2026-08-07

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	FIE BEHAVIORAL HEALTH ASST 9 MON SU		9 MON SU / Annual
0.9	MEDLOCK, LAWARREN SEAQUESE KHH GENERAL HEALTH ASSISTA 9 MON SU	Keystone Heights High School	Effective 2026-08-25 9 MON SU / Annual
0.9	MELTON, MARISSA CORINE KHE GENERAL ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	MENDEZ, MAITE LUZ RVE ESOL CLASSROOM ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-08-19 9 MON SU / Annual
0.1	MENDEZ, MAITE LUZ RVE TITLE I ASSISTANT 9 MON SU	Ridgeview Elementary	Effective 2026-08-19 9 MON SU / Annual
0.9	MERRITT JR, ANTHONY H MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
	MILORD, MIROSE RVE CUSTODIAN 12 MO SU	Ridgeview Elementary	Effective 2026-09-08 12 MO SU / Annual
0.6	MONTALVO, KRYSTAL RENAE OHS CLASSROOM ASSISTANT PREK 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
0.9	MONTOYA, BRITANY NICHOLE DIS GENERAL ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
	MONZON, REGINA AMPARO MCE CAFE ASSISTANT 3.25 HOURS 9 MON SU	Montclair Elementary	Effective 2026-08-10 9 MON SU / Annual
0.9	MOORE, MIKERIA TYRUNIA LJH BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Junior High	Effective 2026-08-25 9 MON SU / Annual
	MOROCHO CORONEL, WILSON PATRICIO TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	MORRIS, MELISSA FAYE OPH COMPUTER LAB ASSISTANT 9 MON SU	Orange Park High	Effective 2026-08-13 9 MON SU / Annual
0.9	MOXLEY, JENNIFER RENAE MBE BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	MYERS, ELYSE HELEN LES BEHAVIORAL HEALTH ASST 9 MON SU	Lakeside Elementary	Effective 2026-08-07 9 MON SU / Annual
	MYERS, MEGAN NICOLE MHS SCHOOL SECRETARY 10 MONTH	Middleburg High	Effective 2026-08-03 10 MONTH / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	10 MONTH		
0.9	NATTERER, LILY AIYANA LAE BEHAVIORAL HEALTH ASST 9 MON SU	Lake Asbury Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	NOLAN, KAITLYN JEWEL WES BEHAVIORAL HEALTH ASST 9 MON SU	Wilkinson Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	PACK, KAEDYN NICOLE ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	PATRICK, STEPHANY JEAN GCJ BEHAVIORAL HEALTH ASST 9 MON SU	Green Cove Springs Junior High	Effective 2026-09-04 9 MON SU / Annual
0.9	PEACE, EURECKA DENISE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-09-03 9 MON SU / Annual
	PENDLETON, MONICA L CEB SCHOOL SECRETARY 10 MONTH 10 MONTH	Charles E. Bennett Elementary	Effective 2026-08-03 10 MONTH / Annual
	PETERSON, COLTON ANTHONY RHS CAFE ASSISTANT 6 HOURS 9 MON SU	Ridgeview High School	Effective 2026-08-25 9 MON SU / Annual
0.9	PHILLIPS, TAYLOR DAWN ROE BEHAVIORAL HEALTH ASST 9 MON SU	Rideout Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	PLUMMER, MEGAN MALLORY MRE IN SCHOOL SUSPENSION 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
	POTEETE, JOANN HOBBS WES CAFE VAN DRIVER 6.5 HOURS 9 MON SU	Wilkinson Elementary	Effective 2026-08-10 9 MON SU / Annual
0.8	PRUITT, TOYA CHANTEL DE LESE CGE TITLE I ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	QUAILS, SARAH ASAMI WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	QUILES REYES, JOSHMARY MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	RECHIS, DANIELLA M MCE BEHAVIORAL HEALTH ASST 9 MON SU	Montclair Elementary	Effective 2026-08-07 9 MON SU / Annual
	REYNOLDS, TIFFANI NACOLE KHE CAFE ASSISTANT 5	Keystone Heights Elementary	Effective 2026-09-04 9 MON SU / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	HOURS 9 MON SU		
0.8	RICARD, VICTORIA JO NEL OPJ COMPUTER LAB ASSISTANT 9 MON SU	Orange Park Jr High	Effective 2026-08-07 9 MON SU / Annual
0.9	RICH, BRAEDEN CHANCELLOR MHS BEHAVIORAL HEALTH ASST 9 MON SU	Middleburg High	Effective 2026-08-07 9 MON SU / Annual
0.9	RIGGS, JESSICA LAUREN RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	RIVERA PORRO, IVETTE MAGALY BLC CHILD CARE ASSISTANT 9 MON SU	Bannerman Learning Center	Effective 2026-08-07 9 MON SU / Annual
0.9	ROBBINS, ELIJAH JOEL GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
	ROBERTS, JULIE ANNALEE SPS MEDIA TECHNICAL ASST 10 MONTH	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-03 10 MONTH / Annual
0.9	ROBINSON, KANDI ALECIA CGE GENERAL ASSISTANT 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	ROBINSON, TORIJEAN ESTELLE PES CAFE ASSISTANT 3.5 HOURS 9 MON SU	Robert M. Paterson Elementary	Effective 2026-08-10 9 MON SU / Annual
0.9	RODRIGUEZ, KIMBERLY NELVA ARROYO GCJ IN SCHOOL SUSPENSION 9 MON SU	Green Cove Springs Junior High	Effective 2026-08-07 9 MON SU / Annual
	ROSS, WENDY NOEL LJH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Lakeside Junior High	Effective 2026-08-10 9 MON SU / Annual
	RUSU, REMUS D SPS CUSTODIAN 12 MO SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-27 12 MO SU / Annual
0.9	RYALS, FELICIA NICOLE OLJ GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Junior High School	Effective 2026-08-28 9 MON SU / Annual
0.8	SAD, COLBY NATHANIEL WEC ESOL CLASSROOM ASSISTANT 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-07 9 MON SU / Annual
	SALAS, ALYSSA NICOLE WJH SCHOOL SECRETARY 10 MONTH 10 MONTH	Wilkinson Jr High	Effective 2026-08-03 10 MONTH / Annual
0.6	SALLIOTTE, JAYDEN MARIE OPH CHILD CARE ASSISTANT	Orange Park High	Effective 2026-08-07 9 MON SU / Annual

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	9 MON SU		
0.8	SAMPSON, SANDRA BERNADETTE CGE GENERIC CLASSROOM ASSISTAN 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	SEDEU NISHEVIKJ, GRACE KESSLER FIE REGISTERED NURSE 10 MONTH	Fleming Island Elementary	Effective 2026-08-03 10 MONTH / Annual
0.8	SENATIL, PAUL OVE HEALTH ASSISTANT 9 MON SU	Oakleaf Village Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SHERYCH, LANA HERLINDA GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SIGLER, MEGHAN MARIE DIS BEHAVIORAL HEALTH ASST 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	SIMPO, CHRISTINA N RVE GENERAL HEALTH ASSISTA 9 MON SU	Ridgeview Elementary	Effective 2026-08-07 9 MON SU / Annual
	SMIT, KRISTON BREE ANN SLE MEDIA TECHNICAL ASST 10 MONTH	Shadowlawn Elementary	Effective 2026-08-10 10 MONTH / Annual
0.9	SMITH, CLEVELAND BERNICE CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	Effective 2026-08-19 9 MON SU / Annual
0.8	SMITH, CORTNEY BENAI OHS ESOL CLASSROOM ASSISTANT 9 MON SU	Oakleaf High School	Effective 2026-08-07 9 MON SU / Annual
	SNOWDEN, TUESDAY MARIE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	SPENCER, BRANDI MARIE DIS TITLE I ASSISTANT 9 MON SU	Doctors Inlet Elementary	Effective 2026-08-10 9 MON SU / Annual
	SPENCER, HALLEY LAVON TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.9	STARNES, BENJAMIN DAVID SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	STELLEY, BRITTNEE NOEL SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	STEVENSON, DESHIA D TES BEHAVIORAL HEALTH ASST 9 MON SU	Tynes Elementary	Effective 2026-08-13 9 MON SU / Annual
	STEWART, RHONA	Fleming Island High School	Effective 2026-08-10

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	FIH CAFE ASSISTANT 3.5 HOURS 9 MON SU		9 MON SU / Annual
	STILL, CHLOE BRYNN MRE TITLE I ASSISTANT 9 MON SU	Mcrae Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	STOVALL JR, MICHAEL BEAUCHAMP BLC BEHAVIORAL HEALTH ASST 9 MON SU	Bannerman Learning Center	Effective 2026-08-24 9 MON SU / Annual
0.9	STURCH, MELISSA BRIANA SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-10 9 MON SU / Annual
	SZWABO, MARK S DOE CUSTODIAN 12 MO SU	Discovery Oaks Elementary	Effective 2026-08-21 12 MO SU / Annual
0.9	TARRIS, REBECCA MICHELLE CGE BEHAVIORAL HEALTH ASST 9 MON SU	Coppergate Elementary	Effective 2026-08-07 9 MON SU / Annual
	TAYLOR, CARLEE PAIGE LAJ SCHOOL SECRETARY 10 MONTH 10 MONTH	Lake Asbury Junior High School	Effective 2026-08-11 10 MONTH / Annual
	THOMAS, LATONYA DIESCHONE TRN BUS DRIVER TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
	THOMPSON, IVY MAREE OLJ CAFE ASSISTANT 5.75 HOURS 9 MON SU	Oakleaf Junior High School	Effective 2026-08-10 9 MON SU / Annual
0.9	THORNTON, AMBER NICOLE KHE TITLE I ASSISTANT 9 MON SU	Keystone Heights Elementary	Effective 2026-08-07 9 MON SU / Annual
	TRACY, TERESA RAE TRN ESE ASST/BUS MONITOR TRANSPOR	Transportation	Effective 2026-08-17 TRANSPOR / Annual
0.8	TREACY, PEYTON RENE SPC IN SCHOOL SUSPENSION 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	TRIMBLE III, RAYMOND EARNEST KHH BEHAVIORAL HEALTH ASST 9 MON SU	Keystone Heights High School	Effective 2026-08-07 9 MON SU / Annual
	TUCKER, ARLETHA SANN OHS CAFE ASSISTANT 6 HOURS 9 MON SU	Oakleaf High School	Effective 2026-08-10 9 MON SU / Annual
0.9	VASQUEZ MATEO, JOCABET MARIA WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-08-14 9 MON SU / Annual
	VICENTE, STACEY LYNN	Tynes Elementary	Effective 2026-08-03

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V. Support Actions

A. APPOINTMENT

	Name/Assignment	Site	Action/Effective
	TES REGISTERED NURSE 10 MONTH		10 MONTH / Annual
0.9	WAKEHAM, HANNAH CHRISTINE GPE BEHAVIORAL HEALTH ASST 9 MON SU	Grove Park Elementary	Effective 2026-08-07 9 MON SU / Annual
0.8	WALKER, ELIZABETH CARTER SPC ESOL CLASSROOM ASSISTANT 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	WALTERS, SHERI LYNN SPS BEHAVIORAL HEALTH ASST 9 MON SU	SPRING PARK ELEMENTARY SCHOOL	Effective 2026-08-07 9 MON SU / Annual
0.9	WEHNER, KYRSTEN LEIGH CHS BEHAVIORAL HEALTH ASST 9 MON SU	Clay High	Effective 2026-08-21 9 MON SU / Annual
	WENSELL, MICHELE MARIE SPC GENERIC CLASSROOM ASSISTAN 9 MON SU	Swimming Pen Creek Elem	Effective 2026-08-07 9 MON SU / Annual
0.9	WEST, LEE ANN WJH GENERAL ASSISTANT 9 MON SU	Wilkinson Jr High	Effective 2026-08-07 9 MON SU / Annual
0.6	WHITE, AMY MARIE FIH CHILD CARE ASSISTANT 9 MON SU	Fleming Island High School	Effective 2026-08-07 9 MON SU / Annual
0.9	WRIGHT, STEVEN ALEXANDER OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf High School	Effective 2026-08-18 9 MON SU / Annual
	ZEBULSKE, TODD A OPH REGISTERED NURSE 10 MONTH	Orange Park High	Effective 2026-09-03 10 MONTH / Annual
0.8	ZURLO, VINCENT J MBE GENERIC CLASSROOM ASSISTAN 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.1	ZURLO, VINCENT J MBE TITLE I ASSISTANT 9 MON SU	Middleburg Elementary	Effective 2026-08-07 9 MON SU / Annual
0.9	ZYDELIS, MARY GRACE POE BEHAVIORAL HEALTH ASST 9 MON SU	Plantation Oaks Elementary	Effective 2026-08-10 9 MON SU / Annual

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V. Support Actions

B. RE-APPOINTMENT

	Name/Assignment	Site	Contract
	BAUTISTA ACUNA, JUAN TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Annual
	BROWN, SAQUANA NIREE' TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / 3rd year annual, support
	GORDON, SHANNON RENEE TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
	SIEWERT, DEBORAH L TRN BUS DRIVER TRANSPOR	Transportation	TRANSPOR / Multi-Year Conditional
0.9	SPICER, JESSICA A FIE BEHAVIORAL HEALTH ASST 9 MON SU	Fleming Island Elementary	9 MON SU / Multi-Year Conditional

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V. Support Actions

C. RE-DESIGNATION

	Name/Assignment	Site	

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V. Support Actions

D. TRANSFER

	Name/Assignment	Site	Previous
	DEFEO LA ROCCA, EMILIA LJH CAFE ASSISTANT 5.75 HOURS 9 MON SU	Orange Park Jr High	Effective 2026-09-14 /transfer from / OPJ CAFE ASSISTANT 3 HOURS
	ELLENBECKER, KARLEE ROSE LAE SECRETARY 11 MO 11 MONTH	Lake Asbury Elementary	Effective 2026-08-24 /transfer from / LAE BEHAVIORAL HEALTH ASST
0.9	NEWMAN, JENNY DAHLAN OHS GENERAL HEALTH ASSISTA 9 MON SU	Oakleaf Village Elementary	Effective 2026-09-14 /transfer from / OVE GENERAL ASSISTANT
	PUFKO, AMBER ANNE SLE CAFE ASSISTANT 6 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-14 /transfer from / SLE CAFE ASSISTANT 4 HOURS
	ROBERTS, ASHLEY MARIE LAJ CAFE ASSISTANT 3.75 HOURS 9 MON SU	Lake Asbury Junior High School	Effective 2026-09-03 /transfer from / SLE CAFE ASSISTANT 5.5 HOURS
	SAFI, SEMIN LAE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Elementary	Effective 2026-08-31 /transfer from / CHS CAFE ASSISTANT 5 HOURS
	SAMUELS, KENDALL MICHAEL OPJ CUSTODIAN 12 MO SU	Orange Park Jr High	EFFECTIVE 2026-8-7 TRANSFER FROM OPJ ESE GENERAL HEALTH ASST
	SMITH, ANGELA HUDSON STS ADMIN SECRETARY SR 12 MO SU	Exceptional Student Education	Effective 2026-10-05 /transfer from / ESE ADMINSTRATIVE SUPPORT ASST
	SMITH, DARRELL A MNT CARPENTER 12 MO SU	Division of Support Srvcs	Effective 2026-09-03 /transfer from / MNT CARPENTER ASSISTANT
	WARNEZ PONTON, ETHEL PADAYHAG LAE CAFE ASSISTANT 6.75 HOURS 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-14 /transfer from / WEC CAFE ASSISTANT 6 HOURS

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V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	BARNOWSKI, ALICIA MARIE TRN PAYROLLSEC 12 MO SU	Transportation	Effective 2026-08-28 RESIGNATION
0.9	BLANKENSHIP, JADE CHRISTEINE WEC BEHAVIORAL HEALTH ASST 9 MON SU	W.E. Cherry Elementary	Effective 2026-09-04 RESIGNATION
0.9	BOWMAN, KAREN ELIZABETH RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-09-10 RESIGNATION
	BRYANT, HENRIETTA MARIE OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-08-31 RESIGNATION
	CONE, CRYSTAL GAIL LAE CAFE ASSISTANT 5.25 HOURS 9 MON SU	Lake Asbury Elementary	Effective 2026-08-28 RESIGNATION
	DURDEN, ROBERT W MRE CUSTODIAN 12 MO SU	Mcrae Elementary	Effective 2026-10-30 RETIREMENT
	GONZALEZ ESCALONA, CLARA OPJ CUSTODIAN LNG TRM	Orange Park Jr High	Effective 2026-08-24 RESIGNATION
0.9	HAYSLETT, COBY JEVON OPH BEHAVIORAL HEALTH ASST 9 MON SU	Orange Park High	Effective 2026-09-08 RESIGNATION
	HOLDWAY, THERESA DIANNE MHS CUSTODIAN 12 MO SU	Middleburg High	Effective 2026-12-31 RETIREMENT
0.8	JACKSON, JOCELYN ANNABELLE KHH DROP OUT PREV. CR ASST 9 MON SU	Keystone Heights High School	Effective 2026-09-08 RESIGNATION
	KRONFORST, ERIC SCOTT TRN MECHANIC 12 MO SU	Transportation	Effective 2026-08-21 RESIGNATION
	LOPEZ LOPEZ, LILI SELENA SLE CAFE ASSISTANT 6 HOURS 9 MON SU	Shadowlawn Elementary	Effective 2026-09-02 RESIGNATION
0.9	MCINTYRE, HILLARY MARTIN PES BEHAVIORAL HEALTH ASST 9 MON SU	Robert M. Paterson Elementary	Effective 2026-09-04 RESIGNATION
	MCKAY, KATHERINE S BAF ACCOUNTING ASSISTANT 12 MO SU	BAF ACCOUNTS PAYABLE	Effective 2026-10-30 RETIREMENT
	MOBLEY JR, WILLIAM HENRY TRN BUS DRIVER LNG TRM	Transportation	Effective 2026-08-20 CONCLUDE EMPLOYMENT
0.9	PANG, SHULIAN RHS BEHAVIORAL HEALTH ASST 9 MON SU	Ridgeview High School	Effective 2026-10-01 RESIGNATION

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V. Support Actions

E. RESIGNATIONS/RETIREMENTS/CONCLUDE EMPLOYMENT

	Name/Assignment	Site	Action/Effective
	SAXTON, JEFFREY G POE CUSTODIAN 12 MO SU	Plantation Oaks Elementary	Effective 2026-11-13 RETIREMENT
	SAYAGO, JONATHAN TRAVIS OHS CUSTODIAN 12 MO SU	Oakleaf High School	Effective 2026-09-04 RESIGNATION
	SMITH, AMY MARIE TRN BUS DRIVER LNG TRM	Transportation	Effective 2026-08-25 RESIGNATION
	TOTTY, ALEXIS MARIE CHS CAFE ASSISTANT 5 HOURS 9 MON SU	Clay High	Effective 2026-08-28 RESIGNATION
	VAUGHAN, JESSICA LEANN TBE CUSTODIAN 12 MO SU	Thunderbolt Elementary	Effective 2026-08-14 CONCLUDE EMPLOYMENT

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VI. Support Actions

F. SUPPLEMENT

Name/Assignment	Site	Previous
BURNS, KURAE RHS BASKETBALL ASST SH SUPPLEME	Ridgeview High School	Appointment
CERVANTES, SONYA M OHS NATIONAL BETA CLUB SP SUPPLEME	Oakleaf High School	Appointment
MEDLOCK, LAWARREN SEAQUESE KHH FOOTBALL ASST SH 75% SUPPLEME	Keystone Heights High School	Appointment
PINER, EDMOND RHS WRESTLING ASST SH SUPPLEME	Discovery Oaks Elementary	Resignation
WALLS, HERBERT B T KHH GOLF HD SH SUPPLEME	Keystone Heights High School	Appointment
WILLIAMS, JOEY LEROY GCJ BASKETBALL HD JH SUPPLEME	Fleming Island High School	Appointment

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VI. JOB DESCRIPTION ACTIONS

A. Administration - Approve the following job descriptions:

REVISED:

The following Maintenance job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions align them with the correct salary schedule table and do not change any position grades or pay classifications.

- **Director of Maintenance**
- **Lead Building Automation System (BAS) Coordinator**
- **Building Automation System (BAS) Coordinator**
- **Maintenance Supervisor - Technical and General**

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Job Locator: O-1.1.23
Job Title: Director of Maintenance
Position Grade: Director I
Evaluated By: Assistant Superintendent for Operations

Job Description:

The Director of Maintenance is responsible to the Assistant Superintendent for Operations.

Responsibilities and duties of this position include:

1. Provide direction and supervision for the District's Maintenance program including comprehensive planning and budgeting.
2. Develop standards for maintenance and care of the District's educational, auxiliary and ancillary facilities.
3. Ensure compliance with all laws, rules, regulations and policies governing maintenance.
4. Provide inspection of the District's educational, auxiliary and ancillary facilities to ensure a well maintained educational environment.
5. Establish preventive maintenance programs to ensure the extension of life to equipment and facilities.
6. Maintain records for the compliance of potable water consumption, wastewater and testing in accordance with Local/State/Federal regulations.
7. Maintain a system of cost accounting as it relates to man hours, materials, equipment and warehousing.
8. Direct the scheduling of Architects, Engineers and Contractors in order to meet the District needs for special maintenance projects.
9. Direct the development of and review for all plans, project specifications, and contracts on special maintenance projects.
10. Maintain construction management documentation, administration, quality control and finance procedures on all special maintenance projects.
11. Process payroll, leave request, evaluations and other appropriate actions required of the Maintenance Department.
12. Provide required information annually for the development of the Educational Facilities Plan.
13. Perform other duties as assigned by the Assistant Superintendent for Operations.

Required Qualifications:

1. Bachelor Degree.
2. Be knowledgeable of all phases of trades relating to facilities maintenance.
3. Be able to work in harmony with school based administrators, staff, subordinates and the public.
4. Be able to read and interpret plans and specifications, estimate cost and plan and schedule work.

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5. Have demonstrated abilities in oral and written communication skills.

6. Must have a valid Florida Drivers License and maintain a safe driving record during employment.

Desired Qualifications:

1. Masters Degree.

2. Have a minimum of fifteen (15) years experience as general supervisor in maintenance related activities.

3. Have a minimum of fifteen (15) years experience in general construction coordination.

Revised: 12/13/1984, 08/13/1987, 09/21/1989, 01/17/1991, 04/21/1994, 09/19/1997, 02/15/2001, 01/20/2005, 01/20/2005, 02/21/2008, 02/10/2014, 04/05/2018, 12/10/2020, 10/01/2026
~~Revised: 08/13/1987~~
~~Revised: 09/21/1989~~
~~Revised: 01/17/1991~~
~~Revised: 04/21/1994~~
~~Revised: 09/19/1997~~
~~Revised: 02/15/2001~~
~~Revised: 01/20/2005~~
~~Revised: 02/21/2008~~
~~Revised: 02/10/2014~~
~~Revised: 04/05/2018~~
~~Revised: 12/10/2020~~

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Job Locator: O-1.1.72
Title: Lead Building Automation System (BAS) Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Coordinates the workload of the Building Automation Department personnel and assigned contractors in performing scheduled and unscheduled maintenance on complex building automation systems. Coordinate personnel to perform scheduled audits of building automation systems and work in coordination with campus administrators concerning comfort complaints. Coordinates with local utility authority on energy management and resource usage to include identifying excessive power and water usage, and developing real time analytics for each school campus. Performs and directs installation, tests, programs, troubleshoots, and diagnoses all types of integrated control systems and associated software with building automation systems. Operates and maintains within the District network the Niagara Pelican and KE2 dashboards for BAS integrated controls for all District facilities. Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Demonstrates proficiency with computer skills; Complies with and supports all safety standards. Has working knowledge of frequency jobs. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of building automation systems (BAS). Coordinates with other District trades-people, senior staff, vendors and outside contractors when required.

Responsibilities and Duties:

1. Supervises BAS Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of building automation systems.

2. Manages BAS projects and warranties, including coordinating with engineers and contractors and performing job inspections.

3. Responds to reports from principals and coordinates corrective action with appropriate parties.

4. Provides technical guidance, assistance, and training to District staff regarding installation, maintenance and operation of BAS.

5. Conducts periodic inspections of existing building systems, including HVAC and BAS in order to determine priority for repair and/or upgrade of various system components.

6. Troubleshoots and maintains large multi-tiered HVAC systems controls, associated controllers and their Direct Digital Controls (DDC) and other applications as warranted.

7. Maintains automated logic controls such as BacNet, Niagara,Tridium and TraneTracer protocols.

8. Programs digital access control locking systems.

9. Reviews drawings and specifications from design professionals relating to new construction, remodeling and renovation of existing buildings and BAS systems.

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10. Develops and maintains a filing system for the latest programming revisions at each school, including plans, contractor's name, system modifications, warranty duration and follow-up inspections.

11. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Seven (7) years of experience focused in BAS in the design, construction, renovations and/or operation and maintenance of institutional facilities.

2. NIAGARA-AX certification or equivalent management software certification.

3. Must have working knowledge of basic data networks and computer operation.

4. Must have working knowledge of BACnet protocols for building management systems and controls.

5. Must be able to interpret drawings and sequence of operation into DDC programming.

6. Must be able to communicate with various contractors with similar skill sets in order to identify and diagnose complex issues in proprietary automation control systems.

7. Must have good communications skills both verbal and written.

8. Read, understand and interpret architectural blueprints and integrated system sequence of operations.

9. Requires a minimum of a vocational or technical training in computer science, programming or experience in related fields.

10. Requires understanding of HVAC operations.

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

12. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

13. 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 prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.

14. Must maintain a safe driving record while employed.

Board Approved: 03/03/2022
Reviewed: 10/01/2026

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Job Locator: O-1.1.72
Title: Lead Building Automation System (BAS) Coordinator
Pay Grade: Coordinator I
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Coordinates the workload of the Building Automation Department personnel and assigned contractors in performing scheduled and unscheduled maintenance on complex building automation systems. Coordinate personnel to perform scheduled audits of building automation systems and work in coordination with campus administrators concerning comfort complaints. Coordinates with local utility authority on energy management and resource usage to include identifying excessive power and water usage, and developing real time analytics for each school campus. Performs and directs installation, tests, programs, troubleshoots, and diagnoses all types of integrated control systems and associated software with building automation systems. Operates and maintains within the District network the Niagara Pelican and KE2 dashboards for BAS integrated controls for all District facilities. Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Demonstrates proficiency with computer skills; Complies with and supports all safety standards. Has working knowledge of frequency jobs. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of building automation systems (BAS). Coordinates with other District trades-people, senior staff, vendors and outside contractors when required.

Responsibilities and Duties:

1. Supervises BAS Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of building automation systems.

2. Manages BAS projects and warranties, including coordinating with engineers and contractors and performing job inspections.

3. Responds to reports from principals and coordinates corrective action with appropriate parties.

4. Provides technical guidance, assistance, and training to District staff regarding installation, maintenance and operation of BAS.

5. Conducts periodic inspections of existing building systems, including HVAC and BAS in order to determine priority for repair and/or upgrade of various system components.

6. Troubleshoots and maintains large multi-tiered HVAC systems controls, associated controllers and their Direct Digital Controls (DDC) and other applications as warranted.

7. Maintains automated logic controls such as BacNet, Niagara,Tridium and TraneTracer protocols.

8. Programs digital access control locking systems.

9. Reviews drawings and specifications from design professionals relating to new construction, remodeling and renovation of existing buildings and BAS systems.

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10. Develops and maintains a filing system for the latest programming revisions at each school, including plans, contractor's name, system modifications, warranty duration and follow-up inspections.

11. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Seven (7) years of experience focused in BAS in the design, construction, renovations and/or operation and maintenance of institutional facilities.

2. NIAGARA-AX certification or equivalent management software certification.

3. Must have working knowledge of basic data networks and computer operation.

4. Must have working knowledge of BACnet protocols for building management systems and controls.

5. Must be able to interpret drawings and sequence of operation into DDC programming.

6. Must be able to communicate with various contractors with similar skill sets in order to identify and diagnose complex issues in proprietary automation control systems.

7. Must have good communications skills both verbal and written.

8. Read, understand and interpret architectural blueprints and integrated system sequence of operations.

9. Requires a minimum of a vocational or technical training in computer science, programming or experience in related fields.

10. Requires understanding of HVAC operations.

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

12. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

13. 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 prior within the 3 (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.

14. Must maintain a safe driving record while employed.

Board Approved: 03/03/2022
Reviewed: 10/01/2026

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Job Locator: O-1.2.04
Job Title: Maintenance Supervisor - Technical and General
Position Grade: Supervisor III
Evaluated by: Director of Maintenance

Job Description:

This employee is directly responsible to the Director of Maintenance.

Responsibilities and duties of this position include:

1. Responsible for the supervision of the Maintenance Department in the absence of the Director of Maintenance.
2. Supervise, schedule, and coordinate work assignments and follow up on work orders as required.
3. Review blueprints/plans for school facilities and make recommendations for improvements to the Director of Maintenance.
4. Implement preventive maintenance procedures on equipment and facilities.
5. Process payroll, leave requests, evaluations and other appropriate actions required of the Maintenance Department.
6. Coordinate inservice programs for the Maintenance Department.
7. Establish and implement bid packages, purchasing of materials, and production control.
8. Maintain a cost processing system to account for materials and labor.
9. Assist in the evaluation of personnel.
10. Maintain contracts with vendors as required to perform services that District Maintenance Personnel are not licensed to perform.
11. Maintain all existing permits in accordance with Florida law.
12. Act as Project Manager on related special maintenance projects.
13. Perform other duties as may be assigned by the Director of Maintenance.

Required Qualifications:

1. Bachelor's Degree, or must have a High School Diploma or G.E.D. and ten (10) years experience in related maintenance/building field or hold an associate degree with five (5) years experience.
2. Be knowledgeable of all trades related to facilities maintenance.
3. Be able to work in harmony with the public, staff, and subordinates.
4. Be able to read, interpret plans and specifications, estimate costs and plan work schedules.
5. Be knowledgeable of building, safety-to-life, and fire codes.
6. Must have a valid Florida Drivers License and must maintain a safe driving record during employment.

Desirable Qualifications:

1. Bachelor's Degree.
2. Skills in human relations.
3. Prior experience with the school system.

Board Approved: 05/07/2015
Revised: 12/10/2020, 10/01/2026

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VI. JOB DESCRIPTION ACTIONS

B. Support - Approve the following job descriptions:

REVISED:

The following Maintenance job descriptions were updated for formatting, grammar, and accurate responsibilities. These revisions align them with the correct salary schedule table and do not change any position grades or pay classifications.

- **Lead Access Controls/Locksmith**
- **Lead Cafeteria Kitchen Equipment (CKE) Technician**
- **Lead Carpenter**
- **Lead Electrical Technician**
- **Lead Electronics Technician**
- **Lead Heavy Equipment Operator**
- **Lead HVAC Technician**
- **Lead Painter**
- **Lead Plumber**
- **Lead Roofer**
- **Warehouse Manager**
- **Building Automation Systems (BAS) Technical Assistant**
- **Carpenter**
- **Carpenter Assistant**
- **Cafeteria Kitchen Equipment (CKE) Technician**
- **Electrical Technician**
- **Electrical Technician Assistant**
- **Electronics Technician**
- **General Maintenance Worker**
- **Heavy Equipment Operator**
- **HVAC Technician**
- **Irrigation Mechanic/Plumber**
- **Locksmith**
- **Plumber**
- **Roofer**
- **Small Engine Mechanic**
- **Warehouser, Senior**
- **Warehouser**

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Job Locator: C-3.4.65
Title: Lead Access Controls/Locksmith
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions, organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with computers, power tools and trade practices associated with electronic access controls and locksmith trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Coordinates with vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the Access Controls Locksmith shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of District access control systems and other devices both mechanical and electronic to ensure safe, secure, and continuous operation of District facilities and performs maintenance on same equipment when required.
2. Directs and coordinates with electronic badge work center in the creation and access controls software updates and deletions.
3. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars and related emergency equipment to ensure proper functioning of emergency exits as well as all access control equipment and associated hardware.
4. Ensures the maintenance and security of district keys for all buildings, catalogs all key codes and assists Support Services in determining the availability of remaining key codes.
5. ~~Supervises the repair of building egress systems to include all access control equipment and associated hardware.~~
6. Communicates with Administrators on scheduling work assignments at job sites.
7. Supervises and directs assigned personnel to assist in carpentry projects including, hanging doors, setting hinges, installing locks and associated hardware.
8. Directs the ordering of materials for the Access Control Locksmith work center according to District purchasing policies and procedures.
9. Supervises the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. Maintains inventory of equipment, tools and assigned vehicles to work center personnel.
11. Assists in preparing the annual budget for District Locksmith Shop functions and monitors related budget expenditures.
12. Directs the timely data entry of work performed by the District assigned to the work center.
13. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Three years previous related 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.

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

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
Reviewed: 12/10/2020
Revised: 10/01/2026

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Job Locator: C-3.4.63
Title: Lead Cafeteria Kitchen Equipment (CKE) Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Plans and coordinates the installation and maintenance of all District cafeteria kitchen equipment. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with Cafeteria Kitchen Equipment (CKE). Reads and understands wiring and mechanical schematics, and theory of operation of assigned equipment. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set standards. Maintains familiarity with all facets of the commercial CKE trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises CKE shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of CKE and related systems.
2. Services and refurbishes all types of CKE to include steam kettles, milk carts, hot/cold serving carts, pass through, coolers, ice machines, combi-ovens, refrigerators, freezers, coolers, garbage disposals, dishwashers and associated booster heaters and may assemble, install, or relocate CKE systems in District facilities as needed.
3. Maintains EPA Refrigerant Recovery Journal for the department.
4. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
7. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the CKE shop when needed.
10. Assists in preparing the annual budget for District Commercial Kitchen Shop functions and monitors related budget expenditures.
11. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties or a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a Journeyman license in a related field or three years experience, or a combination of previous

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education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand refrigeration schematics to troubleshoot and repair refrigeration equipment.

2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. 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.
7. Must maintain a safe driving record while employed.

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			

Approved: 04/04/2019
Revised: 03/05/2020, 10/01/2026

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Job Locator: C-3.4.27
Title: Lead Carpenter
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated by: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with carpentry. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the carpentry trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the District carpentry ~~and locksmith~~ functions, personnel and related activities including scheduled and unscheduled maintenance and repair of interior/exterior building elements such as walls, railings, stairs, landings, windows, roof systems, screens, floors, doors, ceilings, carpets, partitions and masonry features.
2. ~~Maintains~~ Assists in maintaining building egress systems to include locks, locking devices and associated hardware, doors, panic bars and related emergency equipment to ensure proper functioning of emergency exits.
3. ~~Ensures the maintenance and security of district keys for all buildings, catalogs all key codes and assists Support Services in determining the availability of remaining key codes.~~
4. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the carpentry shop when needed.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
7. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
8. Communicates with Administrators on scheduling work assignments at job sites.
9. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
10. Assists in preparing the annual budget for District carpentry and locksmith functions and monitors related budget expenditures.
11. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties of a similar nature or level as assigned.

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Required Qualifications:

1. Requires a minimum of five years previous carpentry experience involved in the maintenance of structural facilities, rough/finish carpentry work or vocational/technical certification in the carpentry trade and/or a Journeyman license in related field and three years experience.
2. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

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		

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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			

~~**Desired Qualifications**~~:

3. ~~Experience with management of assigned personnel.~~
4. ~~Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.22
Title: Lead Electrical Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with the National Electric Code (NEC). Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, NEC compliance and follows set building standards. Maintains familiarity with all facets of the electrical trade including electrical formulas. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Electrical Shop functions, personnel and related activities including scheduled and unscheduled maintenance, repair of generators, switching gear networks, electric motors, Frequency Drives, high and low voltage electrical systems, single and multi-phase systems, electrical systems, fixtures, panels and equipment in all District facilities.
2. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electrical shop when needed.
3. Determines daily work priorities, schedules and assigns work accordingly.
4. Communicates with Administrators on scheduling work assignments at job sites.
5. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
7. Coordinates electrical activities between boards and local utility companies. Answers questions and provides expert opinion. Monitors outside contractors.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Assists in preparing the annual budget for District Electrical Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous electrical experience involving the installation, repair and maintenance electrical services, systems/equipment or vocational/technical certification in the electrical trade and/or a Journeyman license in related field and three years experience. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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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 and maintain a safe driving record while employed. 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.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Masters trade license.

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			

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~~**Desired Qualifications:**~~

4. ~~Experience with management of assigned personnel.~~
5. ~~Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~
6. ~~Masters trade license.Approved: 05/20/1993~~

Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.23
Title: Lead Electronics Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with low voltage electronics systems and equipment. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the electronics trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Electronics Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of Safety-to-Life systems, fire alarms, master clocks, intercoms/PA sound systems audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems.
2. Ensures the integrity of district Safety-to-Life systems, fire alarms, master clocks intercoms/PA sound systems, audiovisual/enhanced classrooms/video production equipment, security cameras and building control systems and conducts regular fire alarms system testing.
3. Performs life cycle analysis of electronic systems, components and equipment including determining frequency rates, severity of failure, and availability of replacement parts, identifying decreased performance trends and suspected causes, to determine economic feasibility of continued maintenance expenditures. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the electronics shop when needed.
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Completes and maintains records relating to the repair and maintenance of electronic equipment; Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with administrators on scheduling work assignments at job sites and provides equipment use training to administrators, teachers and school staff.
8. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Electronics Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

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Required Qualifications:

1. Requires five years previous electronics experience ~~in~~ involving the installation, maintenance and repair of electronic systems and equipment; or, a vocational/technical certification in the electronics trade, and/or a Journeyman license in related field and three years experience.
2. Must acquire and maintain NICET Testing Certification.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Five years' previous experience with troubleshooting and repair of Fire Alarm systems.

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		

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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			

~~**Desired Qualifications:**~~

4. ~~Experience with management of assigned personnel.~~
5. ~~Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~
6. ~~Five years' previous experience with troubleshooting and repair of Fire Alarm systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.24
Title: Lead Heavy Equipment Operator
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools, vehicles, earth moving equipment and trade practices associated with the heavy equipment trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control and code compliance with regards to usage of heavy equipment. Maintains familiarity with all facets of the heavy equipment trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Heavy Equipment Operators in performing scheduled and unscheduled maintenance and repair of district grounds, athletic fields, and playgrounds, loading, hauling and unloading of debris to designated drop off sites.
2. Operates equipment and supervises personnel working with a variety of heavy equipment and vehicles to include dump trucks, grappler trucks, excavators, backhoes, bucket tractors and trucks, man-lifts, large gang mowers, box blades, chainsaws, forklifts and a variety of self-propelled mowers and brush cutters.
3. Determines equipment maintenance, repair and replacement schedule and monitors accordingly.
4. Develops schedules and performs repetitive mowing of all district owned campuses, playgrounds and athletic fields. Determines daily work priorities, schedules and assigns work accordingly.
5. Coordinates with staff personnel in the performance of assisting other work centers in digging, trenching and movement of dirt to facilitate maintenance on below ground equipment.
6. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the heavy equipment operators' shop when needed.
7. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Communicates with Administrators on scheduling work assignments at job sites.
10. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages.
11. Assists in preparing the annual budget for District Heavy Equipment Operators' Shop functions and monitors related budget expenditures.
12. Conducts inventory of equipment, tools and assigned vehicles. Determines equipment repair and maintenance needs.
13. Ensures timely data entry of work performed by District personnel.
14. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years heavy equipment operations experience involving the maintenance of grounds, athletic fields, or maintenance/construction projects; or vocational/technical certification in the heavy equipment/grounds trade and/or a Journeyman

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license in a related field and three years experience.

2. Must have a valid Class B Commercial Driver's License (CDL).
3. Must be a high school graduate or have passed the G.E.D. equivalency examination
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.
3. Ability to read and interpret blueprints, engineering drawings and be familiar building codes.

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			

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~~**Desired Qualifications:**~~

4. ~~Experience with management of assigned personnel.~~
5. ~~Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~
6. ~~Ability to read and interpret blueprints, engineering drawings and be familiar building codes.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.25
Job Title: Lead HVAC Technician
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with heating/ventilation/air conditioning (HVAC) systems. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the HVAC trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises HVAC shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of HVAC related systems.
2. Services and refurbishes all types of HVAC related systems to include but not limited to: unitary A/C devices, roof top units (RTU) variable air volume (VAV) controllers, electronic and pneumatic thermostats, variable speed drives (VFD) screw type chillers, water towers, various damper controls both pneumatic and electronic, test and balance HVAC systems, turning vanes, electric motors, belts and controls.
3. Maintains all district air compressors.
4. Maintains EPA Refrigerant Recovery Journal for the department.
5. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
6. Determines daily work priorities, schedules and assigns work accordingly.
7. Manages material requirements and manpower needs. Coordinates the procurement of materials according to District purchasing policies and procedures.
8. Meets with vendors to obtain quotes for materials and assists in preparations of formal bid packages. Collaborates with vendors and manufacturers regarding warranty work and agreements.
9. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
10. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the HVAC shop when needed.
11. Assists in preparing the annual budget for District HVAC Shop functions and monitors related budget expenditures.
12. Conducts inventory of equipment, tools and assigned vehicles. Determines equipment repair and maintenance needs.
13. Coordinates the installation of HVAC systems with architects and contractors during new construction; Inspects new facilities for compliance issues or discrepancies.
14. Ensures timely data entry of work performed by District personnel.
15. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five (5) years previous HVAC experience involved in the installation, maintenance and repair of HVAC systems and equipment; or vocational/technical certification in

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the HVAC trade, and/or a Journeyman license in related field and three years experience.

2. Must have and maintain EPA Refrigerant Recovery Universal Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination
5. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. 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.
7. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Proficiency in HVAC digital control system software such as Building Automation & Control Networks (BACNET) and Java Application & Control Engine (JACE).
3. Working knowledge of computer base scheduled and unscheduled maintenance management systems.

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			

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~~**Desired Qualifications:**~~

4. ~~Experience with management of assigned personnel.~~
5. ~~Proficiency in HVAC digital control system software such as BACNET and JACE.~~
6. ~~Working knowledge of computer base scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 10/02/2003, 12/10/2020, 10/01/2026
~~Revised: 10/02/2003~~
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.30
Title: Lead Painter
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with painting systems and paint preparation systems. Understands and complies with the Maintenance Safety Data Sheets (MSDS) sheets associated with various paints and chemicals used daily by shop personnel. Supports all safety standards when using power tools and associated equipment. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Paint Shop functions, personnel and participates in scraping, pressure washing and painting of interior/exterior doors, walls, floors ceiling and other building structures.
2. Ensures all personnel comply with the correct (MSDS) when preparing paint, removing paint and operating equipment that produces chemical smells, maintenance of appearance for all District buildings and operates, transports, loads and unloads painting and/or pressure washing equipment.
3. Conducts in-process work inspections of assigned personnel at job sites, and provides specialized training within the paint shop when needed. Ensures adherence to District paint standards..
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Manages material requirements and manpower needs. Uses math skills to estimate total cost and volume of paint needed. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with Administrators on scheduling work assignments at job sites.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Paint Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles and determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous painting experience involving the painting and preparation of interior/exterior surfaces of structural facilities and or vocational/technical certification in the painting trade, and/or a Journeyman license in related field and three years experience.

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2. Must be able to read and interpret blueprints, engineering drawings and be familiar with building codes.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management system.

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			

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~~**Desired Qualifications:**~~

3. ~~Experience with management of assigned personnel.~~
4. ~~Working knowledge of computer based scheduled and unscheduled maintenance management system.~~

Board Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.31
Title: Lead Plumber
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with the plumbing trade. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the plumbing trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises the District Plumbing Shop functions, personnel and related activities including scheduled and unscheduled maintenance of plumbing and heating systems, lift stations, controls, pumps, piping, meters, wastewater plants, water plants, boilers plants, sanitary and storm sewer systems, campus irrigation systems.
2. Maintains drinking water chlorination systems for District owned water facilities.
3. Records and monitors water usage at all District campuses for both potable and non-potable water systems.
4. Manages installation, testing and repair of backflow preventers and irrigation systems; responds to problems as they occur.
5. Performs varied and more difficult plumbing repair activities. Troubleshoot problems or extent of damage and type of equipment required. Ensures the maintenance of and repairs/replaces broken water mains, and support, sewer, or waste lines.
6. Roughs in plumbing and trim for new relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
7. Determines daily work priorities, schedules and assigns work accordingly.
8. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the plumbing shop when needed.
9. Manages material requirements and manpower needs and coordinates the procurement of materials according to District purchasing policies and procedures.
10. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
11. Communicates with Administrators on scheduling work assignments at job sites.
12. Meets with vendors to obtain quotes for materials and assists in preparation of formal bid packages.
13. Assists in preparing the annual budget for District plumbing functions and monitors related budget expenditures.
14. Conducts inventory of equipment tools and assigned vehicles and determines equipment repair and maintenance needs.
15. Ensures timely data entry of work performed by District personnel.
16. Performs other duties of a similar nature or level as assigned.

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Required Qualifications:

1. Requires a minimum of five years previous plumbing experience involving the installation, maintenance and repair of both potable and non-potable systems or vocational/technical certification in the plumbing trade and/or a Journeyman license in related field and three years experience.
2. Must acquire and maintain Backflow Certification.
3. Must be able to read and interpret blueprints, engineering drawings and be familiar with codes.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. 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.
7. Must maintain a safe driving record while employed.

Desired Qualifications:

1. Experience with management of assigned personnel.
2. Working knowledge of computer based scheduled and unscheduled maintenance management systems.

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			

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~~**Desired Qualifications:**~~

~~3. Experience with management of assigned personnel.~~
~~4. Working knowledge of computer based scheduled and unscheduled maintenance management systems.~~

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.32
Title: Lead Roofer
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with roofing work. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set building standards. Maintains familiarity with all facets of the roofing trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises District Roofing Shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of roofing systems to include flat rolled roofs, metal roof and shingle roofs, gutters, downspouts and interior ceilings of District facilities.
2. Maintains or installs roofs, gutters and ceilings. May assist other departments as needed.
3. Conducts in-process work inspections of assigned personnel at job sites and provides specialized training within the roofing shop when needed.
4. Determines daily work priorities, schedules and assigns work accordingly.
5. Manages material requirements and manpower needs. Uses math skills to determine the total square of material needed to complete assigned tasks. Coordinates the procurement of materials according to District purchasing policies and procedures.
6. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
7. Communicates with Administrators on scheduling work assignments at job sites.
8. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
9. Assists in preparing the annual budget for District Roofing Shop functions and monitors related budget expenditures.
10. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
11. Ensures timely data entry of work performed by District personnel.
12. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years drywall and roofing repair experience; or a combination of previous education/training/experience, which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

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

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			

Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

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Job Locator: C-3.3.06
Title: Warehouse Manager
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance

Job Description:

Directly responsible for the overall operation, inventory, audits, input of purchase orders and security of the central receiving and maintenance warehouses. Supervises, manages and directs assigned personnel providing verbal and written instructions. Organizes and assigns daily priorities including receipt, delivery and issuance of school, custodial and maintenance supplies and equipment. Maintains the digital and written record of all material movement. Inspects merchandise and responds to special requisition delivery issues. Documents work completed using both digital and written work orders. Complies with and supports all safety standards when using power tools, vehicles and associated material handling.

Responsibilities and duties of this position include:

1. Supervises a staff of warehousers in the receipt, delivery and issuance of maintenance, school and custodial supplies. Assigns work duties, monitors and evaluates performance.
2. Obtains purchase order numbers, as required, and ensures accurate records are maintained on the petty cash account. Submits all required reports in a timely manner.
3. Ensures all supplies, materials, equipment and purchase order information are accurately accounted for on maintenance work orders, correctly coded and having appropriate fund sources.
4. Receives and verifies orders and maintains records; posts receipts by entering into accounts receivable program; and monitors inventory levels. Reorders stock as required to ensure adequate inventory of material is on-hand and ready for issue.
5. Inspects delivered equipment and supplies to verify quality or quantity and contacts vendor or supervisor in the event of discrepancies.
6. Loads, unloads and stocks equipment or supplies, using forklifts and other assigned equipment.
7. Schedules delivery to all schools; responds to special requests or problems.
8. Responsible for the security and protection from pilferage of all supplies, material and equipment assigned to the warehouse.
9. Conducts periodic inventories and audits of all shops and trucks to ensure all supplies, material and equipment are properly accounted for.
10. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of five years warehouse experience which includes a minimum of one year supervisory or head experience over warehouse operations. Requires comprehensive knowledge of warehouse procedures and practices; or requires a combination of education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

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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. Must be able to move objects weighing up to 50 pounds.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 04/06/2017, 12/10/2020, 10/01/2026
~~Revised: 04/06/2017~~
~~Revised: 12/10/2020~~

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Job Locator: C-3.4.61
Title: Building Automation Systems (BAS) Technical Assistant
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with the BAS Specialist to program, monitor, install, test, inspect, diagnose and repair District building automation integrated systems to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more complex tasks given more experience and on-the-job training. Provides assistance in maintaining records and completing work using both digital and written work orders as assigned. Complies with and supports all safety standards.

Responsibilities and Duties of this Position:

1. Assists BAS Specialist in maintaining District automated building systems including heating, ventilation air conditioning (HVAC), digital bell schedules, lighting controls, ~~building access controls, video security systems~~ and other digitally integrated systems as assigned.
2. Monitors the operation of automated building systems such as Energy Management Systems.
3. Assists and participates in programing and ~~digital access control locking systems,~~ maintaining computerized databases and installing upgrades to automated building systems.
4. Assists in performing installation, repair and preventive maintenance on HVAC electronic controls.
5. Troubleshoots, tests and repairs large multi-tiered HVAC systems, associated controllers, and their Direct Digital Controls (DDC), and other automated building applications as assigned.
6. ~~Assists with programming automated logic controls systems such as BacNet and JACE protocols.~~
7. Works with industry related tools, computers and associated software; utilizes digital multimeter and related controls calibration and testing tools as they pertain to servicing DDC systems and their end devices.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous experience troubleshooting, programming, repairing and maintaining automated building systems and equipment or vocational/technical certification in either HVAC, electronic digital controls, computer science, or related field or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the job.
2. Read, understand and interpret architectural blueprints, and building mechanical system sequence of operations.
3. Working knowledge of Microsoft Office products.
4. Must be a high school graduate or have passed the G.E.D. equivalency exam.
5. Must have an appropriate valid Florida Driver's License and must maintain the same during employment.

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6. 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 prior within the three (3) years immediately preceding the record search; and no conviction of DUI within the seven (7) years immediately preceding the record. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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			

Approved: 08/02/2018
Revised: 12/10/2020, 10/01/2026

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Job Locator: C-3.4.07
Title: Carpenter
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District wooden and masonry articles and structures to ensure safe and continuous operation of District facilities. Performs rough and finished carpentry work. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District articles and structures' interior and exterior as assigned by Lead Carpenter.
2. Performs field installation, repair/replace and maintenance activities both scheduled and unscheduled, including hanging, and/or finishing sheetrock, doors and jams; new walls, windows and window blinds, cabinets, shelving, bookcases, bathroom stalls and partitions, and bulletin/white boards.
3. Determines material needs, and installs/repairs/replaces door hardware and locks, as required.
4. Repairs, renovates and remodels interior and exterior of District relocatable buildings using rough sketch diagram. Constructs ramps and steps, repairs and replaces exterior siding and trim.
5. Repairs and replaces floors in District buildings including concrete, tile, wood or vinyl.
6. Assists in locksmith projects including hanging doors, setting hinges, and installing locks.
7. ~~Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.~~
8. Performs miscellaneous carpentry duties involving the repair and maintenance of wood, concrete, sheetrock, tile, carpet, metal, fiberglass and glass. May include entering attic spaces, crawl spaces, operating lifts, digging, etc.
9. Works with and helps train Carpenter Assistants.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience in carpentry work or a vocational/technical certification in a related area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must have experience reading blueprints and working with power tools.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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

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6. 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.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020, 10/01/2026

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Job Locator: C-3.4.08
Title: Carpenter Assistant
Position Grade: ~~Support Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Carpenters in the maintenance, repair or replacement of District wooden and masonry articles and structures to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training. Provides assistance in maintaining records and completing work orders. Completes assigned tasks in accordance with work order specifications. Complies with and supports all safety standards when assisting with power tools and associated equipment.

Responsibilities and duties of this position include:

1. Assists Carpenters in maintaining District articles and structures both interior and exterior as assigned by Lead Carpenter.
2. Assists in various carpentry repairs and installations including, but not limited to: hanging/replacing doors, installing gutters, installing new walls, windows, window blinds or ceiling, installing new cabinets, shelves or bookcases, replacing or installing partitions. Assists in the repair or construction of ramps or steps.
3. Participates in various renovations or remodeling projects to District offices, portables or building exteriors.
4. Repairs or replaces exterior siding to portable buildings.
5. Assists in the repair, installation or finishing of sheetrock.
6. Participates in the repair or replacement of floors in District facilities including concrete, tile, wood or vinyl floors.
7. Performs various other carpentry duties. May include entering attic spaces, crawl spaces, digging, operating power tools, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year on the job training or related experience assisting carpenters in installation or repair activities, or a vocational/technical/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
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.

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5. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020, 10/01/2026

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Job Locator: C-3.4.63
Title: Lead Cafeteria Kitchen Equipment (CKE) Technician
Position Grade: ~~Trade Skills Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Supervises, manages and directs assigned personnel, providing verbal and written instructions. Organizes and assigns daily work priorities. Plans and coordinates the installation and maintenance of all District cafeteria kitchen equipment. Orders and maintains materials and tools. Demonstrates proficiency with power tools and trade practices associated with Cafeteria Kitchen Equipment (CKE). Reads and understands wiring and mechanical schematics, and theory of operation of assigned equipment. Complies with and supports all safety standards when using power tools and associated equipment. Ensures quality control, code compliance and follows set standards. Maintains familiarity with all facets of the commercial CKE trade. Coordinates with other District trades-people, senior staff, vendors and outside contractors when required. Cleans and maintains shop and associated equipment.

Responsibilities and duties of this position include:

1. Supervises CKE shop functions, personnel and related activities including scheduled and unscheduled maintenance and repair of CKE and related systems.
2. Services and refurbishes all types of CKE to include steam kettles, milk carts, hot/cold serving carts, pass through, coolers, ice machines, combi-ovens, refrigerators, freezers, coolers, garbage disposals, dishwashers and associated booster heaters and may assemble, install, or relocate CKE systems in District facilities as needed.
3. Maintains EPA Refrigerant Recovery Journal for the department.
4. Demonstrates proficiency in the safe use of silver solder techniques for pipes, valves and compressors.
5. Determines daily work priorities, schedules and assigns work accordingly.
6. Manages material requirements and manpower needs; coordinates the procurement of materials according to District purchasing policies and procedures.
7. Meets with vendors to obtain quotes for materials; assists in preparations of formal bid packages.
8. Participates in the Maintenance Department computerized work management system, and utilizes pertinent management reports to evaluate and improve work center performance.
9. Conducts in-process work inspections of assigned personnel at job sites, initiates improvements, and provides specialized training within the CKE shop when needed.
10. Assists in preparing the annual budget for District Commercial Kitchen Shop functions and monitors related budget expenditures.
11. Conducts inventory of equipment, tools and assigned vehicles; determines equipment repair and maintenance needs.
12. Ensures timely data entry of work performed by District personnel.
13. Performs other duties or a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of five years previous experience involved in the installation, maintenance and repair of commercial kitchen equipment or refrigeration systems and equipment; or Vocational/Technical/Military certification in the commercial kitchen equipment trade, and/or a

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2. Journeyman license in a related field or three years experience, or a combination of previous
3. education/training/experience that provides an equivalent background necessary to perform the work. Must be able to read and understand wiring schematics, and working knowledge of electrical circuits associated with CKE. Must be able to read and understand refrigeration schematics to troubleshoot and repair refrigeration equipment.
4. Must have and maintain EPA Refrigerant Recovery Universal Certification.
5. Must be able to read and interpret electrical and mechanical blueprints, engineering drawings and be familiar with associated electrical codes.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.
7. Must have a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
8. 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.
9. Must maintain a safe driving record while employed.

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			

Approved: 04/04/2019
Revised: 03/05/2020, 10/01/2026

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Job Locator: C-3.4.12
Title: Electrical Technician
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District electrical equipment and systems to ensure safe and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District electrical fixtures, systems as assigned by Lead Electrical Technician.
2. Performs scheduled and unscheduled electrical repair activities in the district buildings; repairs circuits by locating and fixing defective feeder, branch lighting, and power circuits. Repairs classroom lighting to include ballasts, pin sockets, defuses and bulbs. Repairs and/or replaces transformers, relays, wall devices, switches, photocells, and time clocks.
3. Plans, lays out, and installs new electrical systems, opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers, etc. in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Connects and disconnects electrical systems of relocatable classrooms. Tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels. Applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, batteries, and crankcase levels and cleaning or replacing filters.
6. Maintains emergency and exit lighting by replacing batteries or lamps, and repairing circuit boards, switches and wiring.
7. Collaborates with architects, contractors and local electrical company personnel regarding the installation of new systems, emergency procedures, locating power sources, etc.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, installing or maintaining electrical systems and equipment; or a vocational/technical certificate and one year previous education/training experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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

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6. 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.
7. Must maintain a safe driving record while employed.
8. Possess an extensive knowledge of the National Electrical Code, blueprints, building plans, wiring diagrams, engineering drawings and basic formulas as applied to voltage and amperage capacities.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 02/20/1997, 09/05/2019, 11/03/2022, 10/01/2026
~~Revised: 02/20/1997~~
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020
~~Revised: 11/03/2022~~

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Job Locator: C-3.4.11
Title: Electrical Technician Assistant
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists and works with Electrical Technician, in the installation, maintenance, troubleshooting and repair of District electrical systems and equipment to ensure safe and continuous operation. Performs assignments under the direction of more experienced personnel and may assume more difficult and complex assignments with increased experience and on-the-job training. Completes assigned tasks in accordance with work order specifications; Complies with and supports all safety standards when assisting with power tools and associated equipment; Provides assistance in maintaining records and completing work orders.

Responsibilities and duties of this position include:

1. Assists Electrical Technicians in maintaining District electrical equipment and systems as assigned by Lead Electrical Technician.
2. Participates and assists in conducting routine electrical repair activities in District buildings; repairs classroom lighting by replacing ballasts, pin sockets, defuses and bulbs; repairs and/or replaces transformer relays, wall devices, switches, photocells, and time clocks.
3. Assists in the planning, layout and installation of new electrical systems; opens ditches, installs underground conductors, switches, circuits, lights, distribution panels and transformers in accordance with national standards and codes. May include running of wire and conduit, digging of trenches, entering attics or crawl spaces, etc.
4. Learns and assists in the installation of electrical systems. Connects and disconnects electrical systems of portable classrooms, tests to ensure electrical operation.
5. Performs preventive maintenance activities on electrical power panels; applies corrosive preventative oxide to logs. Tightens conductors, updates circuit index cards and tests as appropriate. Maintains generators by checking radiator, battery, and crankcase levels and cleaning or replacing filters.
6. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year previous on-the-job training and instruction in the repair, maintenance and installation of electrical systems and equipment; or a vocational/technical certificate in an electrical area or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.

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4. Must have 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.

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			

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Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 11/03/2022, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020
~~Revised: 11/03/2022~~

Job Locator: C-3.4.14
Title: Electronics Technician
Position Grade: ~~Trade Skill Workers~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District low voltage equipment and systems to ensure safe and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment. Works with and provides equipment use training to teachers, school staff and administrators.

Responsibilities and duties of this position include:

1. Maintains District low voltage electronic systems and equipment and provides scheduled and unscheduled maintenance as assigned by Lead Electronics Technician.
2. Troubleshoots, tests, repairs and replaces District low voltage equipment including Safety-to-Life systems, fire alarm systems, master clocks, intercoms/PA sound systems, audiovisual, security cameras and building control systems.
3. Performs equipment or board level repair/replacement most of the time and to component level on occasion. Uses test equipment, technical drawings and schematics.
4. Works with and helps train Electronics Assistants.
5. May include programming, running of wire and conduit, entering attic spaces, crawl spaces, operating lifts, etc.
6. Develops and maintains records, drawings, equipment location and cable routing documents.
7. Works with and provides equipment use training to teachers, school staff and administrators.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, installing, repairing and maintaining low voltage electronic systems and equipment or vocational/technical certification in an electronics area and one year relevant experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be able to read and interpret wiring schematics and blueprints.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
6. 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.

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7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

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Job Locator: C-3.4.16
Title: General Maintenance Worker
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Assists in various plumbing, electrical, HVAC, carpentry or equipment maintenance projects. Performs assignments under the direction of more experienced personnel and may perform more complex tasks given more experience and on-the-job training. Assists in maintaining records and completing work orders. Completes assigned tasks in accordance with work order specifications. Complies with and supports all safety standards.

Responsibilities and duties of this position include:

1. Assists in various routine electrical tasks, such as, changing ballasts, hanging lights, digging conduit ditches, etc. or assists a specialist in performing more complex electrical activities, such as, wiring classrooms, intercoms, fixing circuit boards, amplifiers, alarm systems, and audio visual equipment, etc.
2. Assists in various carpentry activities relating to final completion and/or preventive maintenance of District buildings, structures and relocatable classrooms including but not limited to building ramps or runners, decks, porches, repairing locks, adjusting doors, hanging wall boards, assembling furniture, playground equipment, etc.).
3. Performs various grounds maintenance activities including but not limited to mowing grass, loading/unloading supplies and leveling dirt.
4. Assists in plumbing activities including but not limited to roughing in or trimming out classroom plumbing, fixing water pipes, sprinkler systems, sewer lines, circulating pumps, etc.
5. Assists with various HVAC installation and routine maintenance including but not limited to cleaning, troubleshooting, repairing or replacing fans, motors, fuses, switches thermostats, ductwork, air handlers and a/c units, etc.
6. Assists with installation and routine maintenance of District kitchen equipment including but not limited to walk-in refrigerators and freezers, steam cookers, ovens, mixers, ice machines, dishwashers, etc.
7. Cleans work area by picking up tools, sweeping and spraying as necessary.
8. Completes work orders and records various information.
9. Locates equipment and tools and loads them on truck if applicable to the job being performed.
10. Performs other tasks of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of one year experience in assisting trade workers in construction, or a related area in carpentry, electrical, plumbing, painting, HVAC, electronics, roofing, grounds or other related trades; or a combination of equivalent education/training/experience which provides for an equivalent background necessary to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Ability to physically lift up to fifty pounds.
4. Must have an appropriate valid Florida Driver's License for the area of assignment prior to appointment, and must maintain the same during employment.

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5. Must maintain a safe driving record during 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.
6. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 06/18/1996, 09/5/2019, xxxxxxx
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

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Job Locator: C-3.4.19
Title: Heavy Equipment Operator
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Provides scheduled and unscheduled maintenance to District grounds and athletic fields and completes projects as directed. Operates agricultural and heavy equipment such as tractors, mowers, backhoes, front-end loaders or other equipment. Grades and levels dirt, gravel, and fill, in the maintenance of projects. Loads dirt, gravel, or materials needed in the maintenance area or for construction projects. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District grounds as assigned by Lead Heavy Equipment Operator.
2. Operates agricultural and heavy equipment for site work to include grading, digging, tree removal, mowing, etc.
3. Operates forklift to move heavy objects (i.e. poles, blocks, cement, etc.).
4. Operates backhoe and front-end loader to load materials as needed.
5. Performs preventative and/or monitor maintenance activities such as: greases machines, checks oil, tires, fuel or water levels, etc.
6. Manually moves or shovels dirt or digs ditches in areas not accessible by equipment.
7. Operates tree removal equipment such as chainsaws and pole saws.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience operating a variety of small and medium size equipment involved in the maintenance of grounds, athletic field maintenance, or loading of construction/maintenance materials; or a combination of previous education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

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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			

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Board Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.21
Title: HVAC Technician
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District heating/ventilation/air conditioning (HVAC) systems to ensure safe, comfortable and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District HVAC equipment and other systems as assigned by Lead HVAC Technician.
2. Duties include scheduled and unscheduled maintenance on all District wall mounted units, rooftop units, split unit and large chillers, water towers, HVAC controls, fans, motors, fuses, switches, thermostats, belts, pumps, bearings, commercial electric water heaters, drinking fountain compressors and/or condensing fans and other systems as directed.
3. Complies with Federal regulations governing the Transition and Recovery of Refrigerants.
4. Assembles, installs and repairs metal and fiberboard duct work for the HVAC and other airflow systems.
5. Works with and helps train HVAC Technician Assistant and General Maintenance Worker.
6. Performs other duties of a similar level or nature as assigned.

Required Qualifications:

1. Requires a minimum of three years HVAC experience involved in the troubleshooting, installation, maintenance and repair of HVAC systems and equipment or vocational/technical certification in HVAC and one year previous experience or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work assigned.
2. Must have Federal Universal Refrigerant Transition and Recovery Certification.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must be a high school graduate or have passed the G.E.D. equivalency examination.
5. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain same during employment.
6. Must have 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.
7. Must maintain a safe driving record while employed.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 10/02/2003, 09/05/2019, 10/01/2026
~~Revised: 10/02/2003~~
~~Revised: 09/05/2019~~
Reviewed: 12/10/2020

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Job Locator: C-3.8.39
Title: Irrigation Mechanic/Plumber
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs, replaces and installs electric and hydraulic irrigation systems and other related equipment to ensure safe and continuous operation of District facilities. Assists in determining optimal irrigation schedules and ensuring water conservation while meeting the District's demands. Assists in the repair and maintenance of District plumbing equipment, water mains, and other devices. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District irrigation systems and other plumbing related systems as assigned by Lead Plumber.
2. Troubleshoots, tests repairs and replaces District irrigation systems including controllers, clocks, sprinkler heads, impact heads, rotors, pumps, etc for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
3. Provides scheduled and unscheduled maintenance of irrigation systems.
4. Responds to emergency situations (i.e. broken pipe, sprinkler, drainage problems, etc.) for the purpose of resolving immediate safety concerns.
5. Installs, or modifies, existing irrigation systems, pumps, clocks, wiring, control valves and heads.
6. Assists in the design and specification of irrigation systems and materials on new projects and verifying the performance of work completed under purchase order contracts.
7. Performs plumbing repair activities as required, to include, but not limited to; repairing/replacing broken plumbing fixtures, broken water mains, and support, sewer, or waste lines.
8. Maintains accountability and inventory for assigned tools and equipment.
9. May include digging of trenches, running of pipe, etc.
10. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years experience troubleshooting, repairing, maintaining and/or installing irrigation systems; or a vocational/technical certificate and two years experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the GED equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned, and maintain same during employment.
5. 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

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6. period within three (3) consecutive years immediately preceding the record search and no conviction for DUI within seven (7) years immediately preceding the record search. A no-contest plea shall be considered the same as a conviction.
7. Must maintain a safe driving record while employed.

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: 02/15/2007
Revised: 09/05/2019, 10/01/2026
Reviewed: 12/10/2020

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Job Locator: C-3.4.34
Title: Locksmith
Position Grade: ~~Trade Skill Salary Schedule~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District building keys, locks, doors, latches and other exit devices both mechanical and electronic to ensure safe, secure and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District building keys, locking devices and electronic badge/secure locking systems and provides scheduled and unscheduled maintenance as assigned by Shop Lead.
2. Performs field installation, repair and maintenance activities including cutting new keys, rekeying locks, installing locksets and hardware, repairing locks, disassembling, cleaning, lubricating locks and clearing keyways.
3. Maintains building egress systems to include locks, locking devices and associated hardware, doors, panic bars, dogging devices and related emergency equipment to ensure proper functioning of emergency exits.
4. Repairs panic bars and related emergency equipment on District buildings to ensure functioning of emergency building exits.
5. Maintains and updates inventory of District keys and key replacement log manual. Tracks keys that require replacement and notifies the supervisor of continuous replacement problems.
6. Assists in carpentry projects including hanging doors, setting hinges, and installing locks.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Minimum of one year previous related experience or a combination of previous education/training/experience, which provides 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 or have passed the G.E.D. equivalency examination.
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.

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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		

Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

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Job Locator: C-3.4.42
Title: Plumber
Position Grade: Trade Skill Salary Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District plumbing systems, fixtures and related equipment to ensure safe, comfortable and continuous operation of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment.

Responsibilities and duties of this position include:

1. Maintains District plumbing equipment/systems and provides scheduled and unscheduled maintenance as assigned by Lead Plumber.
2. Troubleshoots, tests, repairs and replaces District plumbing, fixtures and trim, heating/cooling systems, lift stations, wastewater plants, water plants, boilers and irrigation systems. May test and repair backflow preventers. Keeps records of water meters for both potable and non-potable systems.
3. Roughs in plumbing and trim for new relocatable classrooms. Repairs and replaces plumbing fixtures and trim in District facilities.
4. Assists with repairs/replaces broken water mains and support, sewer or waste lines.
5. Maintains and repairs heating and cooling systems including monitoring boiler, recommending replacement or repair of worn or damaged parts, such as, repairing or replacing heating lines, unit heaters, radiators, circulating pumps, etc.
6. May include digging of trenches, running of pipe, entering crawl spaces, etc.
7. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years previous experience troubleshooting, repairing, and/or maintaining plumbing related equipment/systems; or a vocational/technical certificate in a plumbing related area and one year experience; or a combination of training/education/experience which provides for an equivalent background to perform the work.
2. Must be a high school graduate or have passed the G.E.D. equivalency examination.
3. Requires the ability to move objects weighing up to fifty pounds.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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 three (3) years immediately preceding the record search and no conviction for DUI within the seven (7) years immediately preceding the search. A no-contest plea shall be considered the same as a conviction.
6. Must maintain a safe driving record while employed.

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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			

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Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.44
Title: Roofer
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains and repairs roofs, ceilings and gutters of District buildings and structures to ensure the safety and integrity of District facilities. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Maintains District roofs, ceilings and gutters on buildings and structures and provides scheduled and unscheduled maintenance as assigned by Lead Roofer.
2. Performs roofing repair and maintenance activities including repairing roofs, ceiling tile, and sheet rock.
3. Repairs damaged ceiling tiles, leaking roofs, vandalized areas, etc.
4. Replaces damaged sheet rock: cuts, scrapes, selects and finishes sheetrock.
5. Installs drop ceilings as needed.
6. May include entering attic spaces, crawl spaces, operating lifts, etc.
7. Assists carpenter shop as needed in building porches and ramps, laying tile, spraying and texturing ceilings, ceiling grid, metal studs, ceramic tile, and in other general carpentry duties.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of three years sheetrock and roofing repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to fifty pounds.
3. Must be a high school graduate or have passed the G.E.D. equivalency examination.
4. Must possess a valid Florida Driver's License appropriate for the vehicle/equipment assigned and maintain the same during employment.
5. 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.
6. Must maintain a safe driving record while employed.

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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			

DRAFT

Approved: 05/20/1993
Revised: 09/21/1995, 09/05/2019, 10/01/2026
~~Revised: 09/5/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.4.37
Title: Small Engine Mechanic
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Director of Maintenance or Assigned Administrator

Job Description:

Inspects, maintains, repairs and replaces District custodial and grounds keeping equipment. Understands written and verbal instructions. Documents work completed using both digital and written work orders as assigned. Complies with and supports all safety standards when operating heavy equipment, using power tools and associated equipment. Provides assistance to other departments as needed.

Responsibilities and duties of this position include:

1. Provides scheduled and unscheduled maintenance as assigned by Team Leader.
2. Determines appropriate schedule and performs repair and maintenance work on custodial and grounds keeping equipment including, but not limited to: trim mowers, line trimmers, leaf blowers, edgers, hedge trimmers, tank and upright vacuums, and flow and shampoo machines.
3. Troubleshoots equipment to determine repair and maintenance work required including checking equipment for worn parts, gas and oil mix ratios, etc.
4. Locates new and used parts to repair and maintain equipment and picks up parts.
5. Conducts routine preventative maintenance work on equipment to ensure safe operation of equipment and minimize need for major repair.
6. Makes recommendations to the supervisor as to repair and/or replacement of equipment and parts.
7. Maintains operational knowledge of mechanical and electrical equipment required to maintain and repair custodial and grounds keeping equipment.
8. Performs other duties of a similar nature or level as assigned.

Required Qualifications:

1. Requires a minimum of two years engine and equipment mechanical repair experience; or a combination of previous education/training/experience which provides for an equivalent background necessary to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
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. Must be able to follow written instructions without supervision.

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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			

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Approved: 05/20/1993
Revised: 09/21/1995, 10/17/2006, 05/19/2011, 09/05/2019, 10/01/2026
~~Revised: 10/17/2006~~
~~Revised: 05/19/2011~~
~~Revised: 9/05/2019~~
Reviewed: 12/10/2020

Job Locator: C-3.3.07
Title: Warehouser, Senior
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Assigned Administrator

Job Description:

Receives incoming supply shipments, unloads, stocks and prepares for school delivery. Assists in inventory and record keeping duties by entering, verifying and reconciling invoices. In the absence of a Warehouse Manager, may perform all necessary warehouse duties to ensure the efficient operations of the warehouse.

Responsibilities and duties of this position include:

1. Receives requisitions for supplies from schools, pulls from current stock and prepares for delivery.
2. Receives packing slips from incoming shipments and verifies quantity.
3. Unloads, stocks, labels and/or shelves supplies and equipment. Operates forklift and pallet jack.
4. Enters supply information into the computer. Matches requisitions with invoices and resolves discrepancies.
5. Assists in the inventory process. Balances and/or reconciles reports.
6. Delivers supplies or UPS orders to schools. Delivers U.S. mail to the post office.
7. Cleans warehouse by dusting shelves and clearing away pallets or debris.
8. Performs minor or preventative maintenance on District equipment (i.e. checking and changing oil, replacing batteries, etc.).
9. Performs other duties of a similar level or nature.

Required Qualifications:

1. Requires a minimum of two years warehouse experience including knowledge of warehouse, parts and inventory practices and methods; or a combination of education/training/experience which provides for an equivalent background to perform the work.
2. Requires the ability to move objects weighing up to 50 pounds.
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. Must be a high school graduate or have passed the G.E.D. equivalency examination.

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

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

Board Approved: 05/20/1993
Revised: 09/21/1995, 12/10/2020, 10/01/2026
~~Revised: 12/10/2020~~

DRAFT

Job Locator: C-3.4.51
Title: Warehouser
Position Grade: ~~Trade Skill Salary~~ Table II E: Special Compensation - Maintenance Trade Skill Workers
Evaluated By: Assigned Supervisor

Job Description:

Assists in the receiving and storing of school and maintenance materials. Completes requisition orders and delivers to schools. Organizes and maintains furniture/equipment warehouse inventories. Handles and disposes of surveyed items from area cost centers. Delivers/assembles new and reissue furniture as needed. Understands verbal and written orders, either digital or written. Documents work completed either digitally or written.

Responsibilities and duties of this position include:

1. Unloads, stocks or shelves supplies and equipment, operates forklift and pallet jack.
2. Receives and fills custodial or commodity food orders or requests for supplies.
3. Delivers supplies, equipment, UPS, FedEx orders, US Mail and foods to schools by operating the delivery truck.
4. Receives supplies, counts to ensure quantity, signs and forwards invoice or appropriate paperwork to supervisor.
5. Assists in maintaining both the perpetual inventory and physical inventory process by counting stock items and checking items off on computer printout sheets.
6. Maintains work area: cleans up damaged or spilled items and reports losses to supervisor.
7. Performs minor or preventative maintenance on vehicles (i.e. checking fluid levels; and cleaning and scheduling for oil changes).
8. Pick-up, delivery, assembly of and/or disposal of furniture and equipment from area cost centers. Organization and maintenance of furniture/equipment warehouse inventories.
9. Performs other duties of a similar nature or level.

Required Qualifications:

1. Previous experience operating trucks and forklift.
2. Knowledge of inventory process.
3. Ability to move objects weighing up to fifty pounds.
4. Possess a valid Florida Driver's License required to operate vehicle/equipment assigned and maintain the same during employment.
5. Minimum of one year previous experience in a warehouse and knowledge of inventory and warehouse practices.
6. Must be a high school graduate or have passed the G.E.D. equivalency examination.
7. Must have a safe driving history prior to employment. Safe driving history shall be interpreted as follows: On a license 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.
8. Must maintain a safe driving record while employed.

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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			

Approved: 05/20/1993

Revised: 04/21/1994, 09/21/1995, 12/10/2020, 10/01/2026

~~Revised: 09/21/1995~~

~~Revised: 12/10/2020~~

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C4 - Complete Salary Schedule 2026-2027

Description

Florida Statutes 1012.22 and 1012.27 require the district school board and superintendent to adopt a salary schedule to be used as a basis for paying school district employees.

Gap Analysis

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

Previous Outcomes

The Complete Salary Schedule was last brought to the Board on April 2, 2026 and was approved.

Expected Outcomes

Approval of the 2026-2027 Salary Schedule as presented.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development and Retention.

Recommendation

Approve the 2026-2027 Salary Schedule as presented.

Contact

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

Financial Impact

Review Comments

Attachments

- Proposed 2026-2027 Salary Schedule .pdf

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CLAY COUNTY DISTRICT SCHOOLS

Salary Schedule

~~2025-2026~~ 2026-2027

School Board Approval:

~~April 2, 2026~~ October 1, 2026

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Section I: Administrative, Management, Supervisory, Confidential

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

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

SALARY SCHEDULE TITLE	POSITION TITLE
Professional Manageriel	• Board Certified Behavior Analyst • Senior Network Systems Engineer • Help Desk Manager • FTE Manager • Lead Analyst for Assessment and Accountability • ESE (SEDNET) Manager • Graphic Designer • Audio Visual (AV) Security Specialist
Coordinator IV	• Food and Nutrition Service Specialist • Area Manager • Coordinator of Routing • Marketing and Training Coordinator - Food and Nutrition Services • Vice President of the Clay Education Foundation • Coordinator of Budget • Accounting I
Coordinator III	• Transportation Specialist • Technology Services Manager • Coordinator of Workforce Development • District Threat Management Coordinator
Coordinator II	• Coordinator of Procurement / Buyer • Coordinator of School Food and Nutrition Services • Project Budget and Purchasing Coordinator • Chief of Staff • Building Automation System (BAS) Coordinator • President/CEO of the Clay Education Foundation • Coordinator of Health and Wellness • Coordinator of Accounting • Coordinator of Health Benefits
Coordinator I	• Coordinator of Payroll Activities • Fire Safety Inspector I • Technology Services Coordinator • Coordinator of Assessment • Coordinator of Strategic Planning and Community Partnerships • Coordinator of School Choice and Charter Schools • Coordinator of Exceptional Student Education • Coordinator of Accounting / Budget • Coordinator or Risk Management • Coordinator of Property Control • Coordinator of Nursing Services • Coordinator of Shop Operations • Coordinator of Student Engagement • Coordinator of Internal Accounts

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- Coordinator of District Athletics and Development
- Coordinator of Multi-Tiered Systems of Support (MTSS)
- Coordinator of Teacher Support
- Lead Building Automation Systems (BAS) Coordinator
- Coordinator of Mental Health Services
- Family and Community Engagement Coordinator
- Safety and Security Coordinator

Supervisor III

- Supervisor of Transportation
- Maintenance Supervisor – Technical and General
- Project Manager
- Supervisor of Planning and Intergovernmental Relations
- Supervisor of Teacher Support
- Supervisor of Accounting

Supervisor II

- Supervisor of Exceptional Student Education
- Supervisor of Adult/Community Education
- Supervisor of Reading and Early Literacy
- Supervisor of Purchasing and Material Management
- Supervisor of Instructional Resources/STEM
- Supervisor of Technology Services
- Supervisor of Federal Programs
- Supervisor of Payroll Activities
- Supervisor of the English for Speakers of Other Languages (ESOL) Program
- Supervisor of Risk Management & Employee Benefits
- Supervisor of Safety and Security
- Supervisor of Multi-Tiered System of Supports (MTSS)

Supervisor I

- Supervisor of Career & Technical Education, Community and Business Partnerships
- Supervisor of Career & Technical Education, Program Implementation
- Supervisor of Personnel Services
- Supervisor of Mental Health and Wellness Services
- Supervisor of School Improvement & Leadership Development
- Supervisor of Assessment & Accountability
- Supervisor of Information Services
- Assistant Director of Transportation
- Chief Communication and Community Engagement Specialist
- Supervisor of Accounting

Director III

- Building Official

Director I

- Director of Information Services
- Director of Exceptional Student Education
- Director of Facility Planning and Construction
- Director of Support Personnel Services
- Director of Assessment, Accountability, and School Support
- Director of Instructional Personnel Services
- Director of Transportation
- Director of K12 Academic Support Services
- Director of School Improvement and Professional Development
- Director of Maintenance
- Director of Food and Nutrition Services
- Director of Finance
- Director of Climate & Culture

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	• Director of Safety & Security • Director of Budget • Building Official • Director of Information and Network Security • Chief of Student Support Services • Chief Technology Officer
Assistant Principal	• Assistant Principal
Vice Principal	• Vice Principal
Principal	• Principal
Administrator on Assignment	• Administrator on Assignment
Assistant Superintendent	• Assistant Superintendent for Human Resources • Assistant Superintendent for Business Affairs • Assistant Superintendent for Operations • Chief Academic Officer • Chief of Secondary Education • Chief of Elementary Education

Revised: ~~06/26/2025~~ 10/01/2026

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Control Factors

Control Factors for Administrative/Management and Supervisory Personnel Salary Schedule

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

If an individual currently placed on the administrative salary schedule applies for and is selected for a new district-level position on the administrative salary schedule, the individual shall be placed at the appropriate pay grade and step for the newly obtained position based on verified experience. Placement shall be determined in accordance with the salary schedule applicable to the position and does not guarantee maintenance of the individual's current salary level, including supplements, if applicable. The Superintendent may authorize additional compensation as an incentive for individuals possessing critically needed skills for the position. This provision applies only to administrators moving to district level administrative positions.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade. If such district level administrator applies and obtains a school based administrative position, the individual shall be placed at the appropriate level based on verified experience.

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

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

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

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

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

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

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

Revised: 03/05/2026

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Table II: Pay Grades

Pay Grades for Administrative/Management and Supervisory Personnel Salary Schedule

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

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

Revised: 04/06/2017

Table III: Indices for Pay Grades

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

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

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

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Table IV-A: Table of Factors

Table of Factors - School Based Administrators
Based on 260 Day Contract

Administrative base salaries will be calculated using the following formula for twelve (12) month contracts. Eleven (11) and ten (10) month contracts will be appropriately prorated.

BASE SALARY: (Index X ~~$43,750~~ $44,750):

Administrator	Pay Grade	Starting Salary
Assistant/Vice Principal	168	~~$73,500~~ $75,180
Principal	200	~~$87,500~~ $89,500

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

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

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

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

A.	School Level	Principal	Vice Principal	Assistant Principal
	Special School	.12	--	.07
	Elementary	0	--	0
	Middle/Junior High	.12	.10	.07
	High School	~~.15~~ .17	.12	~~.07~~ .09
	Virtual School	.10		

B.	Population of School	Category	Weighted FTE Factors	Amount
		I	Less than 750	0
		II	Greater than 749 & Less than ~~1800~~ 1500	.07 (Principal Only) .05 (Asst/Vice Principal only)
		III	Greater than ~~1799~~ 1499	.12 (Principal Only) .06 (Asst/Vice Principal only)

Revised: ~~03/05/2026~~ 10/01/2026

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Table IV-B: Weighted FTE Factors (based on ~~2024-2025~~ 2025-2026 SY)

School Name	~~Unweighted~~	~~Weighted~~	Unweighted	Weighted
Argyle Elementary	~~725.67~~	~~792.48~~	883.67	954.08
Charles E. Bennett Elementary	~~556.45~~	~~599.37~~	667.8	717.6
Clay High	~~1596.14~~	~~1602.15~~	1752.96	1751.53
Clay Hill Elementary	~~418.95~~	~~448.92~~	519	554.1
Coppergate Elementary	~~588.66~~	~~634.5~~	620.2	675.25
Discovery Oaks Elementary	~~912~~	~~973.81~~	947.9	1039.62
Doctors Inlet Elementary	~~542.66~~	~~584.67~~	606.6	653.4
Fleming Island Elementary	~~619.72~~	~~759.44~~	750.19	930.57
Fleming Island High	~~1600.57~~	~~1585.6~~	1777.2	1758.03
Green Cove Springs Junior High	~~792.79~~	~~822.05~~	851.52	865.46
Grove Park Elementary	~~446.82~~	~~493.23~~	596.83	700.37
Keystone Heights Elementary	~~770.71~~	~~852.52~~	968.76	1076.04
Keystone Heights High	~~988.23~~	~~1016.16~~	1052.19	1067.37
Lake Asbury Elementary	~~927.84~~	~~1016.22~~	1057.62	1192.78
Lake Asbury Junior High	~~929.98~~	~~959.85~~	1528.21	1573.94
Lakeside Elementary	~~717.13~~	~~770.48~~	842.57	909.53
Lakeside Junior High	~~853.12~~	~~910.63~~	840.68	888.96
McRae Elementary	~~534.15~~	~~611.52~~	660.17	772.56
Middleburg Elementary	~~581.37~~	~~623.5~~	745.28	821.07
Middleburg High	~~1669.3~~	~~1709.38~~	1854.13	1908.97
Montclair Elementary	~~402.01~~	~~435.41~~	480.58	518.25
Oakleaf High	~~2039.72~~	~~2041.83~~	2157.37	2144.24
Oakleaf Junior High	~~893.89~~	~~903.73~~	1564.42	1593.05
Oakleaf Village Elementary	~~1012.86~~	~~1103.06~~	1043.55	1140.81
Orange Park Elementary	~~487.24~~	~~521.55~~	595.83	637.58
Orange Park High	~~1686.33~~	~~1691.13~~	1888.14	1901.9
Orange Park Junior High	~~806.21~~	~~827.42~~	819.23	832.3
Plantation Oaks Elementary	~~909.82~~	~~1060.04~~	931.28	1074.72
Rideout Elementary	~~769.79~~	~~840.22~~	798.4	898.72
Ridgeview Elementary	~~579.04~~	~~687.85~~	698.53	847.57
Ridgeview High	~~1634.87~~	~~1695.2~~	1754.57	1834.58
Robert M. Paterson Elementary	~~659.5~~	~~703.62~~	814.37	876.06
S. Bryan Jennings Elementary	~~486.12~~	~~530.56~~	551.1	597.29
Shadowlawn Elementary	~~679.35~~	~~728.49~~	727.65	788.94
Spring Park Elementary	~~699.38~~	~~765.58~~	878.38	973.81
Swimming Pen Creek Elementary	~~449.46~~	~~486.84~~	493.25	528.7
Thunderbolt Elementary	~~752.86~~	~~837.1~~	843.85	945.74
Tynes Elementary	~~1045~~	~~1209.6~~	1259.82	1500.35
W.E. Cherry Elementary	~~637.25~~	~~799.73~~	729.15	902.35
Wilkinson Elementary	~~686.28~~	~~741.23~~	837.18	919.07
Wilkinson Junior High	~~705.73~~	~~708.2~~	643.87	645.54
Bannerman Learning Center	~~178.51~~	~~239.49~~	154.22	215.83
Clay Virtual Academy	~~3.94~~	~~3.9~~	97.92	95.25
Clay Virtual Franchise	~~631.16~~	~~622.68~~	690.91	674.92

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Table V: Salary for Administrative/Management and Supervisory Personnel

Steps 0 – 23/ Index of 1.000 = $43,750 $44,750 (Base)
Based on 260 Day Contract

Placement Schedule

Example of Application of Pay Grades/Indices

- Pay Grade 193 = Range of Indices 1.930 - 2.62 (Table III) For Steps 0 – 23
- Step 0 = 1.93 x ~~43,750 = $84,437.50~~ 44,750 = $86,367.50
- Step 23 = 2.62 x ~~43,750 = $114,625.00~~ 44,750 = $117,245.00
- Increment = .03 x ~~43,750 = $1,312.50~~ 44,750 = $1,342.50

Pay Grade	Salary Schedule Title	Starting Salary
112	Coordinator IV	~~$49,000.00~~ $50,120.00
125	Coordinator III	~~$54,687.50~~ $55,937.50
140	Coordinator II	~~$61,250.00~~ $62,650.00
155	Coordinator I	~~$67,812.50~~ $69,362.50
168	Assistant Principal (Base)	~~$73,500.00~~ $75,180.00
168	Vice Principal (Base)	~~$73,500.00~~ $75,180.00
173	Supervisor III	~~$75,687.50~~ $77,417.50
173	Director III	~~$75,687.50~~ $77,417.50
193	Supervisor II	~~$84,437.50~~ $86,367.50
193	Director II	~~$84,437.50~~ $86,367.50
200	Principal (Base)	~~$87,500.00~~ $89,500.00
200	Supervisor I	~~$87,500.00~~ $89,500.00
215	Director I	~~$94,062.50~~ $96,212.50
238	Assistant Superintendent	~~$104,125.00~~ $106,505.00

Revised: ~~03/05/2026~~ 10/01/2026

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Table VI: Professional Managerial Employee Class

Professional Managerial base salaries will be for twelve (12) month contracts. Eleven (11) and ten (10) month contracts will be appropriately prorated.

Position Title	Level 1	Level 2	Level 3	Level 4	Level 5
Professional/Managerial Range 1	$32,597	$37,801	$43,005	$48,209	$53,413
Professional/Managerial Range 2	$35,263	$40,526	$45,789	$51,053	$57,895
Professional/Managerial Range 3	$46,280	$52,661	$59,041	$65,422	$71,802
Professional/Managerial Range 4	$51,053	$57,383	$63,714	$70,044	$76,375
Professional/Managerial Range 5	$52,105	$59,407	$66,709	$74,012	$81,313
Professional/Managerial Range 6	$55,211	$63,017	$70,823	$78,629	$86,436
Professional/Managerial Range 7	$58,633	$66,985	$75,338	$83,691	$92,043
Professional/Managerial Range 8	$62,355	$71,302	$80,248	$89,196	$98,142

Rubric for Determining Experience

This five-level rubric defines the requirements for roles within the new Professional Managerial Class, based on their required professional experience, certifications/degrees, and other high-level responsibilities or competencies. To qualify for the level awarded, at least one of the categories must apply.

Level	*Experience in Related Field*	*Industry Level Certifications or Degrees*	*Other Experience (High-Level Competencies/Responsibilities)*
I	**0-3 Years** of relevant professional experience.	**Entry-Level/Specialized Certifications** (e.g., CompTIA A+, Project Management Ready, Basic Accounting Certificate, Microsoft Certified Fundamentals, Florida School certification (non-instructional)).	Demonstrated ability to **manage small projects and timelines** independently. Experience with **interpreting policy** to complete assigned technical tasks.
2	**3-6+ Years** of relevant professional experience.	**Mid-Level Certifications** (e.g., PMP/CAPM, Certified Public Accountant (CPA) eligibility, Certified Facilities Manager (CFM), ITIL Foundation, SPHR/SHRM-CP)., CISCO Certifications	Proven experience in **leading cross-functional work groups** or committees. Track record of **process improvement** resulting in measurable departmental efficiency gains.

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Level	Experience in Related Field	Industry Level Certifications or Degrees	Other Experience (High-Level Competencies/Responsibilities)
3	**6-10 Years** of relevant professional experience, including **3+ years** of direct management.	**Advanced Professional Certifications** (e.g., PMP, CPA, Certified Internal Auditor (CIA), Certified Information Systems Security Professional (CISSP), Master's degree in a related field).	Experience with **managing a significant portion of a department budget** or major capital expenditures. Documented success in **negotiating with vendors** or external partners.
4	**10+ Years** of progressive professional experience, including **5+ years** managing multi-function teams or other managers.	**Senior/Executive-Level Certifications** (e.g., Project Management Professional (PMP) required, SPHR, ITIL Expert,	Extensive experience in **organizational design and change management**. Responsibility for **District-wide policy development** and strategic implementation across multiple departments.
5	**15+ Years** of professional experience, including **8+ years** of senior leadership / executive management.	**Executive-Level Credentials and Certifications** (e.g., Doctoral degree (preferred), MBA/MPA/M.Ed. **required**, Executive leadership programs, relevant advanced professional licensure (e.g., P.E. license for facilities roles)).	Recognized success in **enterprise-level risk management** and crisis response planning. Demonstrated ability to **influence and secure resources** at the highest levels (e.g., Board presentations, legislative advocacy).

Approved: 04/02/2026

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Table VII: Cafeteria Management

Starting Salary (Based on 197 days-7.5 hours per day)
(Index of 1.000 = ~~$19,967.00~~ $20,423.39)

Salary Schedule Title	Pay Grade	Starting Salary	Approximate Starting Salary
Food and Nutrition Services Manager Intern	133	~~$26,556.00~~	$27,163.00
Food and Nutrition Services Manager Intern, High School Based	133	~~$26,556.00~~	$27,163.00
Food and Nutrition Services Manager - Satellite SAT I	140	~~$27,953.80~~	$28,593.00
Food and Nutrition Services Manager - Self Contained SCI	173	~~$34,543.00~~	$35,332.00
Food and Nutrition Services Manager - Satellite Base SBI	193	~~$38,536.00~~	$39,417.00
Senior High Food and Nutrition Services Manager - Self Contained SCIB	195	~~$38,936.00~~	$39,826.00
Senior High Food and Nutrition Services Manager - Satellite Base SBIA	200	~~$39,934.00~~	$40,847.00

Education:

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

Notes:

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

Revised: ~~04/02/2026~~ 10/01/2026

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Table VIII: Miscellaneous Administrative/Managerial Salaries

School Board Attorney	$120,000 - $150,000 Annual Salary (To be paid in equal installments)
School Board Bargaining Team Members	
Clay County Education Association Negotiations	$1,500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations	$1,500 (to be paid when ratified)
Intergovernmental Coordination	$1,800 (to be paid in equal installments)
Mental Health Programs and Services - Director Level	$5,000 (to be paid in equal installments)
District Level Athletic Operations	$4,620 (to be paid in equal installments)

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

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

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

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

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

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

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

EMERGENCY SHELTER OPENINGS

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

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

Revised: ~~04/02/2026~~ 10/01/2026

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Table IX: Confidential Employee Salaries

Title	Pay Grade on Confidential Table
Executive Secretary to Superintendent/School Board	C41
Executive Secretary to School Board Attorney	C31
Position Control Allocations Specialist	C31
Administrative Secretary, Sr., Human Resources	C32
Internal Accounts Specialist	C31
Risk Management Specialist	C31
Human Resources Personnel Specialist	C31
Insurance Assistant	C24
Payroll Assistant	C24
Risk Management Support Assistant	C23
Data Entry/Records Technician	C21
Shop Manager	C42
Specialist of Personnel Certification - 12 Month	C32
Parts Manager	C31

The School District of Clay County Confidential Personnel Pay Structure

Pay Grades	~~G24~~	C21	~~G23~~	C23	~~G24~~	C24	~~G31~~	C31	~~G32~~	C32	~~G41~~	C41	~~G42~~	C42	~~G43~~	C43
STEP 1	~~$15.40~~	$15.80	~~$15.70~~	$16.10	~~$17.10~~	$17.50	~~$18.17~~	$18.57	~~$19.95~~	$20.35	~~$21.43~~	$21.83	~~$22.89~~	$23.29	~~$24.46~~	$24.86
STEP 2	~~$15.70~~	$16.10	~~$16.25~~	$16.65	~~$17.52~~	$17.92	~~$18.64~~	$19.04	~~$20.50~~	$20.90	~~$22.07~~	$22.47	~~$23.56~~	$23.96	~~$25.21~~	$25.61
STEP 3	~~$16.00~~	$16.40	~~$17.12~~	$17.52	~~$17.94~~	$18.34	~~$19.13~~	$19.53	~~$21.05~~	$21.45	~~$22.71~~	$23.11	~~$24.26~~	$24.66	~~$25.98~~	$26.38
STEP 4	~~$16.25~~	$16.65	~~$17.53~~	$17.93	~~$18.37~~	$18.77	~~$19.65~~	$20.05	~~$21.63~~	$22.03	~~$23.39~~	$23.79	~~$25.02~~	$25.42	~~$26.78~~	$27.18
STEP 5	~~$16.50~~	$16.90	~~$17.98~~	$18.38	~~$18.82~~	$19.22	~~$20.16~~	$20.56	~~$22.22~~	$22.62	~~$24.10~~	$24.50	~~$25.77~~	$26.17	~~$27.60~~	$28.00
STEP 6	~~$16.79~~	$17.19	~~$18.39~~	$18.79	~~$19.29~~	$19.69	~~$20.70~~	$21.10	~~$22.83~~	$23.23	~~$24.82~~	$25.22	~~$26.56~~	$26.96	~~$28.46~~	$28.86
STEP 7	~~$17.17~~	$17.57	~~$18.83~~	$19.23	~~$19.76~~	$20.16	~~$21.28~~	$21.68	~~$23.47~~	$23.87	~~$25.58~~	$25.98	~~$27.40~~	$27.80	~~$29.34~~	$29.74
STEP 8	~~$17.59~~	$17.99	~~$19.31~~	$19.71	~~$20.26~~	$20.66	~~$21.85~~	$22.25	~~$24.13~~	$24.53	~~$26.37~~	$26.77	~~$28.25~~	$28.65	~~$30.29~~	$30.69
STEP 9	~~$18.01~~	$18.41	~~$19.77~~	$20.17	~~$20.74~~	$21.14	~~$22.44~~	$22.84	~~$24.81~~	$25.21	~~$27.17~~	$27.57	~~$29.13~~	$29.53	~~$31.33~~	$31.73
STEP 10	~~$18.43~~	$18.83	~~$20.27~~	$20.67	~~$21.28~~	$21.68	~~$23.07~~	$23.47	~~$25.52~~	$25.92	~~$28.02~~	$28.42	~~$30.03~~	$30.43	~~$32.23~~	$32.63
STEP 11	~~$18.88~~	$19.28	~~$20.76~~	$21.16	~~$21.81~~	$22.21	~~$23.75~~	$24.15	~~$26.26~~	$26.66	~~$28.89~~	$29.29	~~$30.99~~	$31.39	~~$33.26~~	$33.66
STEP 12	~~$19.34~~	$19.74	~~$21.30~~	$21.70	~~$22.37~~	$22.77	~~$24.43~~	$24.83	~~$27.01~~	$27.41	~~$29.82~~	$30.22	~~$31.99~~	$32.39	~~$34.33~~	$34.73
STEP 13	~~$19.82~~	$20.22	~~$21.83~~	$22.23	~~$22.95~~	$23.35	~~$25.14~~	$25.54	~~$27.81~~	$28.21	~~$30.76~~	$31.16	~~$33.02~~	$33.42	~~$35.44~~	$35.84
STEP 14	~~$20.30~~	$20.70	~~$22.39~~	$22.79	~~$23.54~~	$23.94	~~$25.88~~	$26.28	~~$28.61~~	$29.01	~~$31.73~~	$32.13	~~$34.08~~	$34.48	~~$36.57~~	$36.97
STEP 15	~~$20.81~~	$21.21	~~$22.97~~	$23.37	~~$24.15~~	$24.55	~~$26.64~~	$27.04	~~$29.45~~	$29.85	~~$32.74~~	$33.14	~~$35.19~~	$35.59	~~$37.75~~	$38.15
STEP 16	~~$21.33~~	$21.73	~~$23.57~~	$23.97	~~$24.78~~	$25.18	~~$27.42~~	$27.82	~~$30.32~~	$30.72	~~$33.79~~	$34.19	~~$36.33~~	$36.73	~~$38.99~~	$39.39
STEP 17	~~$21.86~~	$22.26	~~$24.18~~	$24.58	~~$25.43~~	$25.83	~~$28.24~~	$28.64	~~$31.21~~	$31.61	~~$34.87~~	$35.27	~~$37.52~~	$37.92	~~$40.26~~	$40.66
STEP 18	~~$22.42~~	$22.82	~~$24.81~~	$25.21	~~$26.11~~	$26.51	~~$29.08~~	$29.48	~~$32.14~~	$32.54	~~$36.00~~	$36.40	~~$38.75~~	$39.15	~~$41.58~~	$41.98
STEP 19	~~$22.93~~	$23.33	~~$25.40~~	$25.80	~~$26.73~~	$27.13	~~$29.79~~	$30.19	~~$32.93~~	$33.33	~~$36.90~~	$37.30	~~$39.73~~	$40.13	~~$42.64~~	$43.04
STEP 20	~~$23.50~~	$23.90	~~$26.05~~	$26.45	~~$27.43~~	$27.83	~~$30.66~~	$31.06	~~$33.88~~	$34.28	~~$38.07~~	$38.47	~~$41.00~~	$41.40	~~$44.01~~	$44.41
STEP 21	~~$24.68~~	$25.08	~~$27.39~~	$27.79	~~$28.86~~	$29.26	~~$32.38~~	$32.78	~~$35.79~~	$36.19	~~$40.32~~	$40.72	~~$43.46~~	$43.86	~~$46.67~~	$47.07
STEP 22	~~$25.35~~	$25.75	~~$28.16~~	$28.56	~~$29.67~~	$30.07	~~$33.39~~	$33.79	~~$36.91~~	$37.31	~~$41.69~~	$42.09	~~$44.95~~	$45.35	~~$48.27~~	$48.67
STEP 23	~~$26.14~~	$26.54	~~$29.05~~	$29.45	~~$30.62~~	$31.02	~~$34.55~~	$34.95	~~$38.19~~	$38.59	~~$43.22~~	$43.62	~~$46.63~~	$47.03	~~$50.07~~	$50.47
STEP 24	~~$26.97~~	$27.37	~~$30.00~~	$30.40	~~$31.62~~	$32.02	~~$35.78~~	$36.18	~~$39.55~~	$39.95	~~$44.86~~	$45.26	~~$48.42~~	$48.82	~~$52.00~~	$52.40
STEP 25	~~$27.88~~	$28.28	~~$31.03~~	$31.43	~~$32.72~~	$33.12	~~$37.14~~	$37.54	~~$41.05~~	$41.45	~~$46.67~~	$47.07	~~$50.40~~	$50.80	~~$54.13~~	$54.53

Revised: 04/02/2026 10/01/2026

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Section II: Certificated

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Article XXVIII: Compensation

A. Experience

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

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

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

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

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

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

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

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

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

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

E.

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

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

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

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

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

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

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

J. Terminal Sick Leave:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Under F.S. 1012.22

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

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

3. A process will be developed to allow teachers on GF Salary Schedule the opportunity for a one time schedule change by September 30th of each year to opt into the Performance Pay

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Schedule pursuant to F.S. 1012.22(1) (c) 4. Grandfathered teachers who opt into the Performance Pay Schedule forfeit their PSC or CC contracts to come into this schedule.

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

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

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

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

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

Formula:

Negotiated dollars = (# of PSC/CC) (X) + (#of PPE) (X) + (# of PPHE) (1.25X)

PPE = Performance Pay Effective

PPHE = Performance Pay Highly Effective

1. Teachers who are on Probationary Contract will receive no base performance salary increase.
2. All teachers are encouraged to review F.S. 1012.22 as it is related to the new performance pay required by the Student Success Act enacted July 1, 2011. If there are any changes to any statutes regarding Performance Pay, the parties shall reconvene immediately to negotiate such changes.
3. Any release-time officer of CCEA shall receive an evaluation score not lower than the highest performing instructional employee.
4. ~~History of negotiated adjustments~~
   - ~~2013-2014: $446* (This was the year we converted to a new salary schedule. Teachers were moved over and up a level, resulting in a pay increase prior to the additional $446.)~~
   - ~~2014-2015: $0~~
   - ~~2015-2016: $500 to all instructional employees~~
   - ~~2016-2017: The parties agree to the total amount of the negotiated dollars which includes the employee's contribution of 16.47% for benefits.~~

     ~~TOTAL: 2,064,575.90 to be applied to the agreed upon formula.~~
   - ~~2017-2018: The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.~~
   - ~~2018-2019: The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.~~

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- ~~2019-2020: The parties agree to a salary increase of $2,000 for PSC/CC teachers in accordance with the established pay for performance formula.~~
- ~~2020-2021: The parties agree to a new minimum base salary of $44,867. The Entry Salary Schedule is updated in Appendix IV A. All Instructional Personnel shall receive a minimum $1,200 salary increase.~~
- ~~2021-2022: The parties agree to a new minimum base salary of $47,500. The parties also agree to a one-time bonus for all instructional personnel with a 2020-2021 final evaluation and employed at the time of ratification, guaranteeing a total compensation package of $3,000. Those employees who are receiving an increase to their minimum base salary to $47,500 will have the amount of their salary increase deducted from the $3,000 bonus.~~
- ~~2022-2023: The parties agree to increase the minimum base salary to $48,250.~~
  ~~The parties agree to a salary increase of $1,000 for PSC/CC teachers in accordance with the established pay for performance formula.~~
  ~~The parties agree to create an Instructional Knowledge Mentor Supplement for veteran non-probationary teachers for their expertise, instructional knowledge and mentoring of new and developing teachers.~~
    - ~~11 - 12 years of Instructional Knowledge: $100.00~~
    - ~~13 - 17 years of Instructional Knowledge: $550.00~~
    - ~~18 - 25 years of Instructional Knowledge: $750.00~~
    - ~~26 + years of Instructional Knowledge: $900.00~~
- ~~2023-2024: The parties agree to Teacher Growth Allocation increases as follows:~~

~~Years of Experience~~	~~Salary Increase~~	~~Years of Experience~~	~~Salary Increase~~
~~1-2~~	~~$230.00~~	~~16-17~~	~~$980.00~~
~~3-5~~	~~$380.00~~	~~18-19~~	~~$1,175.00~~
~~6-7~~	~~$530.00~~	~~20-22~~	~~$1,375.00~~
~~8-11~~	~~$680.00~~	~~23-24~~	~~$1,600.00~~
~~12-15~~	~~$830.00~~	~~25+~~	~~$1,850.00~~

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

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

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

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

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~~Appendix IV C(F2):~~

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

~~Appendix V: Salaries - Academic and Athletic Differentiated Pay Scale~~

- ~~Increase multiplier from $35,000 base to $37,000.~~
- ~~Increase the ESE Intervention Committee Facilitator percentage from 3.1 to 4.5 percent.~~

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

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

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

- ~~2025-2026:~~

~~Additional increase to base pay for teachers based on years of service:~~

~~Years of Experience~~	~~Salary Increase~~
~~10-12~~	~~$400~~
~~13-15~~	~~$500~~
~~16-18~~	~~$600~~
~~19-20~~	~~$700~~
~~21+~~	~~$800~~

~~Added 15% Salary Differential to Mental Health Counselor, Mental Health Clinician, or Clinical Social Worker with State License.~~

~~Added language to compensate teachers who are affected by inclement weather.~~

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2026-2027 Amendment to the 2024-2025 through 2026-2027 CCEA Master Contract

Salary Schedule - Teachers

Appendix IV A: Entry Salary Schedule

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

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Instructional Knowledge Mentor (IKM) Supplement

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

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

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

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Salary Schedule - School Psychologists

ENTRY SALARY SCHEDULE
SCHOOL PSYCHOLOGISTS
(Bachelor's Level - 196 days)

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

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

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

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

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

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ENTRY SALARY SCHEDULE
ATHLETIC DIRECTORS

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

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

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

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

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Appendix IV B: Salaries - Degree Differentials

Degree Differentials shall be as follows:

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

Master's or higher degrees reflected on official transcripts

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

B. 196 Day School Psychologists

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

Master's or higher degrees reflected on official transcripts

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

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

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

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

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Appendix IV C: Salaries - Pay Differentials

A. Summer School Compensation

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

B. Other Compensation

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

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

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

C. In-service Workshops

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

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

D. New Teachers

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

E. Other Programs (Other than 310 Agreements)

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

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

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

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

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volunteer to utilize their planning periods to cover the classes of early intervention/pre k teachers shall be paid $20.00 per half hour.

4. Regularly contracted elementary teachers may be assigned to instruct additional students if a substitute is not available to cover for the absent teacher, including the Building Substitute. For students impacted by the teacher's absence, every effort will be made to evenly distribute those students to other teachers within the grade level or program. Teachers assigned five (5) or more additional students for at least 3.5 student contact hours will be compensated with an additional salary of $25.00.

5. Regularly contracted secondary teachers in Clay County may volunteer to teach a six (6) period day. Such teachers shall be paid an additional salary equal to their current hourly rate. Current hourly rate is calculated as contract salary (as defined in Appendix IVA) inclusive of degree differentials and special compensation (Appendix IVC and IVD, G.3.) divided by the number of days of the contract and divided by 7.50 work day hours. This sixth (6th) period shall be in lieu of the planning/preparation/conference time referenced in Article VII (C) (1) of this Agreement (which includes the time when there is assignment of professional duties involving the monitoring of students for their safety referenced in Article VIII of this Agreement). The decision of the principal concerning the selection of the teacher to teach a 6-period day shall be final.

F. Special Compensation:

1. Critical Teacher Shortage Areas

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

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

Speech Language Therapist	10.00
Speech Language Therapist with State License	20.00
~~Behavior Analyst with Board Certified Behavior Analyst License~~	~~18.00~~
Mental Health Counselor, Mental Health Clinician, or Clinical Social Worker with State License **Pending Mental Health Funding	15.00**
Visually Impaired (VI), Deaf Hard of Hearing (DHH), Physically Impaired (PI), Specially Designed Adaptive P.E., and Adaptive Art	8.00
Self Contained Intellectually Disabled (IND) *Plus additional 2.00, pending IDEA Grant Funding	8.00 *
Behavior Site Coach, VE Self Contained for Emotional/Behavior Disorders (E/BD), Autistic Spectrum Disorders (ASD), Pre K-ASD and Pre K Behavior Communication, Alternate Interim Methods for Success (AIMS) *Plus additional 4.00, pending IDEA Grant Funding	8.00 *
Exceptional Student Education School Site Specialist - Level II	6.50
Applied Technology for the Handicapped, allocated to work full-time with students classified as E/BD, ASD, IND, VI or PI	8.00
This additional compensation will be paid in 24 equal installments for in-field certified teachers. Upon completion of 6 hours toward certification requirements, an out-of-field teacher will receive the additional compensation, paid as a supplement, in one payment for that year.	

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

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

5. Additional hours due to inclement weather: In the event of an unforeseen lockdown or weather-related emergency that requires teachers to remain on campus for student supervision for more than one (1) hour beyond their contracted 7.5 hour workday, those additional hours will be compensated at the teacher's regular hourly rate. If the additional time is less than one (1) hour, teachers will receive equivalent compensatory time, which may be used outside of student contact hours.

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Appendix IV D: Salaries - ROTC Instructors

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

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

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

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

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

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Appendix V: Salaries - Academic and Athletic Differentiated Pay Schedule

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

ACADEMIC SUPPLEMENTS:

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

Supplement	Method of Payment	Percent
Academic Coach, Local School	End	5.40
Academic Coach, District	End	5.40
Annual Staff, HS	Equal	8.00
Annual Staff, JH	Equal	6.50
Band Director, HS *(Minimum of two major performances; football games; district marching festival; solo and ensemble; concert band and state festivals when applicable.)*	Equal	13.50
Band Director, JH *(Minimum of four performances; solo and ensemble; district concert festival; pep band.)*	Equal	7.50
Band End of Year Supplement *(Two additional major festivals – three community events equals one major event.)*	End	1.50
Bayard Point Sponsor	Equal	4.10
Child Care Center Director	Equal	12.00
Choral Directors HS/JH *(Minimum of four separate performances per year; district solo and ensemble and concert festivals.)*	Equal	7.50
Choral Director End of Year Supplement *(Two additional major festivals – three community events equals one major event.)*	End	1.50
Co-Curricular Club	Equal	4.10
Core Team Leader Elementary	Equal	1.50
Core Team Leader Secondary	Equal	2.75
Dance Team Sponsor HS	Equal	6.00
Dance or Drill Team Sponsor JH	Equal	4.70
Debate Team *(Must include formal competitions outside of the school setting.)*	End	3.10
Demonstration Classroom	End	4.00
Department Head (3-5 teachers)	Equal	6.00

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

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

Athletics Supplements:

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

   Exceptions – Football supplements will be paid as follows:

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

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

Supplement	Method of Payment	Percent
Athletic Coaching Endorsement *(Head, Athletic Directors, JH, School Programs Coordinators with athletic coaching endorsement)*	End	1.00
Athletic Director-JH	Equal	13.00
Baseball, Head HS	End	12.00
Baseball, Assistant HS	End	7.00
Baseball, JV Head HS	End	8.00
Baseball, Head JH	End	6.00
Baseball, Assistant JH	End	5.00
Basketball, Head HS	End	13.60

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

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

2024-2025 through 2026-2027 Master Contract

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Community Education - Fee Based Salaries

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

Summer Recreation

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

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

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

Revised: 02/01/2024

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Section III: Support

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Article XVIII: Compensation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Staff Meetings

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

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

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

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

G. Inservice:

1. Support personnel will be paid a stipend of $15.00, per hour for completed workshops after the normal work day. Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of $15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted work hours.

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

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H. Summer School: (Extended School Year)

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

I. Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

J. Contract Day:

The number of contract days in a year shall be listed in Table V and may vary based on the needs of the district.

K. Experience - Clay County School Board and External Experience:

For the purpose of awarding experience on the salary schedule, a year of service shall be paid and contracted actual service of more than one-half of the normal number of contracted days for the .4 or greater allocated position employed in the year service was rendered. Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources and must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.

L. Experience on the salary schedule shall be permitted in accordance with the Rules For Implementation of Support Personnel Salary Schedule, 1.3.0 and section 2.0.0 for work done in a closely related field.

M. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary. Personnel contracted under such schedule shall be exempted from the provisions of Table I, Rules for Implementation of the Support Personnel Salary Schedule, except those provisions of section 2.3.0. (See Table IID for salary schedule)

N. Compensation for an employee when he/she is required to work on a paid holiday, or on a "NON PAID, NON-WORKING DAY", shall be at one and one-half times the employee's regular hourly rate of pay.

O. All nine-month employees will be paid on the nine-month pay schedule.

2025-2026 Amendment to 2023-2024 through 2025-2026 Master Contract

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~~Compensation Proposal History~~

~~COMPENSATION PROPOSAL HISTORY~~

- ~~2019-2020:~~
  - ~~The Board proposes a one (1) step salary increase on the approved salary schedule for all CESPA unit members employed by the district at the time of ratification by both parties. Such step increase will be retroactive to the first day of the employee's 2019-2020 contract, with the exception of rates affecting field trips which will go into effect the first day of the pay period after School Board Ratification.~~
  - ~~The Board proposes a $0.25 increase to each cell of the Support Personnel Pay Structure with the exception of Table II-D, paid retroactively to the first day of the Employee's 2019-2020 Contract.~~
- ~~2020-2021:~~
  - ~~The Board proposes a $1.00 increase to each cell of the Support Personnel Pay Structure, effective January 3, 2021. This increase applies to all Support Personnel who are employed by Clay County District Schools upon the date of contract ratification.~~
- ~~2021-2022:~~
  - ~~The Board proposed a Compensation Package to increase each cell by $0.75 on the Support Salary Schedule. The Board also proposed raising any cells below $12.00 after the $0.75 was applied to $12.00. The Board proposed an additional $1.50 per cell for the LPN / RN Salary Schedule.~~
  - ~~The District proposed a one time scaled bonus for those employees who are employed at the time of the 2021-2022 contract ratification, by both the School Board and CESPA. The scaled bonus will be based on $1,500.00 for 10-month employees.~~
    - ~~9 month contract employee one time proposed bonus: $1,250.00~~
    - ~~10 month contract employee one time proposed bonus: $1,500.00~~
    - ~~11 month contract employee one time proposed bonus: $1,750.00~~
    - ~~12 month contract employee one time proposed bonus: $2,000.00~~
- ~~2022-2023:~~
  - ~~All Articles, Appendices and Tables related to compensation will be effective as of 09/18/2022. The Board proposed changing all job classifications banded and graded at A11 and A12 to A13. The Board also proposed a Compensation Package to increase each cell by $0.50 on the Support Salary Schedule. Additionally, the Board proposed raising any cells below $15.00 after the $0.50 was applied to $15.00. The Board proposed an additional $1.65 per cell for the newly created Table IIE: Special Compensation - Maintenance Trade Skill Workers.~~
  - ~~The District proposed a one time bonus for those employees who are employed at the time of the 2022-2023 contract ratification, by both the School Board and CESPA.~~
    - ~~9 month contract employee one time proposed bonus: $1,000.00~~
    - ~~10 month contract employee one time proposed bonus: $1,100.00~~
    - ~~11 month contract employee one time proposed bonus: $1,250.00~~
    - ~~12 month contract employee one time proposed bonus: $1,500.00~~

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- ~~2023-2024:~~
  - ~~Increase compensation effective as of 07/01/2023, with the exception of supplemental, overtime and field trip increases will be in effect for hours worked after January 01, 2024.~~
  - ~~Increase each cell by $1.00, does not include those non-instructional employees who are in the compressed area of the salary schedule.~~
  - ~~Increase the starting pay scale by an additional $1.40 per hour for Technical Specialists.~~
  - ~~Create a new placement schedule for Bus Drivers, new hires may be awarded up to 10 years verified experience and field trip pay be at the driver's contracted hourly rate.~~
  - ~~Reclassify Record Secretary and ESE Secretary positions from B21 to B22.~~
  - ~~Increase the rate of all required staff meetings and inservice held outside of contracted hours to $15.00 per hour.~~
  - ~~Increase the supplement for Behavioral Health Assistants who hold Safe Crisis Management certification to $0.75 per hour.~~
- ~~2024-2025:~~
  - ~~Increase compensation effective as of 07/01/2024~~
  - ~~Those who have earned one year of experience will receive a step increase plus an additional $0.75 per hour added to salary schedules, this does not include non-instructional employees who are in a compressed area of their salary schedule, who will receive a step increase and a minimum of $0.20 per hour~~
  - ~~Size supplement for bookkeepers and elementary principal secretary/bookkeepers~~
  - ~~Increase shoe allowance~~
  - ~~Head Custodians move from B22 to B23~~
  - ~~Heavy Equipment Operators move from M22 to M23~~
  - ~~PT and OT Assistants can bring in 10 years of experience~~
  - ~~District will absorb insurance increase~~
- ~~2025-2026~~
  - ~~Support employees on a 185 or 188 day contract may request compensation from their supervisor for up to two (2) hours at a rate of $15.00 per hour to complete mandatory online training. Compensation is strictly contingent upon the training being completed on campus and outside of the employee's contracted work hours.~~
  - ~~Driver pay for Routers: All routing staff in the transportation department will receive driver pay equivalent to their current step on the driver pay scale while driving Clay County District School bus.~~
  - ~~All current RN and LPN Clay County District Employees will be provided a $.50 per hour increase. This increase will be effective the date of ratification. The new placement schedule reflects an increase of $.50 cents per hour for new hires.~~
  - ~~District will absorb insurance increase.~~

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~~*2025-2026 Amendment to 2023-2024 through 2025-2026 Master Contract*~~

Table I: Rules for Implementation

1.0.0 **Salary Schedule Structure**

1.1.0 The salary schedule will include twenty five (25) steps for each Band/Grade. There shall be a constant percentage between each step within the Band/Grade.

1.1.1 A $500.00 permanent longevity supplement will be given annually to employees who are on step 25.

1.1.2 Employees with 25 years of service who received the Permanent Longevity Supplement in the 2023-2024 school year will be grandfathered in to continue to receive the annual supplement contingent upon continuous employment.

1.2.0 The range spread between step 1 and step 25 shall be greater for the higher Bands/Grades.

1.3.0 **Placement on Salary Schedule**

1.3.1 After initial implementation of the schedule, new employees shall be placed at the step (1-5) associated with approved years of verified, directly-related experience in their same job category.

1.3.2 Step 1 through Step 5 shall correspond to 0 to 4 years of experience. Step 5 shall be the maximum step for initial placement of new employees.

1.3.3 This limitation shall not apply to support personnel who elect to transfer from their support position to an administrative or Table I managerial position, and then back to a support position. Step placement for such personnel shall be in accordance with section 3.6.0 of this Table.

1.3.4 The Waste/Water Operator, Wastewater Operator and/or Lead Waste/Water Operator will be able to bring all approved years of verified, directly-related experience to the job entry level.

1.3.5 ~~Positions which require subsequent acquisition of State School Bus Mechanic Certification will be able to bring up to ten (10) years of verified, directly related experience to the job entry level.~~

1.3.6 The positions of Programmer/Analyst, Network Specialist, Instructional Application Specialist, Network Security Specialist, Lead HVAC Technician, HVAC Technician, Lead Electrical Technician, Electrical Technician, Lead Electronics Technician, Electronics Technician, Lead Plumber, Plumber, Boiler Tender, Lead Painter, Painter, Lead Carpenter, Carpenter, Lead Roofer, Roofer, Lead Heavy Equipment Operator, Heavy Equipment Operator, ~~Maintenance~~ Mechanic, ~~District Wide School Maintenance Mechanic,~~ Lead Pest Control Operator, Pest Control Operator, Locksmith, Building Automation Specialist (BAS) Technician, Building Automation Specialist (BAS) Specialist, Cafeteria Kitchen Equipment Technician, and Lead Cafeteria Kitchen Equipment Technician will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2015, RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience. Beginning July 1, 2016, RN's and LPN's hired prior to July 1, 2015, will have ninety days following ratification to submit to Human Resources any documented years of outside service beyond the initial years used for placement upon hire. After verification of said documents, said employees will be credited with up to a total of ten (10) years verified, directly related experience and pay will be applied to their pay scale upon ratification.

1.4.0 Former Clay County teachers who take a teacher assistant support position immediately upon leaving their teaching position in Clay County shall be credited with their Clay County teaching experience, up to the maximum experience on the current salary schedule.

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2.0.0 **Advancement on Salary Schedule**

2.1.0 Step increases shall be subject to collective bargaining and there shall be no presumption of advancement beyond the current step after 2003-2004.

2.2.0 A year of experience shall be earned if the employee has earned one day over one-half of the contract year for the allocated position of .4 or greater.

2.3.0 Effective with the 1998-99 school year, any employee who receives an overall rating of Below Standards in the final performance evaluation conference of the school year will receive the same salary in the next school year as he/she received during the Below Standards year of service. Such employee will be ineligible for negotiated advancement on the applicable salary schedule (i.e. receipt of a step), regardless of stipulations in Section 2.2. above. In addition, the employee who receives such a rating will be ineligible for receipt of any negotiated increase in the actual value of a step on the applicable salary schedule. This salary freeze shall not apply to incentive pay added to the normal contracted salary. This salary freeze will apply for, at least, the school year following the employee's receipt of the Below Standards evaluation. If, during the frozen salary year, the employee earns at least an "Achieves Standards" rating on the year's evaluation, he/she will be placed back on the salary schedule for the following year, and, if eligible and bargained, granted a step. If the employee referenced in 1. above receives at least "Achieves Standards" ratings in the final performance evaluation conferences of the two school years following the receipt of a "Below Standards" rating, the employee will be eligible, the third year, for the salary step and/or step amount that would have applied had the employee never earned the "Below Standards" rating.

2.4.0 All experience granted prior to January 1, 1993, under existing rules and regulations shall remain credited to the employee.

3.0.0 **Reclassification Due To Transfer/Surplus/Discipline/Promotions**

3.1.0 Employees transferring to another job classification shall be placed on the schedule for the new band/grade based on placement in accordance with the provisions of this section.

3.2.0 Employees who voluntarily transfer to a job with a higher band/grade will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified approved experience in the new job, up to step 10, or on the current step placement, whichever is higher. Employees on a special compensation salary schedule, who voluntarily transfer to a job, will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified, approved experience in the new job, up to step 10, or on the current step placement, whichever is higher.

3.3.0 Employees who voluntarily transfer to a job with a lower or same band/grade will be immediately reclassified and the pay rate adjusted. Step placement will be based on the current step placement, or the step appropriate for experience credited in the new position, up to step five (5).

3.4.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date at the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.5.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date before the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.

3.6.0 Employees who are transferred as the result of disciplinary action will be immediately reclassified to the new band/grade at the same step and the pay rate adjusted.

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3.7.0 Support employees who elect to transfer to a managerial or administrative position in Clay County, and who later transfer back to a support position, will be placed on the band/grade applicable for the support position at the step they held prior to leaving the support position.

3.8.0 An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

4.0.0 **Job Descriptions and Initial Classification and Reclassification Procedures**

4.1.0 The Board shall approve and maintain a separate job description for each position listed in Table V.

4.1.1 An initial classification for a new position shall be reviewed for initial classification in accordance with the procedures in this section.

4.1.2 Thirty (30) days prior to a new CESPA bargaining unit position being proposed for Board approval, the new job description shall be submitted to a review committee comprised of the Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA Representative designated by the CESPA president, (CESPA representative shall not be currently assigned to the department or school which is under review).

4.1.3 This committee will review the documentation and relevant analysis data supporting the new proposed position. The Assistant Superintendent for Human Resources will notify the responsible supervisor and CESPA of his/her decision as to classification. Bargaining implications may apply.

4.1.4 Reclassification or position reevaluation - A responsible immediate supervisor or employee may request a position reevaluation of a CESPA bargaining unit position. When such a reevaluation is requested, relevant documentation shall be provided which supports that there has been a change in responsibilities.

4.1.5 The Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPA
Representative designated by the CESPA president (CESPA representative shall not be currently assigned to the department or school which is under review) will meet within 10 days of receipt of the documentation and request to review the documentation and relevant analysis data supporting the review request. The Assistant Superintendent for Human Resources will notify the responsible supervisor of his/her decision and CESPA of his/her decision. Bargaining implications may apply.

4.1.6 The documentation to be considered in reevaluating a position should include evidence of a major permanent change in a job responsibility, data from a sample of the job class, position description questionnaire and employee/supervisor interviews. If the changed job responsibilities match an existing job description, the employee will be moved to the new classification and his/her salary will be adjusted in accordance with approved procedures. If the job responsibilities do not match an existing job description, the job may be reanalyzed and reclassified or the supervisor may be instructed to reassign the new responsibilities to a more appropriate job classification.

4.1.7 Prior to the implementation of any changes in a job description, the affected employee(s) shall be notified in writing. A review of the changes shall be made with the employee(s). The employee(s) shall receive a copy of the new/updated job description. In the event that the qualifications as set forth change to the extent that an employee is no longer qualified to continue in the position, the employee(s) shall be provided reasonable assistance in receiving additional training and/or be provided priority placement assistance in moving to another position for which they are qualified.

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Table II A: Support Salary Schedule

The School District of Clay County
Support Personnel Pay Structure

B/G	~~A13~~	~~B21~~	~~B22~~	~~B23~~	~~B24~~	~~B31~~	~~B32~~
STEP 1	~~$15.10~~	~~$15.40~~	~~$15.55~~	~~$15.70~~	~~$17.10~~	~~$18.17~~	~~$19.95~~
STEP 2	~~$15.40~~	~~$15.70~~	~~$15.95~~	~~$16.25~~	~~$17.52~~	~~$18.64~~	~~$20.50~~
STEP 3	~~$15.55~~	~~$16.00~~	~~$16.35~~	~~$17.12~~	~~$17.94~~	~~$19.13~~	~~$21.05~~
STEP 4	~~$15.75~~	~~$16.25~~	~~$16.78~~	~~$17.53~~	~~$18.37~~	~~$19.65~~	~~$21.63~~
STEP 5	~~$15.95~~	~~$16.50~~	~~$17.16~~	~~$17.98~~	~~$18.82~~	~~$20.16~~	~~$22.22~~
STEP 6	~~$16.15~~	~~$16.79~~	~~$17.57~~	~~$18.39~~	~~$19.29~~	~~$20.70~~	~~$22.83~~
STEP 7	~~$16.35~~	~~$17.17~~	~~$17.99~~	~~$18.83~~	~~$19.76~~	~~$21.28~~	~~$23.47~~
STEP 8	~~$16.55~~	~~$17.59~~	~~$18.42~~	~~$19.31~~	~~$20.26~~	~~$21.85~~	~~$24.13~~
STEP 9	~~$16.98~~	~~$18.01~~	~~$18.87~~	~~$19.77~~	~~$20.74~~	~~$22.44~~	~~$24.81~~
STEP 10	~~$17.35~~	~~$18.43~~	~~$19.33~~	~~$20.27~~	~~$21.28~~	~~$23.07~~	~~$25.52~~
STEP 11	~~$17.73~~	~~$18.88~~	~~$19.82~~	~~$20.76~~	~~$21.81~~	~~$23.75~~	~~$26.26~~
STEP 12	~~$18.13~~	~~$19.34~~	~~$20.31~~	~~$21.30~~	~~$22.37~~	~~$24.43~~	~~$27.01~~
STEP 13	~~$18.55~~	~~$19.82~~	~~$20.86~~	~~$21.83~~	~~$22.95~~	~~$25.14~~	~~$27.81~~
STEP 14	~~$18.96~~	~~$20.30~~	~~$21.38~~	~~$22.39~~	~~$23.54~~	~~$25.88~~	~~$28.61~~
STEP 15	~~$19.40~~	~~$20.81~~	~~$21.93~~	~~$22.97~~	~~$24.15~~	~~$26.64~~	~~$29.45~~
STEP 16	~~$19.85~~	~~$21.33~~	~~$22.51~~	~~$23.57~~	~~$24.78~~	~~$27.42~~	~~$30.32~~
STEP 17	~~$20.31~~	~~$21.86~~	~~$23.11~~	~~$24.18~~	~~$25.43~~	~~$28.24~~	~~$31.21~~
STEP 18	~~$20.79~~	~~$22.42~~	~~$23.72~~	~~$24.81~~	~~$26.11~~	~~$29.08~~	~~$32.14~~
STEP 19	~~$21.26~~	~~$22.93~~	~~$24.27~~	~~$25.40~~	~~$26.73~~	~~$29.79~~	~~$32.93~~
STEP 20	~~$21.75~~	~~$23.50~~	~~$24.90~~	~~$26.05~~	~~$27.43~~	~~$30.66~~	~~$33.88~~
STEP 21	~~$22.80~~	~~$24.68~~	~~$26.19~~	~~$27.39~~	~~$28.86~~	~~$32.38~~	~~$35.79~~
STEP 22	~~$23.36~~	~~$25.35~~	~~$26.92~~	~~$28.16~~	~~$29.67~~	~~$33.39~~	~~$36.91~~
STEP 23	~~$24.05~~	~~$26.14~~	~~$27.77~~	~~$29.05~~	~~$30.62~~	~~$34.55~~	~~$38.19~~
STEP 24	~~$24.77~~	~~$26.97~~	~~$28.68~~	~~$30.00~~	~~$31.62~~	~~$35.78~~	~~$39.55~~
STEP 25	~~$25.56~~	~~$27.88~~	~~$29.68~~	~~$31.03~~	~~$32.72~~	~~$37.14~~	~~$41.05~~

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Table II A: Support Salary Schedule

Board Proposed 8/19/2026

The School District of Clay County
Support Personnel Pay Structure
Support Personnel Pay Structure

B/G	*A13*	*B21*	*B22*	*B23*	*B24*	*B31*	*B32*
STEP 1	$15.50	$15.80	$15.95	$16.10	$17.50	$18.57	$20.35
STEP 2	$15.80	$16.10	$16.35	$16.65	$17.92	$19.04	$20.90
STEP 3	$15.95	$16.40	$16.75	$17.52	$18.34	$19.53	$21.45
STEP 4	$16.15	$16.65	$17.18	$17.93	$18.77	$20.05	$22.03
STEP 5	$16.35	$16.90	$17.56	$18.38	$19.22	$20.56	$22.62
STEP 6	$16.55	$17.19	$17.97	$18.79	$19.69	$21.10	$23.23
STEP 7	$16.75	$17.57	$18.39	$19.23	$20.16	$21.68	$23.87
STEP 8	$16.95	$17.99	$18.82	$19.71	$20.66	$22.25	$24.53
STEP 9	$17.38	$18.41	$19.27	$20.17	$21.14	$22.84	$25.21
STEP 10	$17.75	$18.83	$19.73	$20.67	$21.68	$23.47	$25.92
STEP 11	$18.13	$19.28	$20.22	$21.16	$22.21	$24.15	$26.66
STEP 12	$18.53	$19.74	$20.71	$21.70	$22.77	$24.83	$27.41
STEP 13	$18.95	$20.22	$21.26	$22.23	$23.35	$25.54	$28.21
STEP 14	$19.36	$20.70	$21.78	$22.79	$23.94	$26.28	$29.01
STEP 15	$19.80	$21.21	$22.33	$23.37	$24.55	$27.04	$29.85
STEP 16	$20.25	$21.73	$22.91	$23.97	$25.18	$27.82	$30.72
STEP 17	$20.71	$22.26	$23.51	$24.58	$25.83	$28.64	$31.61
STEP 18	$21.19	$22.82	$24.12	$25.21	$26.51	$29.48	$32.54
STEP 19	$21.66	$23.33	$24.67	$25.80	$27.13	$30.19	$33.33
STEP 20	$22.15	$23.90	$25.30	$26.45	$27.83	$31.06	$34.28
STEP 21	$23.20	$25.08	$26.59	$27.79	$29.26	$32.78	$36.19
STEP 22	$23.76	$25.75	$27.32	$28.56	$30.07	$33.79	$37.31
STEP 23	$24.45	$26.54	$28.17	$29.45	$31.02	$34.95	$38.59
STEP 24	$25.17	$27.37	$29.08	$30.40	$32.02	$36.18	$39.95
STEP 25	$25.96	$28.28	$30.08	$31.43	$33.12	$37.54	$41.45

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~~2024-2025 Amendment to 2023-2024 through 2025-2026~~ 2026-2027 through 2028-2029 Master Contract

Table II B: Special Compensation - OT/PT Assistants

Certified or licensed Occupational and Physical Therapist Assistants shall be assigned an hourly rate from the following schedule:

Step	Years Experience	~~Hourly Rate~~	Hourly Rate
A	0	~~$21.82~~	$22.22
B	1 - 2	~~$24.15~~	$24.55
C	3 - 4	~~$26.46~~	$26.86
D	5 - 6	~~$28.75~~	$29.15
E	7 - 8	~~$31.06~~	$31.46
F	9 - 10	~~$33.37~~	$33.77
G	11 -12	~~$35.66~~	$36.06
H	13 -14	~~$37.97~~	$38.37
I	15 -16	~~$40.28~~	$40.68
J	17 - 18	~~$42.57~~	$42.97
K	19 - 20	~~$45.41~~	$45.81

CONTRACTED DAYS = 196

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Table II C: Special Compensation - LPN/RN

		Hourly Rates			
Step	Experience	~~LPN~~	LPN	~~RN~~	RN
1	0	~~$18.73~~	$19.13	~~$20.85~~	$21.25
2	1	~~$19.11~~	$19.51	~~$21.29~~	$21.69
3	2	~~$19.48~~	$19.88	~~$21.74~~	$22.14
4	3	~~$19.88~~	$20.28	~~$22.20~~	$22.60
5	4	~~$20.31~~	$20.71	~~$22.69~~	$23.09
6	5	~~$20.74~~	$21.14	~~$23.20~~	$23.60
7	6	~~$21.18~~	$21.58	~~$23.73~~	$24.13
8	7	~~$21.65~~	$22.05	~~$24.27~~	$24.67
9	8	~~$22.12~~	$22.52	~~$24.83~~	$25.23
10	9	~~$22.61~~	$23.01	~~$25.40~~	$25.80
11	10	~~$23.14~~	$23.54	~~$26.01~~	$26.41
12	11	~~$23.67~~	$24.07	~~$26.64~~	$27.04
13	12	~~$24.23~~	$24.63	~~$27.29~~	$27.69
14	13	~~$24.80~~	$25.20	~~$28.06~~	$28.46
15	14	~~$25.40~~	$25.80	~~$28.75~~	$29.15
16	15	~~$26.02~~	$26.42	~~$29.49~~	$29.89
17	16	~~$26.62~~	$27.02	~~$30.26~~	$30.66
18	17	~~$27.22~~	$27.62	~~$31.06~~	$31.46
19	18	~~$27.82~~	$28.22	~~$31.76~~	$32.16
20	19	~~$28.47~~	$28.87	~~$32.57~~	$32.97
21	20	~~$29.82~~	$30.22	~~$34.22~~	$34.62
22	21	~~$30.62~~	$31.02	~~$35.19~~	$35.59
23	22	~~$31.52~~	$31.92	~~$36.29~~	$36.69
24	23	~~$32.48~~	$32.88	~~$37.47~~	$37.87
25	24	~~$33.53~~	$33.93	~~$38.76~~	$39.16

RN and LPN positions will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful documentation of the directly-related experience.

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Table II D: Special Compensation - Transportation Bus Drivers

Step	Years Experience	~~Hourly Rate~~	Hourly Rate
1	0	~~$17.20~~	$17.60
2	1	~~$18.17~~	$18.57
3	2	~~$18.57~~	$18.97
4	3	~~$18.87~~	$19.27
5	4	~~$19.27~~	$19.67
6	5	~~$19.67~~	$20.07
7	6	~~$20.07~~	$20.47
8	7	~~$20.47~~	$20.87
9	8	~~$20.87~~	$21.27
10	9	~~$21.27~~	$21.67
11	10	~~$21.67~~	$22.07
12	11	~~$22.07~~	$22.47
13	12	~~$22.47~~	$22.87
14	13	~~$22.87~~	$23.27
15	14	~~$23.27~~	$23.67
16	15	~~$23.67~~	$24.07
17	16	~~$24.07~~	$24.47
18	17	~~$24.47~~	$24.87
19	18	~~$24.87~~	$25.27
20	19	~~$25.27~~	$25.67
21	20	~~$25.67~~	$26.07
22	21	~~$26.25~~	$26.65
23	22	~~$27.25~~	$27.65
24	23	~~$27.75~~	$28.15
25	24	~~$28.90~~	$29.30

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Table II E: Special Compensation - Maintenance Trade Skill Workers

The Maintenance Trade Skill Workers listed below will be paid according to this Salary Schedule:

M13	General Maintenance Worker Warehouser
M21	Warehouser, Senior
M22	Building Automation Systems (BAS) Technical Assistant Carpenter Assistant Electrical Technician Assistant Mechanic Assistant Painter Small Engine Mechanic
M23	Cafeteria Kitchen Equipment Technician Carpenter District Wide School Maintenance Mechanic Electrical Technician Electronics Technician Heavy Equipment Operator HVAC Technician Irrigation Mechanic/Plumber Locksmith Mechanic Plumber Roofer
M31	Head Custodian I
M32	Lead Access Controls/Locksmith Lead Cafeteria Kitchen Equipment Technician Lead Carpenter Lead Electrical Technician Lead Electronics Technician Lead Heavy Equipment Operator Lead HVAC Technician Lead Painter Lead Plumber Lead Roofer Warehouse Manager

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Table II E: Special Compensation - Maintenance Trade Skill Workers

B/G	~~M13~~	M13	~~M21~~	M21	~~M22~~	M22	~~M23~~	M23	~~M31~~	M31	~~M32~~	M32
STEP 1	~~$16.75~~	$17.15	~~$17.00~~	$17.40	~~$17.05~~	$17.45	~~$17.80~~	$18.20	~~$19.82~~	$20.22	~~$21.60~~	$22.00
STEP 2	~~$17.05~~	$17.45	~~$17.25~~	$17.65	~~$17.45~~	$17.85	~~$18.20~~	$18.60	~~$20.29~~	$20.69	~~$22.15~~	$22.55
STEP 3	~~$17.20~~	$17.60	~~$17.50~~	$17.90	~~$17.85~~	$18.25	~~$18.77~~	$19.17	~~$20.78~~	$21.18	~~$22.70~~	$23.10
STEP 4	~~$17.40~~	$17.80	~~$17.80~~	$18.20	~~$18.28~~	$18.68	~~$19.18~~	$19.58	~~$21.30~~	$21.70	~~$23.28~~	$23.68
STEP 5	~~$17.60~~	$18.00	~~$18.15~~	$18.55	~~$18.81~~	$19.21	~~$19.63~~	$20.03	~~$21.81~~	$22.21	~~$23.87~~	$24.27
STEP 6	~~$17.80~~	$18.20	~~$18.44~~	$18.84	~~$19.22~~	$19.62	~~$20.04~~	$20.44	~~$22.35~~	$22.75	~~$24.48~~	$24.88
STEP 7	~~$18.00~~	$18.40	~~$18.82~~	$19.22	~~$19.64~~	$20.04	~~$20.48~~	$20.88	~~$22.93~~	$23.33	~~$25.12~~	$25.52
STEP 8	~~$18.20~~	$18.60	~~$19.24~~	$19.64	~~$20.07~~	$20.47	~~$20.96~~	$21.36	~~$23.50~~	$23.90	~~$25.78~~	$26.18
STEP 9	~~$18.63~~	$19.03	~~$19.66~~	$20.06	~~$20.52~~	$20.92	~~$21.42~~	$21.82	~~$24.09~~	$24.49	~~$26.46~~	$26.86
STEP10	~~$19.00~~	$19.40	~~$20.08~~	$20.48	~~$20.98~~	$21.38	~~$21.92~~	$22.32	~~$24.72~~	$25.12	~~$27.17~~	$27.57
STEP 11	~~$19.38~~	$19.78	~~$20.53~~	$20.93	~~$21.47~~	$21.87	~~$22.41~~	$22.81	~~$25.40~~	$25.80	~~$27.91~~	$28.31
STEP 12	~~$19.78~~	$20.18	~~$20.99~~	$21.39	~~$21.96~~	$22.36	~~$22.95~~	$23.35	~~$26.08~~	$26.48	~~$28.66~~	$29.06
STEP 13	~~$20.20~~	$20.60	~~$21.47~~	$21.87	~~$22.51~~	$22.91	~~$23.48~~	$23.88	~~$26.79~~	$27.19	~~$29.46~~	$29.86
STEP 14	~~$20.61~~	$21.01	~~$21.95~~	$22.35	~~$23.03~~	$23.43	~~$24.04~~	$24.44	~~$27.53~~	$27.93	~~$30.26~~	$30.66
STEP 15	~~$21.05~~	$21.45	~~$22.46~~	$22.86	~~$23.58~~	$23.98	~~$24.62~~	$25.02	~~$28.29~~	$28.69	~~$31.10~~	$31.50
STEP 16	~~$21.50~~	$21.90	~~$22.98~~	$23.38	~~$24.16~~	$24.56	~~$25.22~~	$25.62	~~$29.07~~	$29.47	~~$31.97~~	$32.37
STEP 17	~~$21.96~~	$22.36	~~$23.51~~	$23.91	~~$24.76~~	$25.16	~~$25.83~~	$26.23	~~$29.89~~	$30.29	~~$32.86~~	$33.26
STEP 18	~~$22.44~~	$22.84	~~$24.07~~	$24.47	~~$25.37~~	$25.77	~~$26.46~~	$26.86	~~$30.73~~	$31.13	~~$33.79~~	$34.19
STEP 19	~~$22.91~~	$23.31	~~$24.58~~	$24.98	~~$25.92~~	$26.32	~~$27.05~~	$27.45	~~$31.44~~	$31.84	~~$34.58~~	$34.98
STEP 20	~~$23.40~~	$23.80	~~$25.15~~	$25.55	~~$26.55~~	$26.95	~~$27.70~~	$28.10	~~$32.31~~	$32.71	~~$35.53~~	$35.93
STEP 21	~~$24.45~~	$24.85	~~$26.33~~	$26.73	~~$27.84~~	$28.24	~~$29.04~~	$29.44	~~$34.03~~	$34.43	~~$37.44~~	$37.84
STEP 22	~~$25.01~~	$25.41	~~$27.00~~	$27.40	~~$28.57~~	$28.97	~~$29.81~~	$30.21	~~$35.04~~	$35.44	~~$38.56~~	$38.96
STEP 23	~~$25.70~~	$26.10	~~$27.79~~	$28.19	~~$29.42~~	$29.82	~~$30.70~~	$31.10	~~$36.20~~	$36.60	~~$39.84~~	$40.24
STEP 24	~~$26.42~~	$26.82	~~$28.62~~	$29.02	~~$30.33~~	$30.73	~~$31.65~~	$32.05	~~$37.43~~	$37.83	~~$41.20~~	$41.60
STEP 25	~~$27.21~~	$27.61	~~$29.53~~	$29.93	~~$31.33~~	$31.73	~~$32.68~~	$33.08	~~$38.79~~	$39.19	~~$42.70~~	$43.10

~~*2024-2025 Amendment to 2023-2024 through 2025-2026*~~ *2026-2027 through 2028-2029*

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Table II F: Special Compensation - Technological Specialists

The Technological Specialists listed below will be paid according to this Salary Schedule:

T32	Technical Specialist
T42	Database Specialist
T43	Instructional Application Specialist Network Specialist Programmer/Analyst

B/G	~~T32~~	T32	~~T42~~	T42	~~T43~~	T43
STEP 1	~~$21.35~~	$21.75	~~$24.29~~	$24.69	~~$25.86~~	$26.26
STEP 2	~~$21.90~~	$22.30	~~$24.96~~	$25.36	~~$26.61~~	$27.01
STEP 3	~~$22.45~~	$22.85	~~$25.66~~	$26.06	~~$27.38~~	$27.78
STEP 4	~~$23.03~~	$23.43	~~$26.42~~	$26.82	~~$28.18~~	$28.58
STEP 5	~~$23.62~~	$24.02	~~$27.17~~	$27.57	~~$29.00~~	$29.40
STEP 6	~~$24.23~~	$24.63	~~$27.96~~	$28.36	~~$29.86~~	$30.26
STEP 7	~~$24.87~~	$25.27	~~$28.80~~	$29.20	~~$30.74~~	$31.14
STEP 8	~~$25.53~~	$25.93	~~$29.65~~	$30.05	~~$31.69~~	$32.09
STEP 9	~~$26.21~~	$26.61	~~$30.53~~	$30.93	~~$32.73~~	$33.13
STEP 10	~~$26.92~~	$27.32	~~$31.43~~	$31.83	~~$33.63~~	$34.03
STEP 11	~~$27.66~~	$28.06	~~$32.39~~	$32.79	~~$34.66~~	$35.06
STEP 12	~~$28.41~~	$28.81	~~$33.39~~	$33.79	~~$35.73~~	$36.13
STEP 13	~~$29.21~~	$29.61	~~$34.42~~	$34.82	~~$36.84~~	$37.24

B/G	~~T32~~	T32	~~T42~~	T42	~~T43~~	T43
STEP 14	~~$30.01~~	$30.41	~~$35.48~~	$35.88	~~$37.97~~	$38.37
STEP 15	~~$30.85~~	$31.25	~~$36.59~~	$36.99	~~$39.15~~	$39.55
STEP 16	~~$31.72~~	$32.12	~~$37.73~~	$38.13	~~$40.39~~	$40.79
STEP 17	~~$32.61~~	$33.01	~~$38.92~~	$39.32	~~$41.66~~	$42.06
STEP 18	~~$33.54~~	$33.94	~~$40.15~~	$40.55	~~$42.98~~	$43.38
STEP 19	~~$34.33~~	$34.73	~~$41.13~~	$41.53	~~$44.04~~	$44.44
STEP 20	~~$35.28~~	$35.68	~~$42.40~~	$42.80	~~$45.41~~	$45.81
STEP 21	~~$37.19~~	$37.59	~~$44.86~~	$45.26	~~$48.07~~	$48.47
STEP 22	~~$38.31~~	$38.71	~~$46.35~~	$46.75	~~$49.67~~	$50.07
STEP 23	~~$39.59~~	$39.99	~~$48.03~~	$48.43	~~$51.47~~	$51.87
STEP 24	~~$40.95~~	$41.35	~~$49.82~~	$50.22	~~$53.40~~	$53.80
STEP 25	~~$42.45~~	$42.85	~~$51.80~~	$52.20	~~$55.53~~	$55.93

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Table II G: Guardian / Lead Guardian Placement Schedule

Guardian

Step	Years Experience	Hourly Rate	Hourly Rate
1	0	~~$19.95~~	$20.35
2	1	~~$20.35~~	$20.75
3	2	~~$20.75~~	$21.15
4	3	~~$21.15~~	$21.55
5	4	~~$21.55~~	$21.95
6	5	~~$21.95~~	$22.35
7	6	~~$22.35~~	$22.75
8	7	~~$22.75~~	$23.15
9	8	~~$23.15~~	$23.55
10	9	~~$23.55~~	$23.95
11	10	~~$23.95~~	$24.35

Lead Guardian

Step	Years Experience	Hourly Rate	Hourly Rate
1	0	~~$21.43~~	$21.83
2	1	~~$21.83~~	$22.23
3	2	~~$22.23~~	$22.63
4	3	~~$22.63~~	$23.03
5	4	~~$23.03~~	$23.43
6	5	~~$23.43~~	$23.83
7	6	~~$23.83~~	$24.23
8	7	~~$24.23~~	$24.63
9	8	~~$24.63~~	$25.03
10	9	~~$25.03~~	$25.43
11	10	~~$25.43~~	$25.83

Note: ***Non-Bargaining Unit***. Guardians and Lead Guardians may bring up to seven (7) years verified experience. Experience must be verified law enforcement, military police, or armed security guard with a Class G security license. Contracted Days: Guardians - 188, Lead Guardians - 260

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Table III: Transportation

1. Contract drivers shall be compensated for a minimum of six (6) hours of work per day during the regular school year and for a minimum of five (5) hours of work while working under a summer work contract. The Director of Transportation will consider attendance, experience, and seniority when staffing summer school based on student needs. The assigned hours shall include thirty (30) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork. Drivers will be compensated for other non-driving work after a time review by the Department of Transportation in accordance with applicable rules of the Fair Labor Standards Act.

2. Bus drivers assigned routes affecting schools in other counties having school calendars which differ from the Clay County calendar shall be eligible for the same contract and benefits and for the same length of work year and work day as bus drivers assigned routes affecting only schools operating under the traditional calendar in Clay County. When such drivers must drive routes during the intersession periods in such other counties, pay will be determined in accordance with current practice for summer school pay.

3. Contract bus monitors (ESE Aides assigned to buses) shall be compensated for a minimum of six (6) hours of work per day during the regular school year, and for a minimum of five (5) hours of work while working under a summer work contract. The assigned hours shall include twenty (20) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork.

4. Experience credit shall not be earned by part-time bus drivers who are employed only for morning, afternoon or extra trip routes employment.

5. Shuttles and Field Trips: Compensation and assignment to contract drivers and Monitors shall be under the following conditions:

    a. A “shuttle” is defined as an assigned instructional activity run or route not included in the “normal day” even though they may occur daily. Shuttles are not part of a rotation list, but are instead assigned by the Director of Transportation in the following order of priority: (1) availability, (2) attendance, and (3) seniority within the geographic area of need and may add to the “normal day” on a day to day basis. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. Shuttles are paid at the regular rate of pay and are not part of the “bidding” process. Employees with a scheduled shuttle assignment are ineligible to be assigned any separate midday or between-shift field trips, with exceptions for trips that require both specialized equipment and an ESE driver and monitor. Employees who were not awarded the shuttle may request a written explanation justifying the decision.

    b. A “field trip” is defined as any additional driving assignment that is not part of the driver’s regular morning (pick up) and afternoon (drop off) routes, which are considered part of the driver’s “normal day.” This includes, but is not limited to, sporting events and extracurricular activities. Field Trips are paid at the regular rate of pay and are not part of the bidding process.

    c. At the beginning of each school year, or upon employment as a bus driver, all bus drivers will be provided the opportunity to be placed on the master field trip list, which is organized by availability, hours (sum of worked and turned down), and then alphabetical order by last name, as well as the alphabetical emergency field trip list**.** This list will consist of day field trips and overnight field trips. Bus drivers on the master field trip list and emergency field trip list will be notified of a field trip position via the transportation field trip software on a rotational basis. The bus driver must accept or decline the notified position within one work day of notification. A medical note is required for no call/no shows or cancellations made within 24 hours of an assigned field trip. Without documentation, the first offense is a warning, the second is a

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five-day suspension from the master field trip list, the third is a ten-day suspension from the master field trip list, and the fourth is a removal from the master field trip list for the remainder of the school year. After the master field trip list has been exhausted, the Director of Transportation may assign a field trip to a contract driver on a mandatory basis.

d. To be eligible for the field trip list, newly hired or transferred employees must first obtain contracted status as a bus driver.

e. Overnight trips shall be defined as any trip requiring the field trip sponsor to secure a hotel room for the bus driver.

f. Overnight trips shall be compensated at regular rate of pay with no compensation for 8 hours of "sleeping" time in accordance with DOT regulations. Per diem shall be paid as applicable.

g. If field trips are canceled after the driver arrives at school, the driver shall be compensated as stated above for three (3) hours at the regular rate of pay.

h. A field trip committee shall meet with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than once if needed. The field trip committee has no authority to bargain with the Director of Transportation any changes which may conflict with the contract.

6. Overtime payments at time and one-half for meetings and inservice as outlined in the Compensation Article and for extra (field) trips as outlined herein shall apply only when the work week extends beyond 37.5 hours and only to the portion extending beyond 37.5 hours.

7. Placement of drivers and monitors in summer school positions when allocated shall be based on the following criteria: work attendance/absenteeism nine days or less during the regular school year, ESE experience and training, seniority, compatibility to the needs of the ESE students on the route, conduct and performance during the school year as measured by the approved district evaluation system and procedures, and all else being equal, seniority. Applicants must be able to work the entire summer contract period. Drivers employed for summer routes shall be given special consideration for attendance purposes when participating in association business.

8. Bidding Process:

a. Every school year, the Director of Transportation shall review by the last Monday of April ~~vacated or new~~ all open ~~bus~~ routes~~/positions~~ for the upcoming school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On May 1st, the Director of Transportation shall post ~~vacated or new~~ all open ~~bus~~ routes~~/positions~~. Interested drivers and monitors will have until on or before May 15th (close of business day) to submit a written request via email of intent on posted routes or to bid off their current route. (Date determined due to each school year calendar.) The new assignments will be announced by the Director of Transportation before the end of the school year. The newly assigned routes~~/positions~~ will begin at the start of the new school year.

b. ~~Every school year, the Director of Transportation shall review on the Monday following Thanksgiving break vacated or new bus routes/positions for the remainder of the school year. During bid times, routes will not be assigned by the Director of Transportation until the bidding assignment day. On the following Monday, the Director of Transportation shall post vacated or new bus routes/positions for one week.~~ On the Monday following Thanksgiving break, the Director of Transportation will review open bus routes for the remainder of the school year. Friday of the same week, the Director will post these routes for one week. During bidding periods, routes will not be assigned until the designated bidding day. During this week the drivers and monitors will have the opportunity to submit a written request via email of intent to bid on posted routes or to bid off their current route. The new assignments will be announced by the Director of Transportation before Christmas break. The newly assigned routes~~/positions~~ will start after Christmas break.

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c. Posted routes~~/positions~~ shall be awarded by seniority and attendance ~~and seniority~~. While seniority is the first criteria of consideration for the bidding process, all employees wishing to bid, who are within three (3) years of the most senior employee(s), shall be granted priority over those senior employees with questionable attendance. Absences being considered in this staging of the bidding process shall follow the acceptable use of sick leave as listed in Article IX. B. Employees who were not awarded the route may request a written explanation justifying the decision.

d. During the bidding process for posted routes~~/positions~~ involving exceptional students, the Director of Transportation shall also give special consideration to training, attendance, prior experience, and compatibility with the exceptional students to be transported. Employees who were not awarded the route may request a written explanation justifying the decision.

e. Drivers and monitors are limited to two voluntary route changes per school year through the bidding process. Requests for additional changes must be submitted to the Director of Transportation via email. The Director of Transportation may approve additional requests based on operational needs.

9. The Director of Transportation will provide notification, via email, to all drivers and monitors of all open bus routes ~~an unexpected vacated route~~. Interested drivers and monitors will have three (3) business days to notify the Director of Transportation of their interest in the vacated route. The Director will follow the same criteria used in the bidding process to assign the route. Any resulting new vacancy may be assigned to a sub, a newly contracted driver/monitor, or a regular contracted driver/monitor in between bid sessions.

10. Driver Pay for Routers: All routing staff in the Transportation Department will receive driver pay equivalent to their current step on the Driver Pay Scale while driving Clay County District School bus.

11. Training Bonus for Bus Drivers**:** Upon successful completion of 90 day probationary period , school bus driver shall be paid a one-time bonus of $500.00

    In order to enroll in the training program, applicants must complete the following:

    1. Fingerprinting
    2. Background check
    3. Drug Screening
    4. DMV license check which meet requirements for hire
    5. Physical Exam

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Table IV: Miscellaneous Salaries

Salary Schedule

Incentive/Differential Pay

When more than one incentive/differential has been earned in the appropriate area, the higher incentive/differential shall be awarded.

1. Associate Degree or higher for Support employees when the degree held is higher than the minimum degree required by the Board-approved job description, and when the degree is from a college, university or other institution accredited by an accrediting agency as defined below:

    a. For Nurses (LPN/RN) a degree from a college or university accredited by an accrediting agency or a degree accepted by the Florida Board of Nursing for certification as a Nurse in the State of Florida.

    b. For all other employees, a degree from a college or university accredited by an accrediting agency. [Note: Employees are responsible for presenting official transcripts substantiating earned degrees from the college, university or institution granting the degree.]

    Add $1.05/hour for an Associate Degree or add $1.30 for a Bachelor Degree.

2. Child Development Associate credential for teacher assistants:

    Add $.75/hour

3. A.S.E., Bus Driver/Driver Trainer and MACS 609 Certifications in the appropriate area for bus mechanics, shop managers, parts managers and assistant managers payable beginning with the first month of certification and continuing during the period of such certification:

    Add $0.40/hour for each test, only during the validity period for such test.

4. Professional Driver pay to drivers with more than three (3) years' experience and who qualify under the rules of the Transportation Department for such pay:

    Add $.15/hour during specified period.

5. Master Custodian certification:

    Add $.20/hour

6. Pest Control Certification:

    Add $1.00/hour

7. Current, valid Clay County-issued Journeyman's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

    Add $.55/hour

8. Current, valid Clay County-issued Master's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

    Add $1.05/hour

9. Current, valid Florida Contractor's license in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)

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Add $1.05/hour

10. An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.

11. Participation as a member of the response team selected to be "on call" for the provision of unforeseen overtime in the Maintenance Department when required and authorized will be paid until the employee's name is removed from the team list:

    Additional $ .50/hour during period of appointment to team

12. Employees holding 9, 10, and 11-month contracts for the contract year shall be eligible to receive a share of $36,000 for perfect attendance. Perfect attendance shall be defined as: no absences and no incidents of tardiness during the specified period of the employee contract. Allowable exceptions will be limited to absences of not more than nine days duration related to approved Worker's Compensation and/or In-Line-Of-Duty (ILOD) claims, and incidents of court or military leave not in excess of nine days, approved Association Leave and incidents of TDE when an employee participates in Inservice training that is relevant to the individual's working assignment. An employee's use of flexible scheduling, initiated by the employee as permitted in Article VIII, paragraph C.6. (Working Conditions), shall disqualify the employee from receipt of this perfect attendance incentive bonus. In order to be eligible for payment of the perfect attendance incentive bonus as defined in a. and/or b. below, the employee must be employed for the specified period.

    Payment of the total of $36,000 in bonus money shall be as follows:

    a. An equal share of $18,000 shall be payable to employees whose attendance is perfect through the end of the first semester, subject to a $500 maximum bonus per employee;

    b. The balance of the $36,000 sum shall be payable to employees whose attendance is perfect from the beginning of the second semester through the balance of the employee's contract year, subject to a $500 maximum bonus per employee, made payable at the conclusion of the District's fiscal year.

13. National Institute for Certification in Engineering Technologies (NICET) Certification in fire systems in the Electronics Department. Payable per hour the beginning of the first month of each certification:

    Add $.25 per hour.

14. Behavioral Health Assistants who are Safe Crisis Management certified shall receive a supplement of $0.75/hour.

15. Bookkeepers and Elementary Principal Secretary/Bookkeeper shall receive a size supplement. The base multiplier will be $38,000.

High Schools:	Elementary and Junior High Schools:
Population up to 1800 is 2.75%	Population less than 750 is 1.4%
Population 1800 and higher is 3.25%	Population 750 and higher is 1.8%

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Table IV A: Incentive Pay Stipulations (Maintenance Position)

Salary Schedule
Incentive Pay Stipulations for the areas of Electrical, Plumbing & HVAC

Incentive Pay stipulated in Table IV (Miscellaneous Salaries) for Journeyman, Master's and Florida Contractor's licenses shall apply only to employees who are appointed to the following positions:

Journeyman, Master's or Contractor's License in	Clay Job Eligible for Incentive Pay for License
Electrical	● General Maintenance Worker assigned to Electrical ● General Maintenance Worker assigned to Electronics ● Electronics Technician Assistant ● Electronics Technician ● Lead Electronics Technician ● Electrical Technician Assistant ● Electrical Technician ● Lead Electrical Technician
Plumbing	● General Maintenance Worker assigned to Plumbing ● Plumber Assistant ● Plumber ● Lead Plumber ● Boiler Tender
HVAC	● General Maintenance Worker assigned to HVAC ● HVAC Technician Assistant ● HVAC Technician ● Lead HVAC Technician

~~2023-2024 through 2025-2026~~ 2026-2027 through 2028-2029 Master Contract

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Table IV B: Rules for Maintenance Department On-Call List

Salary Schedule (For implementing #11, Table IV)

1. The Director of Maintenance will determine which sections (trades) of the Maintenance Department need to be represented on the on-call list.
2. Employees who volunteer for the on-call list will be chosen based on seniority in the trade.
3. Employees will be assigned on a rotating basis to the on-call list for one month at a time.
4. Employees on the on-call list must answer all calls directed to them during the time their names are on the list.
5. If an employee cannot be on-call for any period during his/her month on the list, he/she must make arrangements with one of the other employees on the on-call list in the same trade to fill in. The employee must inform either the Director of Maintenance or one of the departmental Coordinators that he/she will not be available and who will be available in his/her place.
6. If an employee on the on-call list fails to answer a call for any reason, he/she may be dropped from the list and not be allowed back on the list.
7. The employee may elect to be removed from the list by making a written request to the Director of Maintenance or one of the departmental Coordinators with at least seven (7) days notice.
8. The employee will receive a $.50 hourly supplement while his/her name is on the on-call list.
9. If, after analyzing a job, the on-call employee determines that assistance is required, he/she will call other on-call employees in the same trade for assistance, or, if appropriate, an employee on the on-call list from another trade.

~~2023-2024 through 2025-2026~~ 2026-2027 through 2028-2029 Master Contract

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Table V: Classification/Band/Grade/Contracted Days

Classification	Band/Grade	Contracted Days
Clerical/Aides/Teacher Assistants		
ACE Testing and Program Specialist	B24	260
Accounting Support Assistant	B23	260
Accounting Assistant	B24	260
Accounts Payable Assistant	B23	260
Administrative Secretary, Sr.	B24	260
Administrative Secretary	B23	260
Administrative Support Assistant	B22	196, 216, 260
Behavior Support Technician	B32	188
Bookkeeper	B23	196, 260
Buyer	B32	260
Capital Program Accountant	B32	260
Career Specialist	B32	196
Child Care Assistant	A13	188, 196
Classroom Assistant	A13	188
Classroom Assistant (PreK)	A13	188, 196
Computer Lab Assistant	A13	188
Data Management Specialist	B32	260
Data Services Assistant	B32	260
Dropout Prevention Assistant	A13	188
ESOL Administrative Support Assistant	B22	260
ESOL Classroom Assistant	A13	188
ESE Allocation & Position Assistant	B31	260
ESE Secretary	B22	196
ESE Program Accountant	B31	260
ESE Interpreter IV	B32	188
ESE Interpreter II	B22	188
ESE Interpreter III	B31	188
ESE Interpreter I	B21	188
ESE Assistant	A13	188
Health Assistant	B21	188, 196
Inclusion Prekindergarten Assistant	A13	188
Instructional Assistant	B23	188
ISS Assistant	A13	183, 188
Media Technical Assistant	B21	196
Medicaid Data Assistant	B32	260
Occupational Therapy Assistant	See Table IIB	196
Paraprofessional/ESE Reading	B32	188, 196
Paraprofessional / Speech and Language	B32	188, 196
Payroll Support Assistant	B22	260
Physical Therapy Assistant	See Table IIB	196
Position Control/Allocations Specialist	B31	260
Principal Secretary	B23	260
Professional Learning Assistant	B32	260
Professional Learning (ESE)	B32	260
Purchasing Support Assistant	B23	260
Risk Support Assistant	B23	260
School Secretary	B21	188, 196, 216, 260
SEDNET Case Manager	B32	216
Service Desk Operator	B24	260
Student Records Secretary	B22	188, 196, 216, 260
Testing & Administrative Support Assistant	B23	196, 260
Title I Assistant	A13	188
Transportation Payroll Assistant	B23	260

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Classification	Band/Grade	Contracted Days
VPK High School Child Care Lead Assistant	B22	188
Custodial		
Custodian	A13	260
Head Custodian	B23	260
Head Custodian II	B22	260
Lead Custodian	B21	260
Transportation		
Assistant Parts Manager	B23	260
Bus Driver	See Table IID	186
Bus Driver Trainer	See Table IID	260
ESE Assistant/Bus Monitor	A13	186
Fuel Attendant	B21	186, 196, 216, 260
~~Parts Manager~~	~~B31~~	~~260~~
Routing Dispatcher	B21	260
Routing Specialist	B23	260
Transportation Technology Specialist	B32	260
Maintenance Trade Skill Workers		
Building Automation Systems (BAS) Tech. Asst.	See Table IIE	260
Cafeteria Kitchen Equipment Technician	See Table IIE	260
Carpenter	See Table IIE	260
Carpenter Assistant	See Table IIE	260
District Wide School Maintenance Mechanic	See Table IIE	260
Electrical Technician	See Table IIE	260
Electrical Technician Assistant	See Table IIE	260
Electronics Technician	See Table IIE	260
General Maintenance Worker	See Table IIE	260
Head Custodian I	See Table IIE	260
Heavy Equipment Operator	See Table IIE	260
HVAC Technician	See Table IIE	260
Irrigation Mechanic/Plumber	See Table IIE	260
Lead Access Controls/Locksmith	See Table IIE	260
Lead Cafeteria Kitchen Equipment Technician	See Table IIE	260
Lead Carpenter	See Table IIE	260
Lead Electrical Technician	See Table IIE	260
Lead Electronics Technician	See Table IIE	260
Lead Heavy Equipment Operator	See Table IIE	260
Lead HVAC Technician	See Table IIE	260
Lead Painter	See Table IIE	260
Lead Plumber	See Table IIE	260
Lead Roofer	See Table IIE	260
Locksmith	See Table IIE	260
Mechanic	See Table IIE	260
Mechanic Assistant	See Table IIE	260
Painter	See Table IIE	260
Plumber	See Table IIE	260
Roofer	See Table IIE	260
Small Engine Mechanic	See Table IIE	260
Warehouse Manager	See Table IIE	260
Warehouser	See Table IIE	260
Warehouser, Sr.	See Table IIE	260

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Classification	Band/Grade	Contracted Days
Miscellaneous		
Access Control Technician	B32	260
District Office Maintenance Mechanic	B21	260
Licensed Practical Nurse	See Table IIC	188,196
Press Operator	B22	260
Registered Nurse	See Table IIC	188, 196, 260
Cafeteria Assistant	A13	185
Cafeteria Van Driver	A13	185
FNS Equipment and Warehouse Manager	B32	260
School Food Services Support Assistant	B22	260
Technological Specialists		
Database Specialist	See Table II F	260
Instructional Application Specialist	See Table II F	260
Network Specialist	See Table II F	260
Programmer/Analyst	See Table II F	260
Technical Specialist	See Table II F	260

2025-2026 Amendment to 2023-2024 through 2025-2026 Master Contract

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Section IV: Miscellaneous Salaries

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~~Substitutes~~

~~Miscellaneous Salaries - Substitutes~~

~~I. Substitute Teachers~~

~~Compensation for substitute teachers shall be as follows:~~

~~AA/60+credits~~	~~$ 108.75 for 7.5 hour day or $14.50 per hour~~
~~Bachelor's Degree~~	~~$112.50 for 7.5 hour day or $15.00 per hour~~
~~Master's Degree or higher~~	~~$125.62 for 7.5 hour day or $16.75 per hour~~
~~ESE Trained Teacher Assistant~~	~~$14.00 per hour~~

~~II. Long Term Substitutes shall be paid $157.50 for a 7.5 hour day. Long Term Substitutes must hold a minimum of a Bachelor's degree or Clay County School District Vocational Certification. Long Term Substitute teachers are defined as teachers who are employed in a long term assignment of eleven (11) to sixty (60) days for the same teacher.~~

~~III. Adult and Community Education Substitutes who are also regularly contracted teachers in Clay County will be paid in accordance with Appendix IV-C, Section E of the contract between the CCEA and School Board.~~

~~IV. Teachers employed in other programs beyond the scheduled day or during the summer in non-summer school positions shall be authorized for such work at the discretion of the Superintendent and his/her designee and in compliance with the CCEA Master Contract.~~

~~Revised: 12/12/2024~~

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Substitutes (Non-Bargaining Unit Positions)

Support Salary Schedule

1. **Substitutes**:

Category:

Substitute Bus Drivers for Field Trips/Extra Trips	Current Minimum Wage
Bus Driver Interns for Field Trips/Extra Trips	Current Minimum Wage
Bus Driver Intern	$0.25 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Bus Drivers / Trainee	$0.50 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Licensed Practical Nurse	$0.50 per hour less than Step 1 hourly rate for regular Licensed Practical Nurse.
Substitute ESE Interpreter	Current Minimum Wage
Substitute Bus Monitor	Current Minimum Wage
Substitute Clinic Assistant	Current Minimum Wage

A. Minimum Guaranteed Work Hours

1. Bus Driver Interns shall be guaranteed a minimum of 5.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar.
2. Bus Driver substitutes shall be guaranteed a minimum of 4.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar.

B. Benefits

Effective 9/20/02, Bus Driver Interns and Bus Driver substitutes are eligible to enroll in the District's comprehensive hospital-surgical-major medical and group life insurance policy at group rates equivalent to those of regular employees.

2. **Other**:

Temporary Adult Labor (when authorized by Superintendent)	Current Minimum Wage

3. **Special Grant Personnel**:

Part-time labor employed by the Superintendent under special grant or through intergovernmental agreements will be paid an amount to be determined by the School Board.

4. **Student Labor (High School)**:

When used as part-time help, and authorized by the Superintendent, students shall be paid at the following rate: Current Minimum Wage

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5. **Other Programs (Other than 310 Agreements)**

   Individuals employed as supervisors of student workers or to complete special temporary assignments, shall be paid as follows at the discretion of the Superintendent or his/her designee:

   1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
   2. The rate of pay for the position employed in, based on Grade and Step of the Support Salary Schedule (not to exceed step 5), as determined by the Superintendent or his/her designee, or
   3. A rate of pay selected from the rate determined for Temporary Adult Labor.

~~6. **Training Bonus - Bus Drivers**~~

~~Upon successful completion of 90 day probationary period , school bus driver shall be paid a one-time bonus of $500.00~~

~~In order to enroll in the training program, applicants must complete the following:~~

~~6. Fingerprinting~~

~~7. Background check~~

~~8. Drug Screening~~

~~9. DMV license check which meet requirements for hire~~

~~10. Physical Exam~~

Revised: ~~03/05/2026~~ 10/01/2026

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Staff Development

I. Consultant Daily Rate (full day) up to $3,000.00 (4-6 hours)

No payment will be given to consultants for preparation time per the amended Teacher Education Center Guidelines approved 10/22/1992.

II. Special Professional Agreements Board Action

Professional Agreements may be executed to provide higher or lower rates of pay when approved by the School Board.

III. Travel Board Rate

Travel and per diem for consultants may be paid when approved in advance.

IV. Substitute Teacher Participants - $15.00/hr
with prior authorization for inservice participation.

V. Non-Instructional Substitute Teacher Participants - $15.00/hr
with prior authorization for inservice participation.

Revised: 02/01/2024

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Insurance

The Board contribution toward the premium for single coverage for the comprehensive hospital-surgical-major medical and group life insurance policy for each full-time employee shall be:

1. as established in the teacher union contract for full-time teachers;
2. as established in the support union contract for full-time support (non-instructional) employees;
3. For all other employees, the Board agrees to contribute that portion of the premiums, for single coverage comprehensive hospital-surgical-major medical insurance set forth in the same approved schedule as for teacher and support employees depending on whether they are an administrator or confidential employee.
4. Full-time employees, for the purposes of this section, shall be those contracted in at least a six-tenths (.6) allocated position or for (.6) or more of each consecutive normal day.

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Advanced Placement, Advanced International Certificate of Education, and International Baccalaureate Teacher Bonuses

1. A bonus of $50 for each student taught by an Advanced Placement teacher in each Advanced Placement course who receives a score of 3 or higher on the College Board Advanced Placement Examination, shall be paid to the Advanced Placement teacher.

2. A bonus of $50 for each student taught by the International Baccalaureate teacher in each International Baccalaureate course who received a score of 4 or higher on the International Baccalaureate examination shall be paid to the International Baccalaureate teacher.

3. A bonus of $50 for each student taught by the Advanced International Certificate of Education teacher in each full-credit AICE course who receives a score of 2 or higher on the AICE examination shall be paid to the AICE teacher. A bonus in the amount of $25 for each student taught by the AICE teacher in each half-credit AICE course who receives a score of 1 or higher on the AICE examination shall be paid to the AICE teacher.

4. This bonus is in addition to the applicable tax and social security withholdings and will not result in distributions to the Florida Retirement System.

5. Only teachers still employed by or retired from the Clay County School Board at the time the yearly bonuses are awarded shall be eligible for possible receipt of the bonus.

6. The principal of each school in which the yearly administration of the AP and/or IB and/or AICE Examination took place shall be responsible for certifying the number of students who meet the examination criteria noted above and the applicable AP, IB, or AICE teacher(s) of these students during the year.

School Board Approved: 11/07/2019

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Reimbursement for Internet Connection for Board Members

School Board Members shall be reimbursed at a rate of $45.00 or actual cost, whichever is less, per month for the high speed internet connection required for E-Agenda. Payment will be made following receipt of invoice.

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Section V: Travel

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Travel Allowance In County

Travel allowance in county will be paid at the current Federal IRS reimbursement rate not to exceed the amount for the positions listed below. The maximum annual travel allowance received by a person shall be paid in accordance with the maximum stated and the number of months on the contract. During any month when the monthly allowance has been exceeded, the Superintendent may approve mileage carried over to a succeeding month during which the limit has not been exceeded.

NOT TO EXCEED $720 PER MONTH

Homebound Teachers/Specialists; ESE Assistants; Job Placement Transition Specialist; Adaptive PE Teacher

NOT TO EXCEED $605 PER MONTH

SEDNET Specialists; Staffing Specialists; Teacher of the Visually Impaired; Hearing Impaired Teachers

NOT TO EXCEED $505 PER MONTH

Attendance Assistants; Social Workers; School Psychologists; Resident Clinical Faculty

NOT TO EXCEED $400 PER MONTH

County-Wide Gifted Teacher; Speech/Language Diagnostician; School Food Service Manager Intern; Physical Therapist; Occupational Therapist.

NOT TO EXCEED $330 PER MONTH

Superintendent of Schools; Director of Information Services; Director of Exceptional Student Education; Supervisor of Career and Technical Education; Assistant Superintendent for Operations; Director of K-12 Academic Services; Chief Academic Officer; Supervisor of Adult/Community Education; Director of School Improvement/Professional Development & Assessment; School Board Attorney; Chief of Staff; Chief of Elementary Schools; Supervisor of Reading and Early Literacy.

NOT TO EXCEED $300 PER MONTH

Psychologist (Serving Orange Park Area); Assistant Superintendent for Human Resources; Director of Climate and Culture; Director of Support Personnel Services; Supervisor of Purchasing and Material Management; Director of Food and Nutrition Services; Food Service Specialist; Assistant Superintendent for Business Affairs; Work Experience Teachers; ESE Applied Technology Teachers; Health Service Aide Program - Vocational; Homebound Teachers/Specialists in Keystone Area; Agriculture Teachers; Speech Clinicians; Director of Instructional Personnel Services; Coordinator of Health Benefits; Title I Specialist; Pre-Kindergarten Specialist; ESE Alternative Teacher; Teacher; Director of Finance; Supervisor of ESE; Director of Facility Planning and Construction; Supervisor of Technology Services; Supervisor of Instructional Personnel; Curriculum Specialists - ALL; District Distance Learning Specialist; Instructional Personnel Specialist; Media Specialists - ALL; Career and Technical Education Specialist; Coordinator of Internal Accounts, Coordinator of District Athletics and Development; ESE Specialists - ALL, Coordinator of Routing, Coordinator of Workforce Development, Building Automation System (BAS) Coordinator, Coordinator of Wellness, Coordinator of Multi-Tiered Systems of Support (MTSS), Coordinator of Teacher Support, Lead Building Automation Systems (BAS) Coordinator, Supervisor of Operations, School Safety and Security, Supervisor of Mental Health and Wellness Services

NOT TO EXCEED $276 PER MONTH

Principals and Assistant/Vice Principals at Keystone Heights Elementary/High, McRae Elementary and Clay Hill Elementary; Coordinator of Accounting; Coordinator of Procurement; Coordinator of Property Control; Executive Secretary to the Superintendent; Administrative Secretary, Sr., Data Scientist for School Improvement

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NOT TO EXCEED $224 PER MONTH

All Principals and Assistant/Vice Principals except those noted above; Bookkeeper; Guidance Counselors; Instructional Specialist; ESOL Test Administrator; School Board Members; Testing & Administrative Support Assistant.; Instructional Support Assistant; Technology Services Coordinator.

NOT TO EXCEED $200 PER MONTH

Coordinator of Payroll Activities; Director of Maintenance; Director of Transportation; Technology Services Manager; Risk Manager; Accounting Assistant; Administrative Support Assistant; Information Services Assistant; Information Services Support Assistant; Coordinator of Health Benefits; Coordinator of Communications and Media Partnerships; Coordinator of Strategic Planning and Community Partnerships, Supervisor of Payroll Activities.

NOT TO EXCEED $ 175 PER MONTH

NJROTC Instructors; Community Education Secretaries (on-site registration activities with prior authorization); Community Education Teachers (assigned out of geographic areas with prior authorization); Project Manager; Coordinator of Planning & Intergovernmental Relations; Supervisor of Transportation Services; Transportation Specialist; Area Manager; Professional Development Assistant; Academy Coach.

NOT TO EXCEED $160 PER MONTH

All Cafeteria Managers; School Food and Nutrition Services Manager Intern; Personnel Assistant; Data Entry/Records Technician; Network Specialist; Instructional Application Specialist; School Secretaries; Administrative Secretary; Head Custodian; Nurse; Marketing and Farm to School Coordinator and all other Job Titles Not Specifically Listed Above.

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Miscellaneous

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate for in county travel for use of their personal automobiles in lieu of county-wide maintenance truck. (Practice will be kept at an absolute minimum).

Assistant Negotiator permitted mileage at the maximum current Federal IRS reimbursement rate for travel in connection with negotiations.

School Board Members shall be reimbursed travel in accordance with current rules and regulations for official business. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

In the event that travel by other persons (such as school department heads, guidance personnel, etc.) is accumulated, well documented evidence is to be kept and turned in to the County Office on a semester basis for special consideration by the Superintendent and School Board. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

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Inservice Workshops

Travel at the rate set by the State for in-county inservice workshops for those teachers who travel from one geographical community in the county to another, not to include travel between nearby schools, shall be paid if approved in advance by the Superintendent.

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October 1, 2026 - Regular School Board Meeting

Title

C5 - K-12 Academic Services Out of State and Overnight Student Travel

DRAFT

Description

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips supplement and enrich classroom instruction by providing learning experiences that 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
Keystone Heights JR/SR High	09/01/26-06/30/2027	See attached schedule	Before/After School Club	N/A
Keystone Heights JR/SR High	11/30-12/01/2026	Orlando, FL	Culinary	Competition
Oakleaf JH	03/03/2027	Waycross, GA	CTE	Research Best Practices that sustain the natural environment.
Lakeside JH	05/01/2027	Valdosta, GA	Fine Arts	Band and Chorus perform @ Wild Adventures Classic Music Festival.
Ridgeview HS	10/18/-10/19/2026	Tallahassee, FL	Athletics	Bowling Districts
Wilkinson JH	09/01-09/02/2026	Orlando, FL	CTE	Leadership Training
Wilkinson JH	10/19-10/23/2026	Indianapolis, IN	CTE	FFA Convention
Wilkinson JH	06/14-06/18/2027	Orlando, FL	CTE	FFA State Convention
Orange Park HS	10/07-10/09/2026	Parris Island, SC	NJROTC	USMC Graduation
Orange Park HS	10/10/2026	Brunswick, GA	NJROTC	N/A
Orange Park HS	10/15-10/16/2026	Parris Island, SC	NJROTC	Military Graduation, career building, and ceremonial
Orange Park HS	11/12-11/13/2026	Parris Island, SC	NJROTC	Military Graduation, career building
Oakleaf HS	10/21/2026	Moultrie, GA	CTE	Sunbelt AG Expo
Ridgeview HS	03/05-03/08/2027	Orlando, FL	Culinary	ProStart Culinary Competition
Middleburg HS	11/20/2026 - 03/06/2027	TBD	Wrestling-Boys	TBD
Middleburg HS	11/20/2026 - 03/06/2027	TBD	Wrestling-Girls	TBD
Clay HS	09/25-26/2026	Dunedin, FL	ROTC	N/A
Clay HS	09/25-26/2026	Brooksville, FL	ROTC	N/A
Oakleaf HS	10/10/2026	Guyton, GA	ROTC	Teamwork, Building
Orange Park HS	11/13-15/2026	Tampa, FL	Band	FFCC Outdoor State Championship
Oakleaf JH	04/01/2027	Valdosta, GA	6th Grade Field Trip	Wild Adventures

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Orange Park HS	11/13-15/2026	Cape Canaveral, FL	FBLA	Discuss entrepreneurship as a career choice
Ridgeview HS	11/13-15/2026	Cape Canaveral, FL	FBLA	Fall Leadership Conference
Lake Asbury JH	11/13-15/2026	Cape Canaveral, FL	FBLA	Fall Leadership Conference
Clay HS	12/7-21/2026	Greeley, CO	Wrestling	UNCO hosts a 55-team event
Oakleaf HS	12/09-10/2026	Gainesville, FL	CTE	FFA Conference
Oakleaf HS	10/16-17/2026	Tampa, FL	ROTC	N/A
Oakleaf HS	11/06-07/2026	Tallahassee, FL	ROTC	Teamwork, team spirit, team confidence
Oakleaf HS	01/30/2027	ROTC	Valdosta, GA	N/A
Orange Park HS	09/25-26/2026	ROTC	Jacksonville, FL	Ship visit
Fleming Island HS	12/11-13/2026	Girls Basketball	Seabrook, SC	N/A
Ridgeview HS	01/22-23/2027	Boys Basketball	Middleton, FL	N/A

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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 October 2026.pdf

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Shannon Southam, Coach shannon.jacksonsoutham@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Before/After School Club N/A
Destination:	MULTIPLE SITES
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/1/2026 0:00:00 Ends: 6/30/2027 0:00:00
Overnight:	~~Yes~~
Out-Of-State:	~~Yes~~
Type of Transportation:	District Vehicle, Commercial Airline, Car rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Shannon Southam
Anticipated # of Students:	1-15
Cost Per Student and What it Covers:	depends on tournament 0
Anticipated # of Chaperones:	3-6
Cost Per Chaperone and What it Covers:	depends on tournament 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:	debate 4040
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=1MXo6_YPMwRUbYRftYeVR4FEF8o

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(if applicable)	gw8B5-
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	*Shannon Southam* 8/17/2026 16:55:01
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/18/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here By for MG 8.19.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 8/24/26

***District Use Only**
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☒ ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) 9.3.26. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) 10.1.26.
☐ CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.

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2026-27 KHHS SD Tournaments ******Subject to Change!!!

Date	Event	Where	Offered	Grades
Sept. 12, 2026	SACFL # 1	Gainesville High School	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI, JT	5-12th
Sept. 19, 2026	FCDI STATEWIDE Online Qualifier A	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WT	5-12th
Sept. 26, 2026	FCDI Qualifier #1 NORTHEAST	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WT	5-12th
Oct. 24, 2026	Valdosta CFL	GA	DI,OI,POLICY,DEC,CON,LD,PF,EXT	
October 29-Nov. 1, 2026	Florida Blue Key	UF Gainesville	CON,PF,LD,WORLDS,POI,DI, DUO,HI,OO,EXT, INF	8TH-12th
November 7, 2026	FCDI STATEWIDE Online Qualifier B	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Dec. 12, 2026	FCDI Qualifier #1 NORTHEAST	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Jan. 9, 2027	FCDI Qualifier #3 NORTHEAST	KHHS	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th-12th
Jan. 15-18, 2027	FCDI National Civics and Debate Championship	Orlando	EXTD. LEG, IMP	5th – 12th
Feb. 6, 2027	SACFL	Eastside, Gainesville	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI, JT	5th – 12th
Feb. 6, 2027	FCDI STATEWIDE Online Qualifier C	ONLINE	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Feb. 20, 2027	FCDI Qualifier #4	?	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
Feb 27, 2027	CFL Grand Finals	Gainesville High School	CON, LD, PF, ,DEC,DP,DUO,EXT, EXTD, IMP,INF,OO,POI, CX, OI,	5th-12th
March 5-7, 2027	FFL Varsity States	Orlando	CON, LD, POLICY, PF, WORLDS, INF,IMP,EXT, DUO,DI,HI,ADS,POI	9th-12th
Mar. 6, 2027	FCDI STATEWIDE Online Qualifier D	Online	LD, RPD, PF, EXTD, LEG, IMP, EXT, INF, OO, WTP	5th – 12th
March 27-28, 2027	Florida Panther District Qualifier for the 2027 National Tournament	?	DI DUO HI INF IX OO POI USX BQ HSE SEN	9th-12th
April 24-25, 2027	FCDI state tournament	Sarasota, FL	LD, PF, EXD,LEG,IMP,DP,INF,OO,WTP	5th – 12th
April 23-24, 2027	NSDA Last-Chance Qualifier	Online	Policy, PF, LD, BQ, Congress: Senate and House. Speech: DI, HI, Duo, POI, OO, Info, IX, and USX.	9th-12th
May 22-31, 2027	NCFL Grand National Tournament	Minneapolis, MN	CON, LD, PF,DEC,DP,DUO,EXT, OO,POI, CX, OI	9th-12th
June 12-19, 2027	National Speech and Debate Tournament	Phoenix, AZ	DI DUO HI INF IX OO POI USX BQ HSE SEN	5th – 12th
Every Thursday Starting Sept 24, 2026	NSDA Springboard Scrimmage	ONLINE	· Congress, Policy, Lincoln-Douglas, Public Forum, Big Questions, and World Schools Dramatic Interp, Humorous Interp, Program Oral Interp, Original Oratory, Informative Speaking, Prose, Poetry, Original Spoken Word Poetry, Pro Con Challenge, Storytelling, Declamation, and Duo Interp	5-12th

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Laura Leach, Teacher laura.leach@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	UCF Rosen College of Hospitality Management 9907 Universal Blvd, Orlando, Florida 32819
Educational Value	Students will be submitting an entry (menu, recipe and costing) for the Universal Orlando EPIC Competition – STARTER Edition (stage one) on October 16, 2026. Overnight Trip - Stage 2 Top 10 selected teams to Orlando on December 1, 2026. Overnight Trip - Stage 3 Top 3 selected teams cook and present STARTER in Orlando on February 2, 2027.
FLDOE Standards/Benchmarks	14.06 Explore competitions and scholarship opportunities available to the culinary student. 47.01 Create a menu (may be gourmet or thematic) using original recipes or references must be cited. Manual must be printed and presented professionally. 47.06 Create a meal and present it to a panel
Field Trip Details: Start/End Date/Time	Starts: 11/30/2026 14:00:00 Ends: 12/1/2026 19:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Laura Medrano Leach
Anticipated # of Students:	5
Cost Per Student and What it Covers:	50 Food
Anticipated # of Chaperones:	1

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Cost Per Chaperone and What it Covers:	100 Food
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:	3180 CTE Culinary
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	*Laura Medrano Leach* 8/12/2026 14:38:09
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/18/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 8-19-26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 8/24/26

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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:	*JR* Oakleaf Junior High
Staff Requesting:	Rachel Brown, Teacher rachel.brown@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE NA
Destination:	Okefenokee Swamp Park, 5700 Okefenokee Swamp Park Road in Waycross, Georgia
Educational Value	Field trips to Okefenokee Swamp Park offer students a unique opportunity to experience one of North America's most pristine wetlands up close. Guided by knowledgeable naturalists, these immersive adventures combine education with exploration as students discover wildlife, observe diverse ecosystems, and learn about the swamp's rich cultural and natural history. Whether navigating through cypress-lined waterways by boat, walking along scenic boardwalks, or exploring interactive exhibits, each trip provides hands-on learning aligned with educational standards. Okefenokee Swamp Park transforms nature into an unforgettable classroom, sparking curiosity, fostering environmental stewardship, and making science come alive.
FLDOE Standards/Benchmarks	8106810: 3.6 Research Best Management Practices that sustain the natural environment. 3.7 Examine how land use decisions (development, conservation, agricultural production, etc.) impact the environment. 3.8 Explore employment and entrepreneurship opportunities and identify potential paths to careers in natural resources.
Field Trip Details: Start/End Date/Time	Starts: 3/3/2027 7:30:00 Ends: 3/3/2027 16:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	50
Cost Per Student and	50

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Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Lakeside Junior High
Staff Requesting:	Walter Boyer, Teacher walter.boyer@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	Wild Adventures, 3766 Old Clyattville Rd, Valdosta, GA 31601
Educational Value	The LJH Band and Chorus will be performing in the Wild Adventures Classic Music Festival. Our student musicians will be adjudicated and receive feedback on their performance.
FLDOE Standards/Benchmarks	MU.68: C1,C2,C3,S1,S2,S3,01,02,03,H3,F2
Field Trip Details: Start/End Date/Time	Starts: 5/1/2027 8:00:00 Ends: 5/1/2027 22:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	A Candies Coachworks, INC
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	90
Cost Per Student and What it Covers:	120 Festival fees (adjudicators, trophies), park ticket, tshirt, lunch, bus transportation
Anticipated # of Chaperones:	9
Cost Per Chaperone and What it Covers:	0 Bus transportation, park ticket
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

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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	Walter Scott Boyer 8/12/2026 16:22:05
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/17/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 8.17.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here D. Phillips 8/24/26

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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* Ridgeview High
Staff Requesting:	Aimee Stutz, Athletic Director aimee.stutz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Bowling Districts
Destination:	Capital Lanes 820 Captial Cir NE Tallahassee FL 32301
Educational Value	n/a
FLDOE Standards/Benchmarks	n/a
Field Trip Details: Start/End Date/Time	Starts: 10/18/2026 7:00:00 Ends: 10/19/2026 21:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Parent Providing Transportation/ Enterprise Rental if needed
Charter Bus Company (if applicable):	n/a
Legal Name of Approved Drivers (if applicable)	n/a
Anticipated # of Students:	14
Cost Per Student and What it Covers:	0 districts
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	0 districts
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:	

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(if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Aimee Stutz 8/14/2026 8:57:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/17/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 8.19.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 8/24/26

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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:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Chapter Presidents Conference, Orlando, FL
Educational Value	Students will participate in leadership training. They will develop themselves as public speakers. They will collaborate with other students to create common goals.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 9/1/2026 8:00:00 Ends: 9/2/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum
Anticipated # of Students:	2
Cost Per Student and	N/A

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2

Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Florida FFA State Convention, Orlando, Florida
Educational Value	Students will apply what they have learned int he classroom in a competitive setting. They will assess their knowledge of skills in public speaking.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 6/14/2027 8:00:00 Ends: 6/18/2027 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum April Baxley
Anticipated # of Students:	8
Cost Per Student and	500$

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3

Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Wilkinson Junior High
Staff Requesting:	Tanner Rosenbaum, Teacher tanner.rosenbaum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	National FFA Convention, Indianapolis, Indiana
Educational Value	Students will apply what they have learned in the classroom in a competitive setting. They will assess their knowledge of skills in public speaking.
FLDOE Standards/Benchmarks	09.01 Identify and describe leadership characteristics. CRP.09.01.01.a 09.02 Identify opportunities to apply acquired leadership skills. CRP.09.01.02.a 09.03 Identify and demonstrate ways to be an active citizen. CRP.01.03.02.c 09.04 Participate in community based learning activities. CRP.01.03.01.a 09.05 Demonstrate the ability to work cooperatively. CRP.09.03.01.a 09.06 Conduct formal and informal meetings using correct parliamentary procedure skills. 09.07 Identify the opportunities for leadership development available through the National FFA Organization and/or professional organizations.
Field Trip Details: Start/End Date/Time	Starts: 10/19/2026 5:00:00 Ends: 10/23/2026 19:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline, Rental Vehicle once in Indiana
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tanner Rosenbaum
Anticipated # of Students:	4
Cost Per Student and	500$

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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:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	USMC Graduation, career building, military ceremony and STEM in Action
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: ~~10/8/2026~~ 17:00:00 Ends: 10/9/2026 17:00:00 10.7.26 to 10.9.26 per NJROTC (8)
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	All fees, transportation and meals covered by NJROTC funds transportation, meals and lodging
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	All fees, transportation and meals covered by NJROTC funds transportation, meals and lodging
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

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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 Orienteering
Destination:	Blythe Island Regional Park, Brunswick GA
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/10/2026 6:00:00 Ends: 10/10/2026 16:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Rental vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	All fees paid for by NJROTC Funds fees, transportation and meals
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	All fees paid for by NJROTC Funds fees, transportation 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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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:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	Military graduation, career building and ceremonial
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: ~~10/14/2026 8:00:00~~ 10.15.26 to pm Ends: 10/16/2026 18:00:00 10.16.26 NJROTC
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Robbins Charter
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	All fees paid for by NJROTC Funds transportation, meals and lodging
Anticipated # of Chaperones:	4
Cost Per Chaperone and What it Covers:	All fees paid by OP NJROTC Funds transportation, meals and lodging
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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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:	283 Blvd. de France, Parris Island, SC 29905
Educational Value	military graduation, career building
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/12/2026 17:00:00 Ends: 11/13/2026 17:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	6
Cost Per Student and What it Covers:	all fees paid for by NJROTC Funds fees, transportation and meals
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	all fees paid for by NJROTC Funds fees, transportation 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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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Aaron Samples, Teacher aaron.samples@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE N/A
Destination:	Sunbelt AG. Expo. 290-G Harper Blvd, Moultrie, GA 31788
Educational Value	Students will engage with industry professionals and colleges, getting hands-on with equipment, livestock, and technology used in the AG. Industry.
FLDOE Standards/Benchmarks	25.05 Research new and emerging technologies and their impact on the economy. 26.01 Evaluate and explore the agribusiness career opportunities in agriculture.
Field Trip Details: Start/End Date/Time	Starts: 10/21/2026 7:00:00 Ends: 10/21/2026 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	50
Cost Per Student and What it Covers:	40 Admission
Anticipated # of Chaperones:	5
Cost Per Chaperone and What it Covers:	40 Admission
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

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Budget Code/Course to Be Charged:	FFA, 4031
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Aaron Lane Samples 8/20/2026 13:37:24
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/20/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 8.25.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 8/26/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 10.1.26
☐ 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

chool Requesting:	*EL* Ridgeview ~~Elementary~~ High School
taff Requesting:	Amy Lapierre, Teacher amy.lapierre@myoneclay.net
rade Level and ubject/Program:	Twelfth CTE NA
Destination:	ProStart Culinary Competition, Rosen Plaza Hotel 9700 International Drive, Orland fL 32819
Educational Value	Students will compete with other students from across the state. We will compete in Culinary, Waiter Relay, Editable centerpiece, and Management.
FLDOE Standards/Benchmarks	11.0 Present food and beverage items to meet creativity aspects as well as quality standards.18.0 Identify and exhibit management skills.
Field Trip Details: Start/End Date/Time	Starts: 3/5/2027 14:00:00 Ends: 3/8/2027 13:00:00
vernight:	Yes
Out-Of-State:	No
ype of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Amy LaPierre, Andrea Stevens
nticipated # of Students:	11
ost Per Student and What it Covers:	$30 Help cover cost of hotel
nticipated # of Chaperones:	2
ost Per Chaperone and hat it Covers:	0 NA
unteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
udget Code/Course to Be harged:	301800 Culinary 2

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Coll Robertson, Coach coll.robertson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Wrestling, Boys
Destination:	See attached schedule
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/20/2026 17:00:00 Ends: 3/6/2027 21:00:00
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)	Coll Robertson, Victor Espana
Anticipated # of Students:	10-14
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Wrestling 1126
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=16mjGMIVIIA7eeF5OFk3q1Xz6h_xt-

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Middleburg High
Staff Requesting:	Coll Robertson, Coach coll.robertson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Wrestling, Girls
Destination:	See attached Schedule
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 11/23/2026 8:00:00 Ends: 3/6/2027 21:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Tim Dames, Linsey Dames, Jamie Harrison
Anticipated # of Students:	7-10
Cost Per Student and What it Covers:	N/A N/A
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	N/A N/A
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	Girls Wrestling 1125
Blanket Request:	Yes
Schedule for Blanket Requests:	https://drive.google.com/open?id=1jjq21P7GbXQbXBBdJpJ78QjuMn6F

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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:	Dunedin High School, 1651 Pinehurst Rd, Dunedin, FL 34698
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 10:00:00 Ends: 9/26/2026 19:00:00
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:	12
Cost Per Student and What it Covers:	150 Transportation, Hotel, Meals, Fees
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	100 Transportation, Hotel, Meals, Fees
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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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 HS, 14075 Ken Austin Pkwy, Brooksville, FL 34613
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 10:00:00 Ends: 9/26/2026 19:00:00
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:	12
Cost Per Student and What it Covers:	150 Transportation, Hotel, Meals, Fees
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	100 Transportation, Hotel, 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:	NJROTC 3167
Blanket Request:	No
Schedule for Blanket Requests:	

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jamie Willis, Department Head jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	South Effingham High School 1220 Noel C. Conway Rd Guyton, Ga 31312
Educational Value	Team Work, Team Building.
FLDOE Standards/Benchmarks	Identify, analyze and evaluate movement concepts, mechanical principles, safety considerations and strategies/tactics regarding movement performance in a variety of physical activities.
Field Trip Details: Start/End Date/Time	Starts: 10/10/2026 4:00:00 Ends: 10/10/2026 18:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Robbins Charter
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	40
Cost Per Student and What it Covers:	7 Meals
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:	3167

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Blanket Request:	No
Schedule for Blanket Requests: (If applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jamielee Willis 8/12/2026 6:59:47
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 8/13/24
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 8/26/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 8/26/26

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

DRAFT

From: **South Effingham NJROTC**
To: **2026-2027 Drill Participants**
Subject: **LETTER OF INSTRUCTION FOR THE SOUTH EFFINGHAM SANCTIONED DRILL MEET**

Encl: (1) **Registration & Meals**
(2) Academic
(3) Personnel Inspection
(4) PT Events
(5) Helpful Notes & Penalties
(6) Schedule
(7) Scoresheets

General- The South Effingham NJROTC Sanctioned Drill Meet will be held at South Effingham High School 1220 Noel C Conaway Rd, Guyton, GA 31312 on October 10th, 2026.

1.) Purpose- A Sanctioned drill meet for the Area championships. This LOI is designed to set forth rules and regulations that will govern the conduct of participating units, officials, and cadets and to establish guidelines for judging both individual and team competition. JROTC instructors will ensure participants are enrolled JROTC cadets in their respective programs and are familiar with contents of the LOI

2.) Administration

A. Parking- parking for all buses and team trailers will be in the gravel area in front of the stadium. Cars will be parked in the student parking lot. Cadets will be in the student lot to direct traffic.

B. Meals- Meals with a hamburger or two hot dogs, chips, cookies and a drink will be available for purchase prior to the competition at $7 each. There will be a hospitality room with food and drinks for judges, instructors, and bus drivers. Please no parents.

C. **Registration & Meals- The registration fee is $250. Please Include Meal payment ($7.00 each) with Registration. Payment must be made 30 Days in advance. No refunds will be made for cancellations within 30 days.**

D. Injury and Damage- South Effingham High School NJROTC Unit and the Effingham County Board of Education will not be responsible for any personal injury or for any damage that may occur at the drill meet

E. Personal Property- Security of each unit's gear is the responsibility of the individual JROTC unit instructor(s).

F. Escorts- A SEHS NJROTC cadet will be provided as liaison to each participating unit throughout the drill meet. Each liaison will be knowledgeable of the drill meet facilities, parking area and meal facilities.

G. Trophies/Medals- The awards ceremony will be held upon completion of all scheduled events as soon as the scores are recorded, and instructor meeting is completed.

H. Medical- Medical emergencies will be handled by local EMT located near the school using 911.

I. Foul Weather- In the event of inclement weather, the running in armed exhibition events will be cancelled and a new matrix will be distributed that delineates when and where all events will be taking place indoors. NOTE: Sneakers may be required for these events to protect the floors or surfaces.

4. Operations

A. Drill Area Size- Drill area size will be 85 feet by 70 feet (85' x 70') for all platoon events.

B. Color Guard Competition- The competition will also be conducted in a 75' x 75' area.

C. Platoon Size:
Regulation Drill Competitions- minimum 12 personnel plus the Platoon Commander and Guidon
Exhibition Drill Competitions- minimum 12 personnel plus the Commander.

D. Drill Sequence- The sequence must be committed to memory by the Platoon Commander, and Color Guard Commander.

E. Drill Movements- Basic drill movements will be in accordance with the Cadet Field Manual.

F Drill Conduct- The Head Judge will signal for the Platoon/Color Guard Commander to enter the area. The unit leader will enter the area alone to speak with and get final instructions from the head Judge. The unit leader will then return to their unit, move the unit to their starting position, and report in as follows: he/she should state: "(school name) NJROTC Unit from (city, state) reporting in for (event)". After permission has been granted, direct them through the drill sequence.

G Cadence- The entire routine will be executed at 112 to 120 counts per minute.

H Time Limits- There is a 10-minute time limit for Basic Platoon and Unarmed drill routines. Exhibition Armed and Unarmed Platoon competitions will be between six (6) and nine (9) minutes. Teams must leave the field after the assigned time limit.

5. Scoring: **ALL EVENTS WILL COUNT TOWARDS THE OVERALL SCORES.**

6. Drill cards are attached and published on the Area Six/Seven website.

A meeting of unit representatives will take place prior to the presentation of trophies to check for scoring accuracy.

7. If you have any questions, please contact AZ1 Ross Johnson, rjohnson@effingham.k12.ga.us or johnson.ross.nsi@navyjrotc.org **cell (912) 856-4822**

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Brett Pikuritz, Teacher brett.pikuritz@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Fine Arts N/A
Destination:	The Villages Charter School, 2210 Dr. Randy McDaniel Way, Middleton, FL 34762; Busch Gardens Tampa Bay, 10165 N. McKinley Dr., Tampa 33612
Educational Value	Marching Band students will perform at FFCC Outdoor State Championships as their last performance of the competitive marching band season. They will receive feedback from a panel of highly qualified adjudicators (prelims & finals).
FLDOE Standards/Benchmarks	MU.912.S.1 - The arts are inherently experiential and actively engage learners in the process of creating, interpreting, and responding to art; MU.912.S.2 - Development of skills, techniques, and processes in the arts strengthens our ability remember, focus on, process, and sequence information
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 10:00:00 Ends: 11/15/2026 23:30:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus, District School Bus(es) - Must Utilize the Transportation Request Form, Charter Buses or School Buses (TBD)
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	115
Cost Per Student and What it Covers:	Band Fees Transportation, Hotel Lodging, Competition Registration, Busch Gardens tickets
Anticipated # of Chaperones:	20
Cost Per Chaperone and	$200

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Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Oakleaf Junior High
Staff Requesting:	Amy Frier, Team Leader amy.frier@myoneclay.net
Grade Level and Subject/Program:	Sixth 6th grade field trip N/A
Destination:	Wild Adventures 3766 Old Clyattville Rd, Valdosta, GA 31601
Educational Value	Wild Adventures is home to over 55 different species and more than 40 rides that can bring your classroom to life! Your students will become an active participant in learning about animal habitats, behaviors, life cycles, conservation, physics, and more.
FLDOE Standards/Benchmarks	SC.5.P.10.2 Investigate and explain that energy has the ability to cause motion or create change. SC.6.P.11.1 Explore the Law of Conservation of Energy by differentiating between potential and kinetic energy. Identify situations where kinetic energy is transformed into potential energy and vice versa. SC.7.P.11.2 Investigate and describe the transformation of energy from one form to another
Field Trip Details: Start/End Date/Time	Starts: 4/1/2027 7:30:00 Ends: 4/1/2027 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Annett Bus Lines
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	525
Cost Per Student and What it Covers:	$85 Transportation, entrance fee, lunch buffet

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Catharine Bowles, Sponsor catharine.bowles@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Future Business Leaders of America N/A
Destination:	Radisson Resort, 870 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	OPHS
FLDOE Standards/Benchmarks	02.0 Discuss Entrepreneurship as a career choice, 14.0 Identify the principles of management, 40.0 Demonstrate uses of marketing-related software.
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 8:00:00 Ends: 11/15/2026 16:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Catharine R. Bowles
Anticipated # of Students:	6
Cost Per Student and What it Covers:	$50-$175 Food, conference application, hotel expenses,& souvenirs.
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	$50-$175 Food, conference application, hotel expenses,& souvenirs
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

DRAFT

Florida FBLA Association, Inc.
P. O. Box 1106
Zephyrhills, FL 33539-1106
813-279-1942

DATE: August 17, 2026

TO: Florida FBLA Chapter Advisers

FROM: Jody A. Jones
Florida FBLA State Adviser

SUBJECT: 2026 Florida FBLA Fall Leadership Conference

Attached is the registration packet for the 2026 FBLA Fall Leadership Conference. This conference will be held November 13-15. Members and advisers will be staying at the Radisson Resort at the Port, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920. Please read all sections of this packet carefully. All registration materials and payment must be ***received*** by October 13, 2026.

The conference officially begins at 2:30 p.m. on Friday, November 13, with registration. The first session will begin at 4:00 p.m. The conference will offer motivational speakers, a variety of workshops, a battle of the districts, tour, exhibits, lunch with an astronaut guest speaker at the Kennedy Space Center, and much more.

If you have any questions, please feel free to email flfblapbl@gmail.com or call our office at 813-279-1942. We look forward to seeing many of you in November.

Attachments

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Florida FBLA

FLORIDA FBLA IMPORTANT DATES

2026

July 16-17	New Advisers' Training, Lutz
July 17-18	District Director Summit, Lutz
July 18-19	Board of Directors Meeting, Lutz
August 19	Florida MS/HS Fall Conference Registration opens
August 26	Zoom with the State Adviser, Link TBA
September 24	Zoom with the State Adviser, Link TBA
September 30	Receipt deadline for articles for the fall issue of Florida Communicator
October 6	Florida MS/HS Fall Conference Registration closes and last day for payment for hotel
October 20	**State and national initial dues deadline**, to be eligible for Gold Seal Award
October 21	Zoom with the State Adviser, Link TBA
November 13-15	MS/HS State Fall Conference, Cape Canaveral
November 15	American Enterprise Day
November 19	Zoom with the State Adviser, Link TBA

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The trip was previously approved on summer school board - location change.

Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Elizabeth Johnston, Adviser and Teacher elizabeth.johnston@myoneclay.net
Grade Level and Subject/Program:	Eleventh CTE NA
Destination:	Radisson Resort at the Port, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	Attending the Florida FBLA Fall Leadership Conference will allow this student to fulfill a mandatory state officer requirement while participating in specialized training on governance, strategic planning, and public speaking. Through expert-led workshops and networking with state leaders, the student will gain critical business leadership skills and industry insights that directly support their academic development and state-level responsibilities.
FLDOE Standards/Benchmarks	Common CTE Standards
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 8:00:00 Ends: 11/15/2026 18:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	CTE Van
Charter Bus Company (if applicable):	NA
Legal Name of Approved Drivers (if applicable)	NA
Anticipated # of Students:	6
Cost Per Student and What it Covers:	$250 Registration fee, hotel fee and breakfast for Saturday and Sunday
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	$550 Two nights at a hotel and the special event fee
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*JR* Lake Asbury Junior High
Staff Requesting:	Brenda Kirkland, Sponsor brenda.kirkland@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE, FBLA (Future Business Leaders of America) N/A
Destination:	Radisson Resort at the Port, 8701 Astronaut Boulevard, Cape Canaveral, FL 32920
Educational Value	Students will participate in leadership training, hear from a Keynote Speaker, work with and learn from their State Officers, attend workshops, have fun, and handle state business. They will also gain information about the state goals and community service information to bring back to their local chapters for implementation. They will participate in tours and exhibits and connect with state members from across Florida.
FLDOE Standards/Benchmarks	07.0 Develop and utilize business-related skills; providing leadership training and reinforcing specific career and technical skills 10.0 Describe and use communication features of information technology
Field Trip Details: Start/End Date/Time	Starts: 11/13/2026 7:00:00 Ends: 11/15/2026 0:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus, District Vehicle
Charter Bus Company (if applicable):	Echo East Coast
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	20
Cost Per Student and What it Covers:	$250.00 Registration and Hotel (sharing 4 to room)
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	$350 (sharing 2 to room) Registration and Hotel (sharing 2 to room)

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Clay High
Staff Requesting:	James Reape, Coach james.reape@myoneclay.net
Grade Level and Subject/Program:	Twelfth Athletics Wrestling....Boys and Girls.
Destination:	University of Northern Colorado, Greeley, CO
Educational Value	UNCO hosts a 55 team event with teams and athletes from more than half dozen states -especially the wrestling intensive Great Plains and Mountain States. This terrific competiton and visit to a different region of the country will offer tremendous enrichment.
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/17/2026 16:00:00 Ends: 12/21/2026 20:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Commercial Airline
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	James Reape, Staci Martin, Nick Gipson, Julie Briendel-Hill. Dan Dominquez, Frank Wickes, Joe Bucci
Anticipated # of Students:	20
Cost Per Student and What it Covers:	$100 out of pocket. The rest will be fundraised Extra Food, Purchases of merchandise, Entertainment
Anticipated # of Chaperones:	Six. Three are CCSB employees.
Cost Per Chaperone and What it Covers:	$100 Extra Food, Purchases of merchandise, Entertainment
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:	Clay High Wrestling Men 0341.1126, Women 0341.1125

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Victoria Gwaltney, Teacher victoria.gwaltney@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade CTE na
Destination:	Hilton UF Conference Center - 1714 SW 34th Street, Gainesville, FL 32607
Educational Value	Students will attend workshops about leadership.
FLDOE Standards/Benchmarks	08.05 Develop a plan for personal and professional growth in an agricultural organization by reviewing their mission statement, constitution and by-laws and program of activities. 08.01 Identify the opportunities for leadership development available through the National FFA Organization and other agricultural groups. 08.02 Explore the history of the National FFA Organization.
Field Trip Details: Start/End Date/Time	Starts: 12/9/2026 7:00:00 Ends: 12/10/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	District Vehicle
Charter Bus Company (if applicable):	na
Legal Name of Approved Drivers (if applicable)	Victoria Gwaltney, Lane Samples
Anticipated # of Students:	10
Cost Per Student and What it Covers:	$50 registration and hotel
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	na na
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.

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Budget Code/Course to Be Charged:	4031
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Victoria Gwaltney 9/3/2026 11:31:04
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/4/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/14/26

***District Use Only**
☒ ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) 10.7.26
☐ 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* Oakleaf High
Staff Requesting:	Jillian Nesby, Teacher jillian.nesby@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	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 10/16/2026 15:00:00 Ends: 10/17/2026 17:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	5
Cost Per Student and What it Covers:	$30 lunch, snacks, drinks, awards
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 food
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	Jillian S Nesby 8/20/2026 15:44:45
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/4/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/14/26

***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:	Jamielee Willis, Department Head jamie.willis@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC NA
Destination:	FAMU Tallahassee, Florida
Educational Value	Team work, Team spirit, Team confidence
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: 11/6/2026 6:00:00 Ends: 11/7/2026 18:00:00
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:	10 Entry Fee and Meals
Anticipated # of Chaperones:	6
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:	3167
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	Jamielee Willis 9/3/2026 14:37:07
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/3/24
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/14/24

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DEPARTMENT OF THE NAVY
FLORIDA A&M UNIVERSITY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
POST OFFICE BOX 6508
TALLAHASSEE, FLORIDA 32314-6508

1533
Ser 00/151
21 Aug 2026

From: Commanding Officer, Naval Reserve Officer Training Corps Unit, Florida A&M University
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR FLORIDA AGRICULTURAL AND MECHANICAL JUNIOR RESERVE OFFICER TRAINING CORPS DRILL MEET COMPETITION 7 NOV 26

Ref: (a) OPNAVINST 5761.1
(b) OPNAVINST 3500.39D
(c) NJROTC AREA 10 DRILL MEET INSTRUCTIONS

Encl: (1) Area Layout
(2) Event Matrix
(3) Indemnity Form
(4) Operational Risk Management
(5) Paragraph E
(6) Inspection Sheets
(7) Concession List
(8) Registration Link

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1. **Situation**

a. Purpose. This Letter of Instruction (LOI) provides guidance and direction for the planning and execution of the 2026 Naval Junior Reserve Officers Training Corps Area 10 Field Meet Competition IAW references (a), (b), and (c).

b. Background. Cadets in the Naval Junior Reserve Officer Training Corps (NJROTC) participate in field competitions sanctioned by Area 10. The competitions are organized and executed by different host activities culminating in the Area 10 drill meet. The field competitions assist NJROTC units in meeting the objectives listed in reference (a). It is also an opportunity for the Marines, Sailors, and Midshipmen of the Florida A&M Naval Reserve Officer Training Corps Unit (FAMU NROTC) to gain experience in planning and executing large-scale events.

c. General. The 2026 Drill Meet Competition will occur on 7 November 2026, at Florida A&M (FAMU) Bragg Stadium and Al Lawson Multi-Purpose Complex 1500 Wahnish Way, Tallahassee, FL 32310. The competition is open to the participants' family and friends.

2. **Mission**

a. On 7 November 2026 at 0730, the FAMU NROTC will host the 2026 Area 10 Drill Meet Competition in order to assist NJROTC units in meeting their primary objectives for training and to provide FAMU NROTC members the opportunity to plan and execute a large-scale event.

3. **Execution**

a. Commander's Intent

(1) Purpose. To provide a controlled environment in which NJROTC units can compete in various military events.

(2) Method. The Area 10 Drill Meet will be organized and executed by the Rattler Battalion students of FAMU. The Marine Officer Instructor (MOI), Assistant Marine Officer Instructor (AMOI), and event Officer in Charge (OIC) will ensure that all events are supervised and conducted in a safe manner.

(3) End State. NJROTC students are afforded the opportunity to train and compete in a safe military environment IOT ensure a continuum of education and professional growth and to build esprit de corps amongst the individual units and high schools.

b. Concept of Operations

(1) Phase I: Arrival and Briefing

(a) Phase I, Part A. Will begin with the schools that arrive on the afternoon (1300-1400) of 6 November receiving a welcoming from the University's Recruiting Office. This will involve a short presentation, tour of different schools on campus, and a chance for questions and answers.

(b) Phase I, Part A. Ends with a meet and greet and pizza party hosted by the FAMU NROTC unit.

(c) Phase I, Part B. begins with the event area set up at 0500 on 7 November.

(d) Arrival. Upon arrival, units will be greeted by their designated runners/escorts that will guide them to their designated briefing and staging area.

(e) Parking. Parking areas are outlined in yellow on the map in enclosure (1). Parking is limited, and guests are encouraged to carpool, if possible.

(f) At 0700, there will be a safety brief given by the event OIC and MOI for all unit representatives at the first aid tent outlined in enclosure (1).

(g) Phase I is complete when the field competition begins at 0730, 7 November 2026.

(2) Phase II: Execution

(a) Phase II begins at 0730, 7 November 2026, with the commencement of the competition. For a general schedule of events refer to enclosure (2).

(b) Inclement Weather. Participants should be prepared for inclement weather (e.g. jackets, gloves, sweaters). In the case of inclement weather, Physical fitness events will be conducted at the Tookes Rec center, there will not be an inclement weather plan for any drill events. In accordance with reference (c), if one or more units are not able to complete an event due to inclement weather, that event will not be counted for any unit.

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(c) Conduct. As guests of Florida A&M University, we must maintain the highest level of professional conduct at all times. Please brief your students on this aspect and hold them accountable. The Senior Staff Instructor (SSI) and Staff Instructors (SI) will be the only individuals authorized to address the MOI and AMOI regarding the competition grading. Judging disputes will not be discussed with the head judge of the event to prevent delays and fair judging throughout the event. Completed evaluation sheets will remain with the score keeper and will be available for review.

(d) Drill Events. Drill events will be held on flat, grassy areas such as football or soccer fields. Notice that the 4 drill areas are the same size, 85' X 70', while the Color Guard area is 75' X 75'. Entry/Egress lengths are all 26' but vary in position according to event. Head judge placement for report in/out is designated on the two Basic Drill decks as well as Color Guard, while the Exhibition Drill Team CDRs will be asked by the Head Judge where to stand for report in/out. (Minimum 3 judges per deck, 4 or 5 preferred. Same all day.)

(e) Basic Drill. Basic Drill and Color Guard cards will be standardized national cards or close variations with Area 10 Manager approval and memorized by Drill Team Commanders (CDRs). All pauses on drill cards will be recognized, but not timed anymore. The Cadet Drill Team/Color Guard CDR will pause at designated pause positions until a verbal "UP" call is given by the judge. Not pausing or not waiting for "UP" call will incur a penalty. Basic Drill teams must consist of 3 squads of 4 cadets each (12) along with a Cadet CDR and Cadet Guidon so 14 total cadets. Exhibition teams must have a minimum of 13 cadets on deck simultaneously (one designated CDR), for 6-9 minutes on deck, marching on and off together in some type of formation, although more cadets in total are allowed. NJROTC issued or other properly weighted rifles must be used. There is a 26-point penalty for each missing cadet below the minimum amount.

(f) Personnel Inspection (PI). To prevent delay and allow adequate time for each cadet to answer knowledge questions, two personnel inspectors will be assigned to each squad and will ask no more than two questions per cadet. PI will be five squads with Cadet CDR and Cadet Guidon, maximum of 40 total, minimum of 10 cadets, with 2 standard verbal questions to each cadet concerning Cadet Chain of Command, Orders to Sentry, USN/USMC Rates/Ranks, or Uniforms (same 5 judges all day). Conduct of the inspection will be graded and judged based on rules outlined within enclosure (5) To ensure fairness, all judges will remain at their positions throughout all personnel inspections. This guidance is subject to change due to possible updated instructions, policies, and modified processes to ensure complete fairness and time adherence.

(g) Push-ups/Crunches (PU/CU's) will be 8 male, 8 females, using NJROTC standard cadence CD, no resting with 90-degree elbow pushups and a straight back. For crunches arms will be crossed, open hands on shoulders, elbows to mid-thigh, shoulder blades must touch deck. Same team cadets hold feet, no kneeling on feet. Cadets will receive one warning for being off cadence or improper form, then will be disqualified. One counting/form judge per cadet, if possible (16 judges+ Head Judge).

(h) Shuttle Run. 16X100 Shuttle run is 8 male, 8 females, on grass/football field, no track/turf shoes, track baton, 10 yard passing areas (end zone) usually the same 16 judges as PU/CUs.

(i) Medical. All cadets competing must have current physical present, along with signed parent permission slip and liability/release form. Cadet insurance forms or team insurance will need to be

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present in case of injury or hospital ER visit. Host schools must have Corpsman/medic/nurse/EMTs present at all sanctioned drill events.

(j) Academics test will be conducted via scantron. The test will be conducted for each schools allotted testing window. Academic test (15 cadets per team) will be 50 multiple choice questions, 30 minutes max. 20 questions from NSI/CFM/CRM, 10 from NS2 book, 10 from NS3 book, and 10 current events from current school year. (Proctor must be unit SNSI or NSI only). All cadets must test at the same time. Exam results will not be posted early – see master score sheet day of the field meet.

(k) Phase II is complete once all events have been completed.

(3) Phase III: Awards Ceremony

(a) Phase III begins when the standings are announced at the awards ceremony held in the drill area. The Commanding Officer of FAMU NROTC will present trophies to award winners.

1. The categories for awards are as follows: overall champions, academics, personnel inspection, armed basic drill, armed exhibition drill, unarmed basic drill, unarmed exhibition drill, color guard, push-ups, sit-ups, 16x100 Shuttle Run, spirit award, and knock-out competition. Individual awards will also be awarded for Academics, Male Push-ups, Female Push-ups, Male Sit-ups, and Female Sit-ups

2. Trophies will be awarded for 1st – 3rd place over-all, 1st – 3rd place for each team event, and 1st – 3rd place for each individual event. The only exception to this will be the Spirit Award, which will be awarded to only one school. All trophies will be provided by the Area Coordinator.

3. An individual Knockout Competition will be held prior to the awards ceremony.

4. All units must remain in their designated areas until the completion of the awards ceremony.

5. Phase III is complete when the last trophy is awarded.

(4) Phase IV. Retrograde and Teardown. All schools will gather all belongings, clean the respective areas they occupied and load their mode of transportation for departure. It is the responsibility of the SSI/SI to ensure they have proper accountability of their students prior to departure. FAMU NROTC Midshipmen will be responsible for ensuring competition areas are neatly broken down and all spaces used by participants and guests are clean and in good condition. NJROTC cadets will also police each event area before departing.

d. <u>Tasks</u>

(1) <u>FAMU Marine Officer Instructor</u>

(a) Liaise with Area Coordinator to receive all instructions, drill cards, and grading sheets to ensure proper conduct of the drill meet.

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Oakleaf High
Staff Requesting:	Jillian Nesby, Teacher jillian.nesby@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	Valdosta High School, 4590 Inner Perimeter Rd, Valdosta, GA 31602
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/30/2027 5:30:00 Ends: 1/30/2027 17:00:00
Overnight:	No
Out-Of-State:	Yes
Type of Transportation:	rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	5
Cost Per Student and What it Covers:	$33 food/awards
Anticipated # of Chaperones:	1
Cost Per Chaperone and What it Covers:	0 food
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	JILLIAN S NESBY 8/20/2026 16:25:56
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here 9/4/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here 9.9.26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here 9/14/26.

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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:	Blount Island Marine Terminal Jacksonville FL
Educational Value	Military life in action, ship visit
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 9/25/2026 17:00:00 Ends: 9/26/2026 14:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	School Wheels
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	40
Cost Per Student and What it Covers:	All fees paid by NJROTC Funds #3167 Transportation, Fees and Meals
Anticipated # of Chaperones:	6
Cost Per Chaperone and What it Covers:	All fees paid by NJROTC Funds #3167 All fees paid by NJROTC Funds #3167
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
Schedule for Blanket Requests:	

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Fleming Island High
Staff Requesting:	Michael Hayward, Coach michael.hayward@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Girls Basketball
Destination:	West Ashley High School 4060 W Wildcat Blvd, Charleston, SC 29414 / Whale Branch High school 169 State Hwy S 7-549, Seabrook, SC 29940
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 12/11/2026 9:00:00 Ends: 12/13/2026 14:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Private Vehicle(s)
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Molly Ragle, Patrick Jenkins, Michael A. Hayward
Anticipated # of Students:	15
Cost Per Student and What it Covers:	75 food
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	150 Food an gas
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:	Girls Basketball #1107
Blanket Request:	No

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Clay County District Schools
Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Isaiah Jackson, Coach isaiah.jackson@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Athletics Basketball, Boys
Destination:	on the Middleton campus is 2210 Dr. Randy McDaniel Way, Middleton, FL 34762
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 1/22/2027 8:00:00 Ends: 1/23/2027 20:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	N/A Not Needed
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	15
Cost Per Student and What it Covers:	0 0
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	0 0
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the Level 2 volunteer clearance.
Budget Code/Course to Be Charged:	N/A no cost to be charged
Blanket Request:	No

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October 1, 2026 - Regular School Board Meeting

Title

C6 - 2026-2028 School Health Services Plan

Description

FS 381.0056 requires each local Department of Health to develop, jointly with the school district and school health advisory committee, a school health services plan that outlines the provisions and responsibilities to provide mandated health services in all public schools. This plan ensures compliance with Florida Health Statutes and outlines specific services that the Department of Health Clay will provide and delineates services that Clay County District Schools will provide.

Gap Analysis

Department of Health Clay evaluates clinic statistics and services in order to determine needed services and best allocate resources in support of student health.

Previous Outcomes

Upholding FS 381.0056 to provide health services has proven to serve the health needs of the students of Clay County District Schools.

Expected Outcomes

This agreement will continue to provide clear responsibilities for mandated health services.

Strategic Plan Goal

Recommendation

Contact

Melanie Sanders, Chief of Student Support Services

Financial Impact

$0.00

Review Comments

Attachments

270025 Clay Department of Health Contract Review Packet.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 270025
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: 8/25/26

Name of Contract Initiator: Melanie Sanders Telephone #: 904-336-6867

School/Dept Submitting Contract: Student Support Services Cost Center # 9005

Vendor Name: Clay Department of Health

Contract Title: School Health Services Plan

Contract Type: New ☐ Renewal ● Amendment ☐ Extension ☐ Previous Year Contract # 260048

Contract Term: every 2 years Renewal Option(s):

Contract Cost: $0.00

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	No Cost
School Board Attorney JPS 9/2/26 Review Date	Legally Sufficient.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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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Mission: *To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.*

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2026-2028 School Health Services Plan

for

Clay County

Drafted Plan Due by September 15, 2026.
Completed Signature Page is due by November 20, 2026.

Drafted plan and signature page must be submitted to the respective county health department SharePoint folder on the State Health Office, School Health Program SharePoint site.

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Clay County

2026-2028 School Health Services Plan Signature Page

My signature below indicates that I have reviewed and approved the 2026-2028 School Health Services Plan and its local implementation strategies, activities, and designations of local agency responsibility as herein described:

Position	Name and Signature	Date
County Health Department Health Officer	Heather Huffman, MS, RDN, LD/N, IBCLC APPROVED AS TO LEGAL FORM DOH-OGC CHD Legal Counsel 08/21/2026 T. Bowles Signed by: 4A11F47FE2F94A6... *Printed Name* *Signature*	8/21/2026 *Date*
County Health Department Nursing Director	Courtney Cabush, MPH, BSN, RN Signed by: 658C362FBC2840A... *Printed Name* *Signature*	8/21/2026 *Date*
County Health Department School Health Coordinator	Jacqueline Copeland, MPH, BSN, RN, NCSN, CPH, a-IPC Signed by: DDC651944E504A1... *Printed Name* *Signature*	8/21/2026 *Date*
School District School Board Chairperson	Erin Skipper, BSN, RN *Printed Name* *Signature*	*Date*
School District Superintendent	David Broskie, MS *Printed Name* *Signature*	*Date*
School District School Health Coordinator	Kristin Riebe, BAS, RN DocuSigned by: 2EB7CE77203A40B... *Printed Name* *Signature*	8/24/2026 *Date*
School Health Advisory Committee Chairperson	VACANT *Printed Name* *Signature*	*Date*
School Health Services Public/Private Partner	Monique Johnson, MSW Signed by: E6A8CFE909FC4DA... *Printed Name* *Signature*	8/24/2026 *Date*

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Clay County

SUMMARY – SCHOOL HEALTH SERVICES PLAN 2026-2028

Statutory Authority: Section (s.) 381.0056, Florida Statutes (F.S.) requires each county health department (CHD) to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the "Plan") that outlines the provisions and responsibilities to provide mandated health services in all public schools. Rule 64F-6.002, Florida Administrative Code (F.A.C.) requires the plan to be completed biennially. Please note that items that are colorized blue are internet links that enable you to directly view the relevant reference material.

The Plan format is arranged in 4 parts relating to the services provided and funding streams, as follows:

- Part I: Basic School Health Services- General school health services which are available to all students in Florida's public and participating non-public schools in all 67 school districts.
- Part II: Comprehensive School Health Services- Includes increased services in section 381.0057, F.S., for student health management, interventions and classes. These services promote student health; reduce high-risk behaviors and their consequences (substance abuse, unintentional/intentional injuries and sexually transmitted diseases); provide pregnancy prevention classes and interventions; and provide support services to promote return to school after giving birth.
- Part III: Full Service School (FSS) Health Services- Includes basic school health services and additional specialized services that integrate education, medical, social and/or human services such as nutrition services, basic medical services, Temporary Assistance for Needy Families (TANF), parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as defined in section 402.3026, F.S.
- Part IV: Detailed Description of Local Agency(s) Roles and Responsibilities: The local agencies determine their roles and responsibilities for providing the services as described. Local agencies include CHD, Local Educational Agency (LEA), School Health Advisory Committee (SHAC), and other public and private partners providing school health services described within parts I-III.

The Plan contains 3 columns, as follows:

- Column 1 – Statute and/or Rule References. This column includes Florida Statutes, administrative rules, and references demonstrating best practices related to school health.
- Column 2 – Program Standard/Requirement. This column provides specific requirements related to the statutes, administrative rules, and references listed in column 1.
- Column 3 – Local Implementation Strategy and Activities. This column describes the implementation strategies and activities to fulfill requirements in columns 1 and 2.

Plan submission:

(1) The draft plan and signature page must be submitted to the respective CHD SharePoint Folder on the State Health Office, School Health Program SharePoint site by listed due dates.

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PART I: BASIC SCHOOL HEALTH SERVICES		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
1. School Health Services Plan; Basic School Health Services; Comprehensive School Health Services and Full-Service Schools: Rule 64F-6.002, F.A.C.; ss. 381.0056, 381.0057; 402.3026, F.S.	1a. Each local School Health Services Plan shall be completed biennially and approved and signed by, at a minimum, the superintendent of schools, the school board chairperson, and the CHD health officer.	School Health Services Plan (SHSP) is reviewed and completed biennially, at a minimum, by the CHD and LEA. All designated parties listed sign, as required.
	1b. The local school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the school district superintendent and the CHD health officer and submitted to the respective CHD SharePoint Folder on the State Health Office, School Health Program SharePoint site.	School Health Services Plan (SHSP) is reviewed and completed biennially, at a minimum, by the CHD and LEA. The CHD ensures the Health Officer receives the draft for review by May 1st. Pursuant to s. 381.0056, F.S., the CHD and LEA will update the SHSP every two (2) years. Annual review is conducted to ensure compliance and consistency. The document will be finalized and prepared for signatures by August 1st of the reporting year. CHD will submit the SHSP to the respective CHD SharePoint Folder on the State Health Office, School Health Program SharePoint site by September 15th.
	1c. The local school health services plan shall describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of the funding source.	The CHD oversees its personnel, consisting of three (3) RNs, one (1) LPN, and a single RN School Health Coordinator. Responsibilities for clinic staffing fall to the LEA, which employs School Health Room Nurses (RN or LPN), Unlicensed Assistive Personnel, one (1) ESE RN, and one (1) RN Supervisor/Coordinator of Nursing Services.
	1d. Each CHD uses annual Schedule C funding allocation to provide school health services pursuant to the School Health Services Act and the requirements of the Schedule C Scope of Work.	The CHD utilizes annual Schedule C funding, derived from the School Health (SCHOL) allocation, to provide basic school health services across all designated sites, including comprehensive and full-service schools. These funds are specifically utilized for CHD personnel salaries and fringe benefits. Supplemental funding from Local Government (LOGOV) and Non-Categorical General Revenue (NCGRV) is also used to support CHD staff. Income generated from the Sale of Goods and Services (SALGS) for contractual services provided to charter or private schools further supports CHD personnel costs. The SHSP describes the roles and

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PART I: BASIC SCHOOL HEALTH SERVICES		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		responsibilities of the CHD and LEA, ensuring compliance with the School Health Services Act and the Schedule C Scope of Work. Both agencies will adhere to the current annual Scope of Work requirements. There is no exchange of funds between the CHD and LEA for these school health services.
	1e. The CHD and LEA shall each designate one person, RN recommended, to be responsible for the coordination of planning, development, implementation and evaluation of the program. These individuals should collaborate throughout the school year to assure program compliance and to plan and assess the delivery of program services.	CHD - Jacqueline Copeland, MPH, BSN, RN, NCSN, CPH LEA - Kristin Riebe, BAS, RN CHD and LEA communicate regularly, by phone and email, as needed. School Health Services Program meetings are scheduled regularly, throughout the year, and include the CHD Director of Nursing, CHD Health Officer, and the LEA Director of Exceptional Student Education. LEA will exercise control over the administrative aspects of the School Health Services Program to ensure that the delivery of health services is coordinated with and supportive of the primary role of the school system - the education of the child.
	1f. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards and are consistent with Chapter 464 F.S., Nurse Practice Act.	Each school principal maintains direct oversight of LEA personnel delivering direct school health services. The LEA provides supervision for Clay County District Schools (CCDS) health services, excluding charter schools. A district-wide LEA Supervisor/Coordinator of Nursing Services, who is a Registered Nurse (RN), supervises all registered nurses (RN). All licensed practical nurses (LPN) and unlicensed assistive personnel (UAP) are supervised by a registered nurse (RN). LEA RNs delegate tasks to UAPs when appropriate, except within charter schools. In schools without an RN, the LEA manages care plan development and child-specific training, with the exception of charter schools. The LEA will inform the CHD of any changes to health personnel within five (5) business days. The LEA ensures that every

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		public school in the district is staffed by at least one licensed nurse (LPN or higher) to provide basic health services. The CHD recommends a minimum of one RN per health room, including at charter schools. The LEA ensures health room staff and at least two (2) additional school members are certified in first aid and CPR by a recognized agency, as mandated by Rule 64F-6.004, F.A.C., and the Florida School Health Administrative Resource Manual (2021). Basic School Health Services are provided to all county public school students according to s. 381.0056, F.S. At a minimum, the LEA provides screenings for 1) Vision, 2) Hearing, 3) Scoliosis, and 4) Growth and Development, unless a parent opts out, a disability prevents screening, or the student is in treatment. Students falling outside screening limits are referred to providers for evaluation within forty-five (45) days, with all referrals documented in cumulative health records. Signed parental consent is confirmed for students referred for comprehensive eye exams. Pregnant students receive information on prenatal care and the Healthy Start Program. Additional services are provided as outlined in the current Plan. The CHD supervises its own personnel and provides overall program oversight. A CHD nurse is assigned to each CCDS site to provide support, consultative services, and monitor SHSP compliance. Support includes scheduled and unscheduled in-person or virtual visits to health rooms. CHD nurses must have documented pediatric and developmental expertise. The Focus Visit Tool is utilized during visits based on previous outcomes. Schools with licensed nurses are visited every other month, while those with UAPs only, including temporary assignments, are visited monthly. The CHD assists in identifying student physical, social, and emotional needs upon request. Annual fall reviews use the School Health Services Program Review Tool; primary

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		schools receive a second spring review for mass screening measures. Frequent reviews are conducted for UAPs working independently. Results are shared with LEA leadership and health staff. Identified deficiencies require a process improvement plan (PIP) within 15 business days. The LEA submits the PIP to the CHD, which then approves the actions or assists the school in meeting compliance. If no school-based nurse is present, an LEA district nurse attends reviews. The CHD notifies the LEA of personnel changes within 5 business days. Charter schools manage their own RN staffing or may enter a fee-for-service contract with the CHD. The CHD ensures staff pass Level 2 background screenings per s. 1012.465, F.S. and Chapter 435, F.S. Both CHD and LEA nurses must be Florida licensed (RN/LPN) and follow the Nurse Practice Act and Chapter 464, F.S. Both agencies adhere to federal and state confidentiality laws for school and health records. The CHD receives records from the LEA lawfully and is accountable for protecting student confidentiality. CHD staff must have access to paper and electronic records necessary for service delivery, including Cumulative Health Records and documentation for students in Medicaid or Free and Reduced Lunch programs.
	1g. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant (if employed), or the student's private physician.	The CHD and LEA conduct an annual assessment and revision of the School Health Services Manual (SHSM) to govern program delivery, ensuring a comprehensive update at least biennially. The LEA provides documentation to the CHD confirming manual approval by August 15th of the required year. Final School Board approval for the SHSM is obtained by July 1st for the upcoming term. Additional health-related protocols are integrated into the Student & Family Handbook and the Code of Student Conduct, both of which receive official School Board authorization. Student-specific medical requirements are detailed in their individualized Medical Management Plan (MMP) provided by

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		an external healthcare clinician. On an annual basis, the LEA updates all necessary documentation for the School Health Services Program. The CHD serves as a secondary consultant for content review, providing support with five business days' notice prior to the use of any forms. The LEA submits these materials to the CHD by March 1st, with feedback returned by March 31st. The LEA must notify the CHD of any mid-year form modifications. New forms developed during the year require submission to the CHD at least five business days before their intended implementation. All LEA documentation must exclusively display the LEA name and logo, as the use of DOH or CHD branding is prohibited.
	1h. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners.	By the fifth business day of each month during the academic year, the LEA and all charter schools are required to transmit the previous month's aggregated health services data to the CHD via the CHD nurse's myoneclay.net email account. This submission must include the following documentation: 1) Yearly Health Room Activity Log, 2) Monthly Outcome Disposition Report, 3) Monthly Screening Statistics, and 4) records of Health Education Classes across Basic, Full Service, and Comprehensive sites. Facilities maintaining both an Exceptional Student Education (ESE) and a standard health room shall provide a single, integrated report. Both the LEA and CHD will adhere to updated data reporting mandates as specified in the current Scope of Work from the Florida Department of Health (FDOH) School Health Services Program Office. The CHD is responsible for entering this information into the state Healthcare Management System (HMS) in accordance with state guidelines. The LEA and CHD will engage in a joint effort to gather the necessary metrics for the Annual School Health Report, utilizing the template provided by the FDOH School Health Services Program Office. Should the FDOH School Health

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		Services Program Office modify these data requirements mid-year, the CHD will notify LEA, and the LEA will submit the revised information to the CHD accordingly. Pending confirmation from the CHD, the LEA shall deliver the following data sets by June 30, 2027 (refer to Exhibit I 25-26 Annual School Health Report): 1) District Contact Information, 2) School and Student Demographics, 3) Identified Health Conditions, 4) Students requiring Medication or Procedures, 5) Disposition of Clinic Visits, 6) Student Referrals, 7) Health Education by School Type, 8) In-Kind Service Agencies, 9) Schools with Full-Time Health Staff, 10) Schools with Full-Time RNs, 11) Public-Private Staffing Partners, 12) Comprehensive Staffing Data, 13) District Revenue and Expenditures, 14) Partner Expenditures, 15) Program Successes and Challenges, and 16) Care Plans by Condition. For items #3, #4, and #16, LEA health room personnel must provide the requested data to the CHD by April 5, 2027. LEA supervisor will submit metrics for the 2026-2027 Annual School Health Report by June 30, 2027. Upon receipt of the LEA's compiled metrics, the CHD will finalize the 2026-2027 Annual School Health Report. This document must be submitted to the FDOH School Health Services Program Office in Tallahassee no later than August 14, 2027. Please see Exhibit I: 2025-2026 Annual School Health Report.
	1i. Each SHAC should include members representing the eight components of the Centers for Disease Control and Prevention's Coordinated School Health (CSH) model. The SHAC is encouraged to address the eight CSH components in the school district's wellness policy.	A restructuring of the SHAC was executed during SY 2017-2018, with member recruitment expanded to encompass all 10 elements of the Whole School, Whole Community, Whole Child (WSCC) framework, building upon the original Coordinated School Health (CSH) foundation. At the local level, the LEA has designated this body as the School Health Wellness Advisory Council (SHWAC) to formally integrate the Wellness component. The CHD and LEA maintain a joint partnership for the coordination and planning of the SHWAC.

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		In accordance with established SHWAC bylaws, the LEA designates a specific member to act as the official liaison. These bylaws have been formally reviewed and approved by the Council. The LEA, supplemented by additional Clay County District School staff as required, provides the necessary administrative and staff support for the SHWAC. Per the council's governing documents, SHWAC meetings are conducted on a quarterly basis.
2. Health Appraisal s. 381.0056(4)(a)(1), F.S.	2a. Determine the health status of students.	The LEA performs a thorough review of student records; any student identified with a medical condition is referred to the LEA nurse for comprehensive inquiry and evaluation in coordination with parents or healthcare providers. The LEA school health room personnel address the daily health requirements of students within the designated health rooms. Charter schools are responsible for securing their own professional school nursing staff or may establish a fee-for-service contractual agreement with the CHD. Charter schools maintaining such contracts must notify the CHD of students with chronic health conditions to facilitate professional nursing evaluations and consultations with family or medical providers.
3. Records Review s. 381.0056(4)(a)(2), F.S.; s.1003.22(1)(4) F.S.; Rules 64F-6.005(1), F.A.C.; 64F-6.004(1)(a), F.A.C.	3a. Perform initial school entry review of student health records, to include school entry physical, immunization status, cumulative health record, emergency information, school health screenings, and student-specific health related documents.	LEA administrators, registrars, or nursing staff perform the initial review of health records for all students entering the school system to ensure compliance with entry mandates. As part of its oversight, the CHD conducts annual record evaluations at every school during the fall school health services program reviews. Furthermore, the CHD carries out supplemental virtual and in-person reviews throughout the year using district databases. When virtual access is required, the CHD establishes a secure file-sharing system (CCDS Google Drive); the LEA is then responsible for uploading the necessary documentation within ten (10) business days. These files are deleted from the CCDS Google Drive by the LEA after 30 days. Should records

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		personnel be unavailable for the full ten-day period, the LEA remains responsible for the upload. The CHD facilitates ongoing communication regarding entry requirements and reviews results with principals, technical managers, nursing coordinators, and health room or records staff. Beginning the first week of the academic year and continuing through mid-October, the CHD generates weekly immunization reports to prepare for FTE week, followed by monthly reporting. This reporting continues during the summer to monitor progress continually. Per s. 1003.22, F.S., and the Florida School Health Administrative Resource Manual (2021), LEA principals must ensure students provide all required health documentation, including immunizations and entry exams. The LEA conducts parental follow-up for non-compliant students and enforces exclusion policies when mandates are not met. The LEA further ensures that all health and records staff are registered with Florida SHOTS for access to DH 680/681 forms. To support compliance, the CHD provides monthly virtual orientation sessions on health entry requirements for new and existing records personnel, with the LEA mandating attendance for all new hires.
	3b. Emergency information card/form for each student shall be updated each year.	In alignment with the School Health Services Program Scope of Work, the LEA facilitates the distribution of emergency information forms to parents and guardians annually, utilizing both electronic and written methods. LEA personnel, including registrars and nursing staff, conduct initial reviews of student health records to confirm compliance with entry mandates. The LEA secures updated electronic emergency data from the parents, including contact details, physician information, and health history, ensuring clinic staff have access by September 30th. Monthly electronic notifications are sent to parents to maintain current data. As mandated by the FY 2025-2026 Scope of Work and Rule 64F-6.004, F.A.C., the LEA adheres to established collection

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		benchmarks: 45% of the student population by September 30th and 95% by December 31st. Furthermore, internal audits of these records are conducted to verify accuracy, targeting a 15% review rate by September 30th, 50% by December 31st, and 90% by March 31st. LEA will adhere to the deliverables in the most recent Scope of Work for the given school year. The CHD maintains oversight through quarterly record evaluations at each school site, to ensure students for audited record reviews have updated emergency documentation and permission for care on file. Additional CHD reviews, whether in-person or virtual, are performed as necessary, to ensure program compliance.
	3c. Ensure initial school entry health examination and immunization policies meet statutory and rule requirements.	The LEA provides a direct link to the Florida Department of Health (DOH) Immunization website on the LEA's official webpage. No changes to existing protocols have been implemented. Parents or guardians may request exemptions from the school health entry examinations and immunizations. A child shall be exempted from the requirement of a health examination upon written request of the parent of the child stating objections to the examination on religious tenets. The parent of the child may also object in writing that the administration of the immunizing agents conflicts with his or her religious tenets or practices by submitting a DH 681 Form to the LEA, as received from the DOH.
4. Nurse Assessment s. 381.0056(4)(a)(3), F.S.; Rules: 64F-6.001(6), F.A.C.; 6A-6.0253, F.A.C; 6A-6.0252, F.A.C.; 6A-6.0251, F.A.C.	4a. Perform nursing assessment of student health needs by a Registered Nurse (RN).	The LEA provides licensed nursing staff (RN or LPN) for health rooms, occasionally supplemented by UAPs. Professional RNs from the LEA perform comprehensive assessments of student health requirements, utilizing data from entry exams, emergency cards, questionnaires, and clinic visits. This evaluative process is conducted in partnership with parents and medical providers, facilitating

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		the creation of an Individualized Healthcare Plan (IHP[1]) and Emergency Action Plan (EAP) during the review of the Medical Management Plan. LEA RNs, including the ESE and Supervisor/Nursing Services Coordinator, provide necessary oversight and authorization for MARs completed by LPNs or UAPs. For sites without a resident RN, designated LEA RNs manage all health assessments. The LEA ensures the immediate development of IHPs, EAPs, and child-specific training upon a student's enrollment or the receipt of necessary medical orders and management plans.
	4b. For day-to-day and emergency care of students with chronic and/or complex health conditions at school, the RN develops an individualized health care plan (IHP) and Emergency Action Plan (EAP).	RNs from the LEA perform comprehensive assessments of student health requirements, utilizing data from entry exams, emergency cards, questionnaires, and clinic visits. This evaluative process is conducted in partnership with parents and medical providers, facilitating the creation of an Individualized Healthcare Plan (IHP) and Emergency Action Plan (EAP) during the review of the Medical Management Plan. LEA RNs, including the ESE and Supervisor/Nursing Services Coordinator, provide necessary oversight and authorization for sites staffed by LPNs or UAPs. The LEA ensures the immediate development of IHPs, EAPs, and child-specific training upon a student's enrollment or the receipt of necessary medical orders and management plans. Charter schools are responsible for securing their own school nursing staff or may establish a fee-for-service contractual agreement with the CHD. Local Agencies Responsible: CHD (for participating Charter schools) and the LEA.

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[1] IHP: A coordinated plan of care developed by an RN in accordance with s. 464.003, Florida Statutes, and Chapters 6A-6.0251, 6A-6.0252, and 6A-6.0253, Florida Administrative Code. The IHP is child-specific and includes a written format for nursing assessment (health status, risks concerns, and strengths), nursing diagnosis, interventions, delegation, expected outcomes, goals to meet the health care needs of a student with an acute or chronic health condition and to protect the safety of all students from the misuse or abuse of medication, supplies, and equipment.

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5. Nutrition Assessment s. 381.0056(4)(a)(4), F.S.;	5a. Identify students with nutrition related problems and refer to an appropriate health care provider.	The LEA obtains student nutritional data through ongoing partnership and communication with students and their families. To identify chronic conditions requiring nutritional intervention—such as celiac disease, cystic fibrosis, diabetes, or severe food allergies—the LEA conducts thorough reviews of emergency information records. The LEA's nutritional services department facilitates the coordination of any specific dietary requirements. In accordance with mandated protocols, the LEA performs growth and development screenings (height, weight, and BMI) for students in grades 1, 3, and 6, with the CHD providing supplemental assistance upon request. A collaborative three-step notification procedure has been established for students whose measurements fall outside recommended parameters: the LEA initiates the first two parental contacts, while the CHD partners with the LEA for the final notification (see Exhibit II for details). To support families and nursing staff in securing necessary care, updated referral resource lists are maintained by the CHD and utilized by the LEA. The LEA provides the CHD with a comprehensive follow-up list to ensure all final outcomes are accurately documented within the state Health Management System (HMS).
6. Preventive Dental Program s. 381.0056(4)(a)(5), F.S.	6a. Provide services such as oral health education, screenings and referrals, dental sealants, fluoride varnish, and/or fluoride rinse as appropriate.	A collaborative partnership has been established between the LEA and DOH-BAKER to deliver Preventive Dental Care across Title 1 and full-service school sites. Through the specialized School Based Sealant Program, students receive comprehensive oral health assessments, professional cleanings, and hygiene education, supplemented by fluoride treatments and dental sealant applications.
7. Health Counseling s. 381.0056(4)(a)(10), F.S.	7a. Provide health counseling as appropriate.	The LEA maintains collaborative partnerships with specialized agencies to provide student health counseling and psychological support services upon request.

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8. Referral and Follow-up of Suspected and Confirmed Health Problems s. 381.0056(4)(a)(11), F.S.	8a. Provide referral and follow-up for abnormal health screenings, emergency health issues, and acute or chronic health problems. Coordinate and link to community health resources.	The LEA performs student rescreening within a two-week window for those failing initial assessments to verify if a formal referral is necessary. A collaborative notification protocol is maintained between the LEA and CHD to manage referrals for students whose metrics fall outside mandated parameters across all categories (refer to Exhibit II). To ensure final outcomes are accurately documented within the state HMS, the LEA delivers a comprehensive follow-up list to the CHD. Furthermore, the LEA executes persistent contact attempts with parents and guardians to coordinate essential services for students identified with chronic health requirements and conditions.
9. Provisions for Screenings s. 381.0056(4)(a)(6-9), F.S.; Rule 64F-6.003(1-4), F.A.C.	9a. Provide mandated screenings unless the parent requests in writing an exemption: 1. Vision screening shall be provided, at a minimum, to non-exempted students in grades kindergarten, 1, 3, 6, and students entering Florida schools for the first time in grades kindergarten – 5. 2. Hearing screening shall be provided, at a minimum, to non-exempted students in grades kindergarten, 1, 6, and to students entering Florida schools for the first time in grades kindergarten – 5; and optionally to students in grade 3. 3. Growth and development screening shall be provided, at a minimum, to non-exempted students in grades 1, 3, and 6; and optionally to students in grade 9.	In accordance with s. 381.0056, F.S., and Rule 64F-6.004, F.A.C., the LEA conducts mandatory vision, hearing, scoliosis, and growth and development screenings for public school students within the county. These health services are delivered to the student population except in cases where a parent or guardian submits a written exemption, a disability precludes the screening process, or the student is already under professional care for the condition. Should supplemental aid be required, the LEA initiates a formal request to the CHD, specifying: a) the designated school locations for the screenings, b) scheduled dates, c) the operational timeframe, d) the specific schools requiring aid, and e) the nature of assistance needed, such as (i) training for volunteers, (ii) staffing screening stations, or (iii) coordinating student movement. This documentation is transmitted via email to the CHD School Health Coordinator by September 4, 2026, utilizing the Mass Health Screening Assistance Request Tracker 2026-2027 SY. Subject to personnel availability, the CHD will provide support between September 14, 2026, and October 9, 2026. The LEA must provide 24-hour notice if CHD support is no longer necessitated, and the CHD will confirm available resources

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	4. Scoliosis screening shall be provided, at a minimum, to non-exempted students in grade 6.	within five business days of the request. To ensure adequate staffing, the LEA recruits volunteers from HOSA: Future Health Professionals, and community partners. A dedicated LEA nurse, free of other responsibilities, must be present for the duration of the event along with sufficient volunteers; otherwise, the CHD cannot provide support. If the necessary contingent of qualified staff and volunteers is not present, the LEA shall reschedule the screening session. All initial and follow-up screenings must be concluded by November 6, 2026, adhering to the timelines and obligations specified in the Dates to Remember SY 2026-2027 and Exhibit III. Final manual tallies of the screening outcomes must be submitted to the CHD by November 20, 2026, using the designated Mass Health Screening Results spreadsheet. The LEA performs comprehensive documentation of all screening outcomes, including parental non-responsiveness, formal refusals for follow-up care, or instances of student withdrawal. The CHD manages the coding of all screening metrics and subsequent referrals within the state Health Management System (HMS), with a mandate to finalize initial data entry by December 31, 2026. Charter schools are responsible for securing independent professional nursing staff or may establish a fee-for-service contractual agreement with the CHD to facilitate the rescreening services. Furthermore, charter schools maintain accountability for student record preservation and the transmission of data in accordance with state statutory requirements and LEA protocols.
	9b. Provide screening services to all specified students pursuant to s. 381.0056(4)(a) unless a parent/guardian requests exemption from the screening services in writing.	The LEA facilitates an online process for parents and guardians to request inclusion and exemptions from mandatory health screenings during student registration. This designation is updated on an annual basis, with the LEA allowing for modifications to consent at any time, as required. Furthermore, the LEA adheres to mandated protocols for

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		students in grades K-3; prior to the administration of any student wellbeing questionnaire or health screening instrument, the LEA shall deliver the document to the parent and secure formal authorization for its implementation.
	9c. The school shall obtain parent/guardian permission in writing prior to any invasive screening, (e.g. comprehensive eye exam, screening procedures in which the skin or any body orifice is penetrated).	For any student undergoing consultation or evaluation with state vision contractors or alternative organizations, the LEA confirms that written parental authorization is secured by the service-providing entity. This requirement pertains to comprehensive ocular examinations (which may involve refractive testing and pupil dilation) and any additional screening procedures.
	9d. Refer students with abnormal screening results to service providers for additional evaluation and/or treatment (e.g. state contracted vision service providers).	The LEA utilizes local and state-contracted vision providers, such as the Florida Heiken Children's Vision Program and Vision is Priceless, to facilitate essential referral services. Professional school nurses maintain access to updated referral resource lists to guide families toward necessary care. Vision provider details are disseminated to health personnel during annual program meetings, screening training sessions, or throughout the academic term as requirements dictate. The LEA coordinates student referrals by notifying parents and guardians of any screening results falling outside mandated parameters, ensuring evaluation by a healthcare provider within forty-five (45) days. All referral activities are documented on the Mass Health Screening form. By December 11, 2026, the LEA will deliver mandated screening outcomes to families; in accordance with s. 381.0056, F.S., this initial notification serves as the primary contact and includes necessary referral information. A secondary follow-up letter will be dispatched by January 15, 2027, for students requiring further evaluation. Should no response be received after these initial efforts, the LEA will forward the Initial Screening Outcomes worksheet to the CHD by February 5, 2027. Subsequently, the CHD will generate third-contact

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		follow-up letters for distribution by the LEA on February 19, 2027, targeting students with outstanding referral needs in hearing, vision, scoliosis, or BMI categories. The LEA is responsible for delivering final screening outcomes to the CHD by March 19, 2027, utilizing the designated 2026-2027 Excel workbook to document final results, parental refusals, non-responsiveness, or student withdrawals. Furthermore, the LEA will submit the New Student Screening Workbook by the 5th of each month from November through May to account for students in mandated grades who enrolled after mass screenings were finalized. In compliance with Rule 64F-6.003, F.A.C., the LEA performs vision and hearing assessments for ESE students and new Florida enrollees in grades KG-5. The CHD will ensure all screening metrics and outcomes are finalized within the state Health Management System (HMS) by June 18, 2027.
10. Meeting Emergency Health Needs s. 381.0056(4)(a)12., F.S.; s.1001.43(7), F.S.; s. 1003.02(1)(k), F.S. s.1003.457, F.S. ; Rule 64F-6.004(1), F.A.C.; Emergency Guidelines for Schools, 2019 Florida Edition	10a. Ensure written health emergency policies and protocols are maintained and include minimum provisions. Ensure that student emergency information forms/cards are updated annually and completed for each student listing contact person, family physician, allergies, significant health history, and permission for emergency care.	The LEA performs an annual evaluation and revision of clinic protocols, guidelines, and operating procedures. Upon formal request, the CHD provides consultative reviews to verify alignment with Florida Statutes and offers best practice recommendations. Both the CHD and LEA adhere to evidence-based protocols and strategies specified within the local School Health Services Manual (SHSM). Furthermore, the LEA utilizes the Emergency Guidelines for Schools (2019 Florida Edition) within health rooms to provide essential guidance for non-medical personnel during urgent situations when professional nursing staff are unavailable. These procedures serve as the established standard for emergency response. The LEA maintains the use of recognized clinical references to direct school health activities, as mutually agreed upon by both the CHD and LEA. Professional practices will follow evidence-based standards detailed in "School Nursing: A Comprehensive Text" (2020), except where superseded by

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		local policy or guidelines. The LEA facilitates the procurement of this text for every standard and ESE health room. Additionally, the CHD recommends the acquisition of "Managing Childhood Infectious Diseases in Child Care and Schools: A Quick Reference Guide" (6th Edition) to assist in the management of pediatric illnesses. Each school facility develops and displays Medical Emergency Plans at mandated sites annually, while the LEA oversees the yearly update and distribution of the broader Safety Plans. Both agencies maintain compliance with the Florida School Health Administrative Resource Manual (2021) to ensure the effective administration of the program.
	10b. Ensure health room staff and two additional staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list of the certified staff is posted in key locations.	The LEA mandates that all health room staff maintain active certification in first aid and CPR. To facilitate this, the LEA provides annual and supplemental training sessions, ensuring personnel remain current with their credentials. During professional planning days, school staff who serve as certified instructors conduct these classes for their colleagues. On an annual basis, every school nurse distributes a formal inquiry to faculty to document individuals with valid certifications. Each facility develops and displays Medical Emergency Plans at mandated sites yearly. The CHD conducts an annual audit of these measures during School Health Services Program Reviews to verify program compliance.
	10c. Assist in the planning and training of staff responsible for emergency situations.	To facilitate active certification in first aid and CPR, the LEA conducts annual and supplemental training sessions for all health room staff. A contingent of certified American Red Cross instructors is maintained by the LEA to provide these essential classes for school personnel. Furthermore, the CHD and LEA maintain a joint partnership to provide or coordinate emergency protocols and updates during the annual School Health Services Program meeting or through specialized sessions as requirements dictate.

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	10d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment, and facilities.	LEA health room staff maintain readiness of first aid kits with appropriate supplies. During the yearly School Health Services Program evaluations, the CHD verifies the expiration dates of emergency medications and the placement of Automatic External Defibrillators (AEDs). LEA nurses execute quarterly maintenance inspections for AEDs housed within health rooms, recording results on the designated Automated External Defibrillator Maintenance Checklist. The LEA athletic department oversees the monitoring and maintenance of all additional AED units located throughout the school campus.
	10e. The school principal (or designee) shall assure first aid supplies, emergency equipment and facilities are maintained.	LEA health room personnel maintain first aid bags with adequate supplies. Each school replaces first aid supplies each summer before students arrive for the next school year. The supplies are replenished according to the Health Room Supplies List.
	10f. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or their designee.	LEA health room staff record all occurrences of student injury or sudden illness within the designated electronic database or the Student Health Room Visit Record. The LEA facilitates prompt notification to the school principal and executes necessary accident documentation when indicated. All nursing interventions and student treatments are comprehensively logged by the LEA within the Medicaid Tracking System (MTS) 3.0/Focus platform to ensure program accountability.
	10g. A poster that contains step-by-step instructions on how to provide emergency first aid for choking on conscious individuals must be posted in each public school cafeteria within the school district. The poster must be easily visible and prominently placed.	The LEA secured instructional posters from the DOH and has ensured their prominent display within each facility's cafeterias.

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	10h. Each public school shall develop a plan for urgent life-saving emergencies (PULSE) that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life threatening emergency while on school grounds. Each PULSE must integrate evidence-based core elements and consider those elements recommended by the American Heart Association for schools responding to cardiac emergencies, including but not limited to: 1. Establishing a life-threatening medical emergencies response team. 2. Protocols and procedures for activating the team in response to a suspected emergency. 3. Implementing AED placement and routine maintenance. 4. Disseminating and communicating the plan throughout the school. 5. Maintaining ongoing and appropriate staff training. 6. Coordinating and practicing emergency drills, including use of AEDs.	On an annual basis, every school facility develops and displays a comprehensive list identifying at least five personnel with active certification in first aid and CPR. These Medical Emergency Plans are strategically posted in key locations across the campus to ensure maximum visibility. LEA nurses, alongside designated school staff, execute quarterly maintenance inspections for all Automated External Defibrillators (AEDs). These evaluative results are recorded on the official Automated External Defibrillator Maintenance Checklist to verify constant operational readiness. 1. This process is executed annually utilizing the specific form. 2. Protocols include the utilization of Centegix Panic Button activations. 3. Nursing and school personnel perform comprehensive AED maintenance evaluations on a quarterly basis. 4. Oversight of these measures remains the responsibility of the school Principal and the staff nurse. 5. The LEA facilitates ongoing certification opportunities by offering CPR and first aid training for staff throughout the academic year. 6. Emergency response drills are conducted monthly. LEA is exploring the feasibility of integrating AED training components into existing lockdown procedures. Upon the conclusion of a lockdown drill, during the mandatory hold for student accountability, the school nurse could provide specialized training on AED implementation.
	10i. School officials must work directly with local emergency service providers to integrate the PULSE into the community's emergency responder protocols. Recommendations made by the emergency service responders, such as, but not limited to, school personnel training, drills, medical	On an annual basis, every school facility develops and displays a comprehensive list identifying at least five personnel with active certification in first aid and CPR. These Medical Emergency Plans strategically document the responder's name, room assignment, and telephone extension, alongside the specific campus location of all Emergency Equipment. These plans are prominently posted

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	oversight, equipment procurement, placement, and maintenance must be considered in each public schools' PULSE and in accordance with evidence-based core elements.	in key locations across the facility to ensure maximum visibility and program compliance. The LEA is partnering with the Clay County Fire Rescue - Community Paramedicine Program to start conducting emergency drills in the schools.
	10j. No later than July 1, 2027, each public school, including charter schools, must have at least one operational automated external defibrillator on school grounds. The defibrillator must be available in a clearly marked and publicized location. Schools must maintain the defibrillator according to the manufacturer's recommendations and maintain all verification records for such defibrillators. 1. Appropriate school staff must be trained in first aid, cardiopulmonary resuscitation, and defibrillator use. 2. The location of each defibrillator must be registered with a local emergency medical services medical director.	Every elementary facility within the district maintains at least one operational AED, while Junior High and High School sites are equipped with multiple units. These devices are positioned in clearly publicized areas; furthermore, the LEA established contact with Morgan Pinchin of the Clay County Paramedicine team to facilitate the registration of clinic-based AED locations with local emergency responders. Each of the three charter schools in Clay County also maintains an operational AED.
11. Assist in Health Education Curriculum s. 381.0056(4)(a)(13), F.S.	11a. Collaborate with schools, health staff and others in health education curriculum development.	The CHD and LEA maintain a joint partnership through the SHWAC to evaluate and propose the health education curriculum. Upon formal request and subject to current availability, the CHD delivers supplemental health-related resources to support these initiatives. Furthermore, the CHD facilitates the procurement of necessary supplies and instructional materials for the broader School Health Services Program as departmental funding permits.
12. Refer Student to Appropriate Health Treatment s. 381.0056(4)(a)(14), F.S.	12a. Use community or other available referral resources. Assist in locating referral sources for Medicaid eligible, uninsured and underinsured students.	The LEA facilitates student and family referrals for health interventions upon identification of need or discovery of medical conditions. Community assistance and resources can be obtained through the online chat on the community

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		services page under the community page on the Clay County Government website: https://www.claycountygov.com/community/community-services/resource-guide . To further support local coordination, the LEA and CHD maintain active representation within the Clay SafetyNet Alliance, a local provider group that meets monthly to evaluate and disseminate information regarding available community resources. The CHD offers assistance in connecting families with community resources through their Client Assistance Request Form that can be accessed from their website's homepage: Home - Florida Department of Health in Clay County
13. Consult with Parent/Guardian Regarding Student's Health Issues s. 381.0056(4)(a)(15), F.S.; Rule 64F-6.001(1), F.A.C.	13a. Provide consultation with parent/guardian, students, staff and physicians regarding student health issues.	The LEA maintains essential documentation on its official website and portal to facilitate seamless communication of student health requirements among medical providers, parents, and school personnel. To ensure comprehensive coordination, the LEA conducts Care Planning sessions on an as-needed basis. Furthermore, the LEA develops a specialized Clinic Nurse Guide to direct health room staff executing annual evaluations and revisions to maintain protocol accuracy. Charter schools remain responsible for securing independent nursing staff or may establish a fee-for-service contractual agreement with the CHD to facilitate these essential services.
14. Maintain Health-Related Student Records s. 381.0056(4)(a)(16), F.S.; s. 1002.22, F.S.; Rule 64F-6.005(1)(2), F.A.C.	14a. Maintain a cumulative health record for each student that includes required information.	Individual student health documents are secured within cumulative records at each school. LEA personnel utilize the official student data system or the Student Health Room Visit Record for comprehensive daily charting. Document preservation follows the LEA's established retention schedule and district guidelines. To verify program compliance, the CHD performs yearly audits of entry documentation during fall health room reviews, supplemented by ongoing record evaluations conducted throughout the academic term.

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		In accordance with s. 1002.22, F.S., Rule 64F-6.005, F.A.C., and federal privacy mandates, the LEA manages the following student-specific records: 1) Cumulative health records containing (i) DH 680 or DH 681 immunization forms, (ii) DH 3040 school health entry examinations, and (iii) documented screening outcomes, referrals, and final dispositions. 2) Specialized IHPs and EAPs for students with identified needs. 3) Clinical Medication Administration Records (MAR) developed by an RN to log every medication instance. 4) Individualized documentation for medical treatments and procedures. 5) Daily clinic logs recording student identifiers, complaints, arrival/departure timestamps, and outcomes; these logs receive regular oversight from School Health Coordinators and program leadership. 6) Signed and dated records of child-specific training and monitoring for unlicensed assistive personnel, as mandated by s. 1006.062(4), F.S., and Chapter 64B9-14, F.A.C.
15. Nonpublic School Participation s. 381.0056(4)(a)(18), F.S.; s. 381.0056(5)(a)-(g), F.S.	15a. Notify the local nonpublic schools of the school health services program, allowing the nonpublic school to request participation in the school health services program provided they meet requirements.	On an annual basis, the CHD facilitates formal notification to nonpublic facilities via written correspondence or electronic mail, outlining opportunities for program participation through a contractual partnership. Local private schools may initiate contact with the CHD to address student-specific requirements. The CHD extends an invitation for these entities to request supplemental aid for mandatory health screenings. Should extensive resources be necessitated, schools are encouraged to establish a fee-for-service agreement with the CHD.
16. Provision of Health Information for Exceptional Student Education (ESE) Program Placement s. 381.0056(4)(a)(17), F.S.; Rules 6A-6.0331, F.A.C.; 64F-6.006, F.A.C.	16a. The District School Board will ensure that relevant health information for ESE staffing and planning is provided.	Professional LEA nurses attend Individualized Educational Plan (IEP) and 504 sessions upon request to facilitate the management of student medical requirements. All relevant health data is updated throughout the academic term as necessitated. Furthermore, LEA health room personnel execute vision and hearing assessments for these students upon formal inquiry. The LEA maintains one specialized ESE

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		RN position to support these initiatives. Charter schools remain responsible for securing independent professional school nursing staff or may establish a fee-for-service contractual agreement with the CHD to provide these essential services.
17. Provide In-service Health Training for School Personnel s. 381.0056(6)(b), F.S.; Rule 64F–6.002, F.A.C.	17a. The District School Board will ensure that district staff are provided with training to assist with the day-to-day and emergency health needs of students.	On a monthly basis, the CHD facilitates a comprehensive four-hour School Health Services Program Orientation for all newly appointed health room personnel, including licensed nurses, UAPs, and substitute staff. Experienced employees are encouraged to attend for professional updates. The LEA serves as the coordinating body for attendance, providing notification to the CHD within three business days of each session held at the Fleming Island CHD facility. Prior to the academic term, the LEA organizes a mandatory annual program meeting and training session for all clinical and nursing leadership, with the CHD providing supplemental support and updates. Furthermore, the LEA implements a specialized online medication administration curriculum, followed by a professional RN skill validation and return demonstration. Yearly certifications in CPR, First Aid, Child Abuse prevention, and Blood Borne Pathogens are mandated for all district faculty and health staff. The CHD provides specialized training for mandatory screenings to new personnel, while community partners are leveraged for additional educational needs. Charter schools maintain responsibility for their own professional nursing services or may establish a contractual partnership with the CHD.
18. Health Services and Health Education as Part of the Comprehensive Plan for the School District. s. 381.0056(6)(a), F.S.; Rule 64F-6.002, F.A.C.	18a. The District School Board will ensure that school-based health services and health education are provided to public school children in grades pre-kindergarten - 12.	On an annual basis each July, the LEA utilizes the Focus platform to dispatch automated electronic notifications informing parents and guardians of student eligibility for services detailed within the School Health Services Plan. To facilitate these provisions, families must access the Parental Preferences section in Focus to formally authorize or decline participation in specific health and screening services. A

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		definitive selection is required; in the absence of documented parental consent, students will be precluded from receiving any health or screening interventions. To maintain program compliance and verify that families remain informed, the LEA adheres to a specialized implementation timeline for school-based health screenings. Thirty days prior to the event, a formal notification letter and screening form are distributed via student folders, documenting the specific schedule for each facility. Fourteen days before screenings commence, the LEA generates a report in Focus to confirm consent status. Families with outstanding decisions are issued a secondary Notice of Mandated Health Screenings; students lacking documented authorization will not participate in the screening process. Furthermore, the LEA provides comprehensive health education across grades K-12, encompassing mental health, human trafficking prevention, substance abuse awareness, and healthy relationship curricula. In accordance with s. 381.0056, F.S., the LEA integrates these health education initiatives into the district's broader comprehensive plan.
19. Physical Facilities for Health Services s. 381.0056(6)(c), F.S.; s.1001.43(7)(a), F.S.; State Requirements for Educational facilities, 2014 and/or State Requirements for Existing Educational Facilities 2014	19a. The District School Board will ensure that adequate health room facilities are made available in each school and meet the Florida Department of Education requirements.	The LEA maintains accountability for providing appropriate health room facilities, clinical materials, and necessary equipment at every school site, ensuring compliance with the State Requirements for Educational Facilities, s. 381.0056(5)(b), F.S., and Rule 64F-6.004, F.A.C. To verify program compliance and ensure that facilities meet mandated standards, the CHD executes annual School Health Services Program Reviews across all facility locations.
20. Helping Children be Physically Active and Eating Healthy s. 381.0056(6)(d), F.S.	20a. The District School Board will ensure that at the beginning of each school year, a list of programs and/or resources is made available to the parent/guardian so they can help their children be physically active and	Information regarding healthy lifestyle assets is disseminated to parents by the LEA utilizing diverse platforms including campus newsletters, social media, the PE/Health curriculum, and the official district website. Through the specialized food and nutrition services department, the LEA facilitates the

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	eat healthy foods.	Free Summer Meals Program, providing essential breakfast and lunch options for children aged 18 and younger at designated school locations. Feeding site availability remains subject to adjustment based on participation rates and evolving district requirements. Furthermore, the LEA maintains active participation in the National School Lunch, Breakfast, and Snack Programs. To support transparency, the Clay County Food & Nutrition Services website provides student and family access to specific department content, including daily menus, allergen data, and nutrient metrics for all items. This digital resource further enables the completion of free and reduced meal applications and is accessible via the LEA portal and every individual school webpage.
21. Inform Parent/Guardian of the Health Services Provided; . Parental Consent for Health Care Services s.1014.06, F.S.; s.1001.42(8)(c), F.S. s. 381.0056(6)(e), F.S. s. 1001.43(7), F.S. s.1004.06, F.S.	21a. The District School Board will ensure that at the beginning of each school year, the parent/guardian will be informed in writing that their children will receive specified health services as provided for in the district health services plan and the opportunity to request an exemption of any service(s) in writing.	The LEA facilitates public access to comprehensive details regarding the School Health Services Program and required health screenings via its official webpage. Furthermore, these essential provisions are integrated into the Student & Family Handbook and the Code of Student Conduct to ensure community awareness.
	21b. The District School Board must ensure that it develops policies and procedures for the implementation of the Parent's Bill of Rights. Address the following statutory requirements: 1. Obtain written parental consent prior to providing, soliciting or arranging to provide health care services or prescribe medicinal drugs to a minor child. 2. Obtain written parental consent prior to a medical procedure to be performed	The LEA facilitates an annual electronic authorization process for parents and guardians to provide necessary consent. This requirement is updated on a yearly basis to maintain current documentation for all students.

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	on a minor child in its facility.	
22. Declaring a Communicable Disease Emergency s. 1003.22(9), F.S.; Rule 64F-6.002(2)(d), F.A.C.	22a. The CHD Health Officer, or the State Health Officer may declare a communicable disease emergency in the event of any communicable disease for which immunization is required by the Florida Department of Health in a Florida public or private school. A communicable disease policy must be developed and needs to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.	The LEA integrates policies and procedures for Communicable Disease Notification within the Student & Family Handbook and the Code of Student Conduct, both accessible via the official district webpage. School personnel facilitate prompt notification to the CHD regarding potential outbreaks. Upon formal request, the CHD delivers specialized education on communicable diseases to the LEA. To assist in determining exclusion and reporting mandates, the LEA utilizes CDC Childhood Diseases posters provided by the CHD. The LEA has procured the American Academy of Pediatrics text, "Managing Childhood Infectious Diseases in Child Care and Schools: A Quick Reference Guide" (5th Edition). The CHD recommends utilizing this “Quick Reference Guide” for the management of suspected or confirmed outbreaks, as this is the guide utilized by the CHD. The CHD recommends the acquisition of the 6th Edition. The LEA has established specialized procedures to guide schools in the management of common illnesses and conditions.
23. Administration of Medication and Provision of Medical Services by District School Board Personnel s. 1006.062(1)(a), F.S.;	23a. The District School Board will include provisions to provide training, by an RN, a licensed practical nurse, a physician, or a physician assistant (pursuant to Chapter 458 or 459, F.S.), to the school personnel designated by the school principal to assist students in the administration of prescribed medication.	The LEA mandates that all district personnel tasked with administering medication, including ESE Assistants whose job descriptions include such duties, successfully finish the online Medication Administration Basics curriculum. Following the completion of this course or the approved Medication Administration PowerPoint, an RN from the LEA executes a skills checklist for the delegation of duties with the UAP. To support students with specific medical needs, the LEA provides child-specific training for UAPs as required, as well as for staff in schools where an LPN is assigned. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD. In accordance with s. 1006.062, F.S., and Rule 64F-6.004,

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		F.A.C., the LEA ensures that at least two additional faculty members at each site are qualified to provide medication assistance and medical services, acting as health room relief or UAPs. Furthermore, the LEA and CHD collaborate throughout the academic term to monitor and review essential metrics, including: 1) the total number of reported medication management errors, 2) the total number of medical service errors, and 3) the frequency of incidents necessitating the activation of emergency medical services at a school site.
24. Policy and Procedure Governing the Administration of Prescription Medication s. 1006.062(1)(b), F.S.; Rule 64B9-14, F.A.C.	24a. The District School Board will adopt policies and procedures governing the administration of prescription medication by district school board personnel and be consistent with delegation practices.	The CHD and LEA conduct an annual assessment and revision of the School Health Services Manual (SHSM) to govern program delivery, ensuring a comprehensive update at least biennially. The LEA establishes the medication policy and all health-related documentation, with forms accessible via the official district webpage and shared digital repositories. To ensure program safety, all personnel tasked with medication assistance must successfully finish the online Medication Administration Basics curriculum, followed by a professional RN skill validation. LEA RNs may authorize child-specific medication training for staff across all school environments, including field trips, in accordance with Chapter 464, F.S. Both agencies adhere to the "Technical Assistance Guidelines: The Role of the Professional School Nurse in the Delegation of Care in Florida Schools" (2022). Charter schools remain responsible for securing independent professional nursing staff or may establish a fee-for-service contractual agreement with the CHD. The CHD provides program oversight for compliance with policies and procedures regarding medication administration. The LEA implements rigorous security for controlled substances. All student-specific controlled medications must be counted and immediately secured upon receipt from a guardian. The LEA ensures these substances are maintained within double-

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		locked, securely mounted cabinets with separate key storage to prevent unauthorized access. Professional school health room personnel maintain exclusive access to these units. A comprehensive record of every dose received, administered, or returned is mandated for audit purposes. Documentation of controlled medication counts must be performed weekly by two staff members, with the CHD recommending at least one licensed professional for this task. The LEA ensures that any medication disposal is witnessed by two personnel, including a licensed nurse. Only authorized or trained clinical staff may accept medications, at which time a Medication Administration Record (MAR) and Parent Authorization for the Administration of Medication (PAAM) are initiated.
25. Policy and Procedure for Allowing Qualified Patients to use Marijuana. s. 1006.062(8), F.S.; s. 381.986, F.S.	25a. Each District School Board shall adopt a policy and a procedure for allowing a student who is a qualified patient, as defined in s. 381.986, F.S., to use marijuana obtained pursuant to that section.	The LEA maintains a policy where parents or guardians hold exclusive responsibility for the secure transportation and direct administration of medical marijuana to their students while on campus.
	25b. Pursuant to the district policy, develop procedures to follow when parents of students, that are qualified patients, request that medical marijuana be administered to their child at school.	The LEA maintains a policy where parents or guardians hold exclusive responsibility for the secure transportation and direct administration of medical marijuana to their students while on campus. Pursuant to the Student & Family Handbook and the Code of Student Conduct for the 2026-2027 academic term, these services are provided in strict accordance with Florida law and established district protocols. Local Agency Responsible: LEA.
	25c. Ensure that all school health room/clinic staff and school staff designated by principals have read and have on file the school district policy on medical marijuana.	The LEA maintains a policy where parents or guardians hold exclusive responsibility for the secure transportation and direct administration of medical marijuana to their students while on campus. Pursuant to the Student & Family Handbook and the Code of Student Conduct for the 2026-2027 academic term, these services are provided in strict accordance with Florida law and established district protocols.

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26. Students with Asthma Carrying a Short-acting Bronchodilator and Components s. 1002.20(3)(h), F.S.;	26a. Students with asthma whose parent/guardian and physician provide written approval, may carry a short-acting bronchodilator and components on their person while in school. Ensure written authorization for use short-acting bronchodilator and components at school is completed and signed by health care provider and parent/guardian.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR—complete with parental verification—is maintained alongside the PAAM and the healthcare clinician's MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. Child-specific training for staff is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and MTS 3.0/Focus, the designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD. Furthermore, each facility is encouraged to seek Asthma Friendly School Recognition.

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	26b. If the school district has chosen to maintain supplies of short-acting bronchodilators and components from a wholesale distributor or manufacturer as defined in s. 499.003, F.S., the participating school district shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize symptoms of respiratory distress and to administer a short-acting bronchodilators or components. The protocol shall include: 1. Guidance for administering short-acting bronchodilators or components in instances of respiratory distress for a student with a known diagnosis of asthma. 2. If approved by the school district, guidance for administering short-acting bronchodilators or components in instances of respiratory distress for students with no known diagnosis of asthma. 3. A school nurse or trained school personnel shall only administer short-acting bronchodilators and components to students if they have successfully completed training and believe in good faith that the student is experiencing respiratory distress.	N/A

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	26c. The school district or school shall provide written notice to the parent of each student enrolled in the school district or school of the school's adopted protocol. The public school must receive prior permission from the parent or guardian to administer a short-acting bronchodilator or components to a student.	N/A
27. Students with Life Threatening Allergies; Epinephrine Delivery Device, Use and Supply; Emergency Allergy Treatment; Anaphylaxis Policy s. 381.88, F.S.; s. 381.885 F.S.; s. 1002.20(3)(i), F.S.; s. 1002.20(3)(q), F.S.; Rules 6A-6.0251, F.A.C.; 64F-6.004(4), F.A.C.;	27a. Ensure that written parent/guardian and physician authorization has been obtained from students who may carry an Epinephrine Delivery Device and self-administer while enroute to and from school, in school, or at school-sponsored activities.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR—complete with parental verification—is maintained alongside the PAAM and the healthcare clinician's MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. Child-specific training for staff is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and the designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.

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	27b. For students with life threatening allergies, the RN shall develop and update annually IHP that includes an EAP, in cooperation with the student, parent/guardian, physician and school staff. The IHP shall include child-specific training to ensure personnel are prepared to support a student's unique needs, respond and protect the safety of all students from the misuse or abuse of Epinephrine Delivery Devices. The EAP shall direct that 911 will be called immediately for an anaphylaxis event and have a plan of action for when the student is unable to perform self-administration of the Epinephrine Delivery Device.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR, complete with parental verification, is maintained alongside the PAAM and the healthcare clinician's MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. Child-specific training for staff is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and the designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	27c. If the school district has chosen to maintain supplies of Epinephrine Delivery Devices from a wholesale distributor or manufacturer as defined in s. 499.003, F.S., the School District Board will ensure that a standing order and written protocol be developed by a licensed physician and is available at all schools where the Epinephrine Delivery Devices are stocked. The participating school district shall adopt a protocol developed by a licensed physician for the administration by school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine using approved Epinephrine Delivery Devices.	N/A At this present time, the LEA has not elected to maintain a supply of stock Epinephrine.

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	27d. Each district school board and charter school governing board shall require each school that serves students in kindergarten through grade 8 to provide training to an adequate number of school personnel and contracted personnel in preventing and responding to allergic reactions, including anaphylaxis. In determining an adequate number, schools and governing boards must consider: number of students with an IHP, number of students with a history/risk of anaphylaxis, accessibility of healthcare personnel, and number of trained persons to ensure coverage in areas of higher probability of exposure.	The LEA utilizes the specialized instructional materials and training resources recommended by the Department of Education to ensure program compliance. School principals maintain the authority to designate specific personnel for participation in mandated health-related training sessions. While the CHD provides overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.
	27e.This training must include recognizing the signs of an anaphylactic reaction and administering an FDA-approved epinephrine delivery device that has a pre-measured, appropriate weight-based dose.	1. All designated LEA personnel must successfully finish the mandated online curriculum, Save a Life: Recognizing and Responding to Anaphylaxis, accessible via the Safe Schools portal. Upon completion, a physical copy of the certificate must be generated for documentation purposes. 2. Subsequent to the instructional phase, LEA staff shall coordinate with the professional school nurse to execute a skills validation and return demonstration, as necessitated by statutory mandates. The completion certificate from the initial phase must be presented at this time. Following successful validation, the school nurse will record the individual's compliance within the official district-provided tracking spreadsheet.

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	27f. Each district school board and charter school governing board shall also require policies and procedures that, for each student in kindergarten through grade 8 who has an emergency action plan for anaphylaxis, such plan must be in effect and accessible at all times when the student is on school grounds during the school day or participating in school-sponsored activities. This includes extracurricular activities, athletics, school dances, and contracted before-school or after-school programs at the student's school. Personnel designated to implement a student's EAP must receive training in order to implement EAP.	The LEA maintains a designated red folder within the school's administrative front office, which houses current Emergency Action Plans (EAPs) to ensure immediate accessibility for personnel during urgent situations. While the CHD provides overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.
28. Diabetes Management, Self Management; Undesignated Glucagon; Type 1 Diabetes Early Detection Program s. 1002.20(3)(j), F.S.; s. 1006.07(f)(2), F.S. s. 381.992 F.S Rule 6A-6.0253, F.A.C.	28a. Students with diabetes must have a Diabetes Medical Management Plan (DMMP) from the student's health care provider that includes medication orders and orders for routine and emergency care.	LEA maintains a policy of inclusive enrollment, permitting students with diabetes to attend any facility within the district; currently, these students are present at the majority of school sites. The LEA facilitates the completion of the MMP, MAR, and PAAM forms, ensuring all carry necessary clinician authorization. To manage student medical requirements, the LEA conducts Care Planning sessions as necessary for the development of IHPs and EAPs. Child-specific training for personnel is comprehensively documented through professional skills check-off sheets and recorded within the student's IHP and the official district data system. While the CHD provides overall program oversight and verifies compliance, charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.
	28b. An IHP will be developed from the DMMP by the RN in collaboration with the parent/guardian, student, health care providers, and school personnel for the	The LEA facilitates the completion of the MMP, MAR, and PAAM forms, ensuring all carry necessary clinician authorization. To manage student medical requirements, the LEA conducts Care Planning sessions as necessary for the

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	management of diabetes while enroute to and from school, in school, or at school-sponsored activities.	development of IHPs and EAPs. While the CHD provides overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.
	28c. An EAP will be developed as a child-specific action plan to facilitate quick and appropriate responses to an individual emergency in the school setting. The EAP shall specify when 911 will be called and describe a plan of action when the student is unable to self-administer medication or self-mange treatment as prescribed.	Child-specific training for personnel is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and MTS 3.0/Focus, the designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	28d. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and EAP to ensure safe management of diabetes.	To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessary for the development of IHPs and EAPs. The CHD maintains overall program oversight and verifies compliance through annual reviews. Charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.
	28e. Students with diabetes that have physician and parent/guardian approval may carry their diabetic supplies and equipment and self-manage their diabetes while enroute to and from school, in school, or at school-sponsored activities. The written authorization shall identify the diabetic supplies, equipment, and activities the student can perform without assistance for diabetic self-management, including hypoglycemia and hyperglycemia.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR is complete with parental verification and is maintained alongside the PAAM and the healthcare clinician signature on MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. Child-specific training for staff is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student IHP and the

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		designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	28f. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and EAP to ensure safe self-management of diabetes.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR, complete with parental verification, is maintained alongside the PAAM and the healthcare clinician's MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. Child-specific training for staff is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and the designated medical activity management platform. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	28g. School district must allow the use of wireless communication device by a student during the school day in accordance with a student's IEP, 504, or doctor's note of valid clinical reasoning pursuant.	The LEA facilitates specific health education initiatives when they directly support the ongoing health maintenance of the student population.
	28h. If the school district has chosen to maintain supplies of undesignated glucagon: 1. The undesignated glucagon must be stored in a secure location on the school's premises that is immediately accessible to a school nurse or other	N/A At the present time, the LEA has not elected to maintain supplies of undesignated glucagon.

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	school personnel trained to administer glucagon. 2. Undesignated glucagon must be stored in accordance with the manufacturer's instructions.	
	28i. A school district or public school who chooses to acquire undesignated glucagon must adopt a protocol developed by a physician licensed under 458 or 459. A participating schools protocol shall include guidance to that the undesignated glucagon that is available will be administered as ordered in a student's diabetes medical management plan or health care practitioner's orders, including situations when a student's prescribed glucagon is unavailable or expired.	N/A
	28j. A school nurse or trained school personnel shall administer glucagon to students only if such school nurse or trained school personnel has successfully completed training and believe in good faith that the student is experiencing a hypoglycemic emergency.	Individualized student training protocols and professional skills check-off documentation are completed by the LEA. LEA provides child specific training. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	28k. Immediately after undesignated glucagon has been administered to a student, an employee of the public school shall call for emergency assistance, notify the school nurse, and notify the student's parent or guardian or emergency contact.	Individualized student training protocols and professional skills check-off documentation are strategically integrated within the school's established Emergency Action Plans.

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	28l. The Department of Health, in collaboration with school districts throughout the state, shall develop informational materials for the early detection of Type 1 diabetes for parents and guardians of students in voluntary prekindergarten, kindergarten, and first grade in early learning coalitions, school districts, and charter schools. 1. The information provided to parents and guardians shall meet the requirements outlined in F.S. 381.992(3). 2. Annually, early learning coalitions, school district, and charter school must use a a standardized methodology for notifying parents and guardians of the availability of the Type 1 diabetes early detection materials available through the department's website.	The LEA has secured the relevant instructional materials from DOH-Clay; these resources are disseminated via the official Health Services digital platform. The CHD disseminates information on early detection of Type 1 diabetes with the SHWAC and to the charter schools.
29. Use of Prescribed Pancreatic Enzyme Supplements s. 1002.20(3)(k), F.S.; Rule 6A-6.0252, F.A.C.	29a. Develop and implement an IHP and EAP for management of the conditions requiring pancreatic enzyme supplements and to ensure that the student carries and self-administers such supplements as prescribed by the physician.	The LEA facilitates the completion of the MMP, MAR, and PAAM forms, ensuring all carry necessary clinician authorization. To manage student medical requirements, the LEA conducts Care Planning sessions as necessary for the development of IHPs and EAPs. While the CHD provides overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent professional nursing services or may establish a fee-for-service contractual partnership with the CHD.

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	29b. Maintain documentation of health care provider and parental/guardian authorization for a student to self-carry and self-administer a prescribed pancreatic enzyme supplement while enroute to and from school, in school, or at school sponsored activities.	The CHD and LEA maintain a joint partnership in the development of school health protocols. For any student authorized to self-carry medication, the LEA ensures that a current MAR, complete with parental verification, is maintained alongside the PAAM and the healthcare clinician's MMP. To facilitate the management of student medical requirements, the LEA conducts Care Planning sessions as necessitated for the creation of IHPs and EAPs. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
30. Naloxone Use and Supply s. 1002.20(3)(o), F.S.	30a. A public school may purchase a supply of an emergency opioid antagonist approved by the United States Food and Drug Administration (FDA) from a wholesale distributor as defined in s. 499.003, F.S., or may enter into an arrangement with a wholesale distributor or manufacturer as defined in s. 499.003, F.S., for an FDA-approved emergency opioid antagonist. The FDA-approved emergency opioid antagonist must be maintained in a secure location on the public school's premises.	The LEA maintains a supply of stock medication via a collaborative partnership with the local Clay County Paramedicine team.
	30b. If the school district has chosen to obtain and maintain supplies of naloxone, it is recommended the school district ensure that a written protocol regarding storage, maintenance,accessibility and administration of naloxone be developed and available at all schools where naloxone is stored in school health clinics.	The LEA maintains established protocols and specialized documentation for the administration of Naloxone. To facilitate the delegation of these duties, professional LEA nurses execute child-specific training for unlicensed assistive personnel (UAP), utilizing the official Naloxone skills training form to record successful validation. Comprehensive instructional sessions have been delivered to all school nurses, resource officers, and administrative leadership. Furthermore, every LEA nurse and UAP is mandated to successfully finish the online Opioid Overdose Response

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		Awareness curriculum on at least an annual basis; completion certificates are maintained within the designated health room to ensure program compliance.
31. Use and possession of headache medications s.1002.20(3)(p), F.S.	31a. A student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the FDA for over-the-counter use to treat headaches.	For any student authorized to self-carry over-the-counter (OTC) headache medications, the LEA ensures that the following protocols are strictly observed: 1) A current Parent Authorization for the Administration of Medication (PAAM) must be officially filed within the school health room. 2) All pharmacological treatments must be maintained exclusively in their original manufacturer's packaging. 3) The distribution or sharing of medication between students is strictly prohibited. 4) Professional school nursing personnel will deliver a duplicate of the verified authorization to the student, who is required to maintain this documentation on their person. Should LEA faculty identify a student utilizing OTC headache medication, they will verify the existence of a valid permission slip. In instances where no documentation is on file, the LEA nurse will initiate parental notification to facilitate a comprehensive review of established OTC medication procedures. Regarding students at the elementary level, the LEA recommends that all pharmacological treatments for headache relief be maintained within the school health room. Given the age of these students, administration must be performed under the direct oversight of an adult to ensure proper safety and protocol compliance.
32. Administration of Medication and Provision of Medical Services by Nonmedical Assistive Personnel s. 1006.062(4), F.S.; Rules: 64B9-14.002(3), F.A.C., 64B9-14, F.A.C.;	32a. Nonmedical assistive personnel will be allowed to perform health-related services upon successful completion of child specific training by an RN or advanced registered nurse practitioner, physician, or physician assistant.	RNs from the LEA execute the Medication Administration Basics curriculum and subsequent skills validation for unlicensed personnel tasked with medication assistance. Pursuant to s. 1006.062, F.S., UAPs are authorized to administer prescribed pharmacological treatments within the school setting following the successful completion of mandated instructional sessions. Documentation of this competency is recorded on the official Medication Skills

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		Checklist Form to maintain program accountability. While the CHD provides overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contractual partnership with the CHD.
	32b. An RN must document health related child-specific training for delegated staff. The delegation process shall include communication to the unlicensed assistant personnel (UAP) which identifies the task or activity, the expected or desired outcome, the limits of authority, the time frame for the delegation, the nature of the supervision required, verification of delegate's understanding of assignment, verification of monitoring and supervision. The documentation of training and competencies should be signed and dated by the RN and the trainee.	Child-specific training for personnel is comprehensively documented by the LEA through professional skills check-off sheets and recorded within the student's IHP and the designated medical activity management platform. LEA nurses execute child-specific training for unlicensed assistive personnel (UAP) as requirements dictate. While the CHD maintains overall program oversight and verifies compliance through annual reviews, charter schools remain responsible for securing independent nursing services or establishing a fee-for-service contract with the CHD.
	32c. The RN providing delegated authority will ensure that the use of nonmedical assistive personnel shall be consistent with delegation practices per requirements.	LEA nurses adhere to Chapter 464, F.S. and the "Technical Assistance Guidelines: The Role of the Professional School Nurse in the Delegation of Care in Florida Schools" (2022) when assigning clinical duties to unlicensed assistive personnel. While the CHD maintains overall program oversight, the LEA executes child-specific training and conducts periodic monitoring of UAPs in accordance with the nursing process defined in s. 1006.062, F.S. and Rule 64B9-14, F.A.C.

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33. Background Screening Requirements for School Health Services Personnel Chapter 435, F.S., s. 381.0059, F.S.; s. 1012.465, F.S.	33a. The District School Board and CHD will ensure that any person who provides services under this school health services plan meets the requirements of a level 2 background screening.	The CHD and LEA ensure that all school health personnel, including those from community partners, successfully pass Level 2 background screenings before beginning their roles; furthermore, mandated re-screening procedures are executed every five years to maintain compliance with Chapter 435, F.S. and district protocols.
34. Involuntary Examination s. 394.463, F.S. including: s. 1002.20(3)(l), F.S.; s. 1002.33(9), F.S.; s. 381.0056(4)(a)(19), F.S.	34a. The District School Board will ensure that it develops policies and procedures for the implementation of this statutory requirement. A reasonable attempt must be made to notify a student's parent/guardian, or caregiver before the student is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination.	The LEA maintains official policies and operational protocols to manage instances where students require transport from a school facility, vehicle, or event for an involuntary clinical evaluation. Pursuant to s. 381.0056(4)(a)(19), F.S., these mandates ensure that school personnel execute immediate contact attempts with a parent, guardian, or emergency representative prior to student removal. Information regarding these specialized procedures is detailed in the Crisis Response Manual and disseminated via mental health professionals and school counselors. Furthermore, these regulatory requirements are integrated into the Student & Family Handbook and the Code of Student Conduct, both accessible via the official LEA digital platform. Local Agency Responsible: LEA.
35. Care of Students with Epilepsy or Seizure Disorders: s. 1006.0626, F.S.	35a. Requires schools, including charter schools, to provide epilepsy or seizure disorder care to a student under certain circumstances.	Individualized student medical management requirements are detailed within the Seizure Action Plan (ISAP) established by the LEA. While the CHD maintains comprehensive program oversight and verifies compliance through regular reviews, charter schools remain responsible for securing independent professional nursing services or may facilitate these provisions through a fee-for-service contractual partnership with the CHD.
	35b. Provide requirements for the implementation of an individualized seizure action plan, in a form determined by the medical professional, for a student with epilepsy or a seizure disorder.	Individualized student medical management requirements are detailed within the Seizure Action Plan (ISAP) established by the LEA in partnership with local clinicians; the existing Medical Management Plan further addresses necessary protocols. While the CHD maintains comprehensive program oversight and verifies compliance

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Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		through regular reviews, charter schools remain responsible for securing independent professional nursing services or may facilitate these provisions through a fee-for-service contractual partnership with the CHD.
	35c. Provide that an individualized seizure action plan remains in effect until certain criteria are met.	Established protocols within the individualized seizure action plan shall continue until a medical professional modifies the current care directives or the academic term concludes. While the CHD maintains comprehensive program oversight, charter schools remain responsible for securing independent professional nursing services or may facilitate these provisions through a fee-for-service contractual partnership with the CHD.
	35d. Authorize a school to provide training and supports to a student in the absence of such a plan.	On a yearly basis, district personnel are mandated to successfully finish the specialized instructional video for seizure response and management, as recommended by the Department of Education.
	35e. Provides requirements that a school nurse or appropriate school employee who received the Individualized Seizure Action Plan (ISAP) shall coordinate the care of such students and verify the training of certain school employees, including any employee who teaches or transports the student to and from school or school activities, in the care of the students.	On a yearly basis, district personnel are mandated to successfully finish the specialized instructional video for seizure response and management, as recommended by the Department of Education. Completion certificates must be delivered to the professional school nurse for documentation purposes. Professional LEA nurses execute child-specific training for unlicensed assistive personnel (UAP) tasked with the care of students identified with epilepsy or seizure disorders. While the CHD maintains comprehensive program oversight and verifies compliance through regular reviews, charter schools remain responsible for securing independent professional nursing services or may facilitate these provisions through a fee-for-service contractual partnership with the CHD.

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PART I: BASIC SCHOOL HEALTH SERVICES		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
	35f. Provide requirements for such training; based on guidance issued by the Department of Education. The completion of training is valid for 5 years.	On a yearly basis, LEA personnel are mandated to successfully finish the specialized instructional video for seizure response and management, as recommended by the Department of Education. Completion certificates must be delivered to the professional school nurse for documentation purposes. The LEA nurse ensures that the ISAP is disseminated to teachers and relevant school staff members.
	35g. Each school, including charter schools, must display a poster developed by the Department of Education which describes the basic steps of responding to an individual having a seizure.	The LEA awaits official notification from the Department of Education regarding this requirement; per communication with Karla Bass, dissemination is anticipated imminently.
36. Availability of menstrual hygiene products. s.1006.064, F.S.	36a. If the school district has chosen to make menstrual hygiene products available in each school at no charge within the district. The menstrual hygiene products may be located in the school nurse's office, other school facilities for health services, and in restrooms within each school, including wheelchair accessible restrooms. Participating schools will ensure that students are informed about the product's availability and location.	The LEA maintains the provision of complimentary menstrual hygiene products, which remain readily accessible within the school health room. This initiative is implemented to ensure that student requirements are addressed with the utmost privacy and discretion.

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PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
37. The provision of Comprehensive School Health Services. The services provided under This section are additional and are intended to supplement, rather than supplant, basic School Health services. s. 381.0057(6), F.S.; s. 743.065, F.S.	37a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.	All comprehensive schools have an LEA RN or LPN on-site for the entire school day. The CHD provides program oversight.
	37b. Provide health activities that promote healthy living in each school.	LEA provides health promotion activities at each comprehensive school. CHD participates when requested and available. Each of the comprehensive schools listed below provide additional wellness and support through their community partnership. Wilkinson Junior High School is a community partnership school partnering with Children's Home Society of Florida, St. John's River State College, Clay County District Schools, and Baptist Health - Wolfson Children's Hospital. Orange Park High School is a community partnership school collaborating with Children's Home Society of Florida, HCA Florida Orange Park Hospital, Clay County School District, Palms Medical Group, and St. John's River State College. Keystone High School is also a community partnership school partnering with Santa Fe Community College, Aza Health (FQHC), and Children's Home Society. LEA coordinates Hunger Free Campus at all schools. LEA provides district wide annual training on child abuse. LEA provides Youth Mental Health First Aid training to the CHD school nurses and all the LEA employees annually and as needed for new employees. LEA and CHD participate in

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PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		SHWAC with community partners to promote healthy living in the student population.
	37c. Provide health education classes.	LEA certificated staff provide health education instruction integrated within the core curriculum. The LEA also addresses health education in the Comprehensive Plan as per s. 381.0056, F.S.
	37d. Provide or coordinate counseling and referrals to decrease substance abuse/ misuse.	Students are referred to local substance abuse centers for services, as needed. The Family Education Program is taught to students by certified prevention professionals, as needed and when referred. Student Assistance Program (SAP) specialists are also available in some secondary schools. Local Agency Responsible: LEA
	37e. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.	LEA provides annual training to counselors on identification of suicidal ideations and use of referrals for suicide prevention. School social workers and school counselors will provide individual counseling and referral, if needed. SAP specialists are available in some secondary schools. If a student qualifies for Tier 3 interventions, they are referred for private counseling. Many schools in the district have clinicians on campus, three or more days a week. The LEA also has contracts with many local providers. Mental Health referrals are made through The Players Center's "Be Resilient and Voice Emotions" (BRAVE) program which tracks & manages the referrals to ensure students are connected to needed services. Local Agency Responsible: LEA
	37f. Provide or coordinate health education classes to reduce the incidence of substance abuse or misuse, suicide attempts, and other high-risk behaviors.	SAP specialists are provided in some secondary schools, when available. The Hanley Foundation programs also provide alcohol literacy challenge, marijuana and vaping prevention,

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PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		prescription drug abuse prevention and project success, to LEA schools as permitted. Local Agency Responsible: LEA
	37g. Identify and provide interventions for students at risk for early parenthood.	SAP specialists are available in some secondary schools. SAP specialists, school nurses, school counselors, school psychologists, and social workers work with students to identify needs and resources. Local Agency Responsible: LEA
	37h. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.	SAP specialists are available in some secondary schools. SAP specialists, school nurses, school counselors, school psychologists, and social workers work with students to identify needs and resources. Local Agency Responsible: LEA
	37i. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.	LEA social workers and school counselors work with agencies to provide support, education, and services.
	37j. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.	LEA social workers and school counselors work with agencies to provide support, education, and services for the transition back into the school setting.
	37k. Refer all known pregnant students to staff for prenatal care and Healthy Start services.	Healthy Start Services are available at Bannerman Learning Center. LEA provides information on prenatal care and Healthy Start Program, as needed. Referrals are made by social workers and school counselors. CHD provides Healthy Start referral information to the LEA through DOH-Baker.

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PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
38. Full Service Schools s. 412.3026(1), F.S.	38a. The State Board of Education and the Florida Department of Health shall jointly establish FSS to serve students from schools that have a student population at high risk of needing medical and social services.	The LEA has designated 10 schools as full-service schools (FSS).
	38b. Designate FSS based on demographic evaluations.	Based on demographic evaluations the following are the LEA's full-service schools (FSS): BLC, CEB, CHE, GPE, KHE, MRE, MBE, SBJ, WEC, and WES.
	38c. Provide nutritional services.	LEA provides referrals to local agencies, and the summer nutrition programs at selected school sites. LEA provides the Free Summer Meals Program (breakfast & lunch) for kids 18 and under at approved schools throughout the district. The number of feeding sites for the Free Summer Meals Program could change based on the needs of the district (increase in sites due to the summer program or decrease because of participation later in the summer).
	38d. Provide basic medical services.	CHD participates in Back-to-School Events in the summer with LEA in collaboration with other community agencies and partners. CHD provides immunizations during the summer Back to School Wellness event. LEA partners with Health Heroes Inc. to provide influenza vaccines. Wellness screenings and vaccines are provided at school sites in the Community Partnership Schools. LEA is partnering with DOH-Baker to provide Preventative Dental Care in full-service schools.
	38e. Provide referral to dependent children Temporary Assistance to Needy Families (TANF).	LEA refers students/families needing specialized services to local agencies/community partners. A social worker is also available at all school sites, in addition, SAP specialists are available for at-risk students.
	38f. Provide referrals for abused children.	LEA provides referrals to local agencies for needed specialized services. A social worker is available at all school sites, as are SAP specialists for at-risk students. CHD and LEA provide training and information on how to report child abuse to school

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PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		health room staff. LEA provides training and information on how to report child abuse to all school staff.
	38g. Provide specialized services as an extension of the educational environment that may include nutritional services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian, and adult education.	LEA provides parenting and GED classes at various sites. LEA maintains a list of agencies and community partners providing specialized services and refers parents and students as needed. A social worker is available at all school sites, as are SAP specialists for at risk students.
	38h. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.	LEA has established partnerships with multiple community agencies for on-site health and social services at full-service community partnership schools. Each community partnership school has a contract with 3 partners committing to 25 years of support by providing services in their applicable areas of expertise. Each site also has a variety of other community partners that can help with specialized projects.

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PART IV: Detailed Description of Local Agency(s) Roles and Responsibilities		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
39. Command structure, accountability, outcome indicators, resource management, and data systems:	39a. Describe how responsibilities and duties to operate the school health services program are divided among the agencies involved in implementation. Please review:	(1) The LEA and CHD human resources departments have job descriptions with specific requirements for the LEA and CHD school health positions, respectively. The principals are responsible for hiring and supervising the staff (nurses and UAPs) for the LEA health rooms. The LEA

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PART IV: Detailed Description of Local Agency(s) Roles and Responsibilities		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
64F-6.002, F.A.C.	1. Employing or contracting for all health-related staff, the supervision of all school health services personnel regardless of funding source. 2. List the agency responsible for the day-to-day school clinic operations and management oversight. 3. List the resources or tools that are shared between agencies within your school health program. 4. Explain who is responsible for performance evaluations of clinical operations, and how are the evaluations completed and documented. 5. Explain who is responsible for Quality Improvement planning, implementation, and tracking for school health operations.	Supervisor/Coordinator of Nursing Services supervises the school health services. The CHD Director of Nursing Services provides program oversight of the CHD school health program, in collaboration with the School Health Coordinator. The School Health Coordinator supervises and hires the CHD school health staff. (2) LEA's Director of Exceptional Student Education supervises all day-to-day school health services for the LEA, specifically the Supervisor/Coordinator of Nursing Services. CHD provides compliance oversight. (3) LEA and CHD jointly provide resources for school health services. CHD donated the bulk of their mass health screening equipment to the LEA for conducting mass health screenings. LEA loans CHD screening equipment (Spot Screener), as needed. CHD purchased a Nickie® Medical Training Doll for LEA to use for training purposes. CHD also shares educational resources with the LEA upon request, when available, through CHD's community health program. (4) LEA receives information and recommendations from the state, the Department of Education, and the CHD. The CHD conducts a School Health Services Program Review in the fall for all the schools. The primary schools receive a second School Health Services Program Review in the spring. These reviews are documented on the School Health Services Program Review Tool. (5) The CHD will send the LEA school principals, LEA school nurse, LEA records staff, and the LEA Supervisor/Coordinator of Nursing Services a process improvement plan if any measures are not in compliance. The Supervisor/Coordinator of Nursing Services will ensure individuals needing retraining

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PART IV: Detailed Description of Local Agency(s) Roles and Responsibilities		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
		will attend applicable courses/classes. LEA will complete the process improvement plan and return the completed plan to the CHD within 2 weeks. The CHD follows up with the LEA, including conducting additional visits, as needed, on any measures not meeting compliance. CHD conducts internal DOH school health QI projects each year. Results are shared with the schools, as appropriate, with DOH staff, and with DOH leadership.
	39b. Explain how the program collaborates in the planning and implementation of statutory requirements, rules, policies and routines. Please review the formal process used and each step taken during this collaborative task.	Each year that new statutory requirements are implemented, the LEA and CHD discuss implementation. These updates are shared with the nurses at the August annual nurse's meeting or throughout the year via email. The School Health Services Administrative Resource Manual is used as a guide to ensure school health statutory requirements are met in the local school health program.
	39c. Describe the communication between agencies. Please review how frequently agencies meet to discuss progress and challenges facing the program and when the school health services plan is reviewed each year for the purpose of updating the planning.	CHD's Health Officer, Director of Nursing, and School Health Coordinator collaborate with the LEA Supervisor/Coordinator of Nursing Services and the LEA Director of Exceptional Student Education on a quarterly basis to review progress, changes, and challenges. The LEA Supervisor/Coordinator of Nursing Services and the CHD School Health Coordinator collaborate weekly or as needed via email and telephone. Additionally, the School Health Services Plan undergoes review by CHD, and LEA leadership. The plan is presented to the SHWAC.
	39d. Describe the data ownership and the responsibilities of data owners. Explain the requirements related to data sharing, agreements, data translation, and exchanges. Please review 1. Who is responsible for data collection?	Collection: The CHD has ownership of HMS and only CHD nurses enter school health services data into the system. CHD collects monthly aggregate school health services data from each school to report in HMS. Cleaning: Data cleaning is mainly monitored by CHD but the LEA assists with discrepancies to ensure accurate data is retrieved.

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PART IV: Detailed Description of Local Agency(s) Roles and Responsibilities		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
	2. Who is responsible for data cleaning? 3. Who is responsible for data quality assurance? 4. Where does services data reside? 5. Is there a formal data definitions and query manual?	Quality: LEA and CHD work cooperatively to ensure quality data is received. CHD reviews the data for accuracy and obtains clarification of any discrepancies received from the LEA. Updates on data collection are provided to the LEA by the CHD at the August nurse's meeting and as needed to ensure consistency of the collected data. CHD inputs service data into HMS. A secondary DOH nurse reviews the monthly data entered in HMS to ensure accuracy of data entry. Residence of Data: LEA also maintains services data collected via the monthly reporting forms. LEA maintains records per retention schedule. Definitions: The CHD maintains a "School Health Services Data Handbook" with data definitions that is updated at least annually and electronically shared with LEA upon completion. The CHD nurses sign a LEA vendor agreement each year to access Focus for record reviews and immunization compliance. LEA has ownership of Focus.
	39e. What is your step-by-step procedure and established timelines for the resolution of interagency conflicts. Please review a specific example of this process being utilized and its outcome.	The LEA and CHD meet quarterly to discuss any conflicts that may arise. Immediate needs are resolved at the time of occurrence by a phone call, email, or a meeting that is either in person or virtual. The CHD contacts the state program office to answer any questions related to program guidelines and CHD legal may be contacted for the interpretation of any statutes in question. CHD recommends to LEA as appropriate, to follow up with their legal counsel as needs arise. A specific example was the requirements for mass health screenings and screening of new students. The process above was utilized to obtain a successful resolution.

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PART IV: Detailed Description of Local Agency(s) Roles and Responsibilities		
Statute and/or Rule References	**Program Standard/Requirement**	**Local Implementation Strategies and Activities**
	39f. Describe how agencies coordinate training and knowledge sharing to maintain consistency in the implementation of statutory requirements. Please review examples of coordinated training and knowledge sharing.	The LEA coordinates the August yearly nurse's meeting with all the health room staff. The CHD presents any statutory updates at this training. CHD will provide education relating to the School Health Services Program, as requested, and as jointly determined by CHD and LEA. The CHD provides a monthly orientation class (up to 4-hours) reviewing statutory school health program requirements with all new health room staff and a monthly virtual training on the statutory requirements to all new records staff on school health entry requirements. At the beginning of the school year, the CHD shares the Florida Statutes and Administrative Code Rules for School Health Services and Related Activities in Schools with the school principals.

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END OF TEXT

ATTACHMENTS AND EXHIBITS FOLLOW

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CCA = Clay Charter Academy
CCSD = Clay County School District
CHD = County Health Department
CoAg = Crisis Response Cooperative Agreement
CPR = Cardiopulmonary Resuscitation
CSH = Coordinated School Health
DOH = Department of Health
EAP = Emergency Action Plan
FSS = Full Service School, = Full Service Schools
FTE = Full Time Equivalent
HIPAA = Health Insurance Portability and Accountability Act
HOSA = Future Health Professionals
IEP = Individualized Educational Plan
IHP = Individual Health Care Plan
ILI = Influenza Like Illness
ISAP = Individual Seizure Action Plan
LEA = Local Educational Agency
LOGOV = Local Government Funds
LPN = Licensed Practical Nurse
MAR = Medication Administration Record
MMP = Medical Management Plan
NCGRV = Non-Categorical General Revenue
OTC = Over The Counter
PAAM = Parent Authorization for the Administration of Medication
PIP = Process Improvement Plan
RN = Registered Nurse
SALGS = Sale of Goods & Services
SAP = Student Assistance Program
SCHOL = School Choice Option for Learning
SHAC = School Health Advisory Committee
SHSM = School Health Services Manual
SHSP = School Health Services Plan
SHWAC = School Health Wellness Advisory Council
TANF = Temporary Assistance for Needy Families
UAP = Unlicensed Assistant Personnel

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Exhibit I: Annual Report School Health Report

2025-2026 Annual School Health Report

_____ County

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Due by August 14, 2026

Send via email to: HSF.SH_Feedback@flhealth.gov and copy county liaison.

2025-2026 Annual School Health Report

- Please make sure that you only open the 2025-2026 Annual Report file in Microsoft Excel.
- Do not work in this file until you have opened and saved it to your network drive or a flash/travel drive. When saving for the first time, use the "Save As" function and add your county's name to the beginning of the file name so your submitted report file will not be confused with that of other counties. The FILE NAME SHOULD BE FORMATTED AS FOLLOW: **" Florida County 2025-2026 Annual School Health Report". "Florida" should be your county name.**
- To enter data in the format, click in the cell where you need to enter information, type the information, press Tab to move from one answer space to the next.
- A value will appear in cells that have zeros (0) once the required data is entered in the referenced cells. If no data is entered in the referenced cells, these cells will remain zero (0).
- Enter all requested data for all sections of this report, as applicable to your county.

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Enter County Name Here County School Health Contacts for 2025-2026 School Year

County Name

Department of Health County Office
Administrator / Director

Name _____
Licenses and/or Degrees _____
Email _____

School District
Superintendent

Name _____
Licenses and/or Degrees _____
Email _____

Department of Health County Office
Business Manager for School Health

Name _____
Licenses and/or Degrees _____
Phone _____ Extension _____
Email _____

Department of Health County Office
Director of Nursing

Name _____
Licenses and/or Degrees _____
Phone _____ Extension _____
Email _____

School District / Local Educational Agency (LEA)
School Health Coordinator

Name _____
Licenses and/or Degrees _____
Job Title _____
Address _____
City _____ Zip Code _____
Phone _____ Extension _____
Work Cell Phone _____
Email _____

Department of Health County Office
School Health Coordinator

Name _____
Licenses and/or Degrees _____
Job Title _____
Address _____
City _____ Zip Code _____
Phone _____ Extension _____
Work Cell Phone _____
Email _____

School Health Advisory Committee Chairperson

Name _____
Agency _____
Phone _____ Extension _____
Cell Phone _____
Email _____

Coordinated School Health / Whole School, Whole Community, Whole Child Coordinator

Name _____
Agency _____
Phone _____ Extension _____
Cell Phone _____
Email _____

Additional School Health Contact
(Other Agency Providing Direct Services)

Name _____
Agency _____
Phone _____ Extension _____
Cell Phone _____
Email _____

Additional School Health Contact
(Other Agency Providing Direct Services)

Name _____
Agency _____
Phone _____ Extension _____
Cell Phone _____
Email _____

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Overview of Schools and Students

Reporting Period July 1, 2025 through June 30, 2026

DIRECTIONS: Provide the numbers for ALL PUBLIC SCHOOLS AND STUDENTS in your county, utilizing the Department of Education (DOE) file *Membership by School by Grade 2025-26, Final Survey 2,* available at the following link:
https://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/students.stml

DO NOT INCLUDE Department of Juvenile Justice (DJJ), Adult, Adult Vocational schools, Virtual Schools (Florida Virtual School or private virtual school) or Private Schools. INCLUDE district remote learners in Students (not in Schools). Schools with combined grade levels are those that have two or more school levels (ex. K-8, 6-12, etc.). Put public Pre-Kindergarten school and student counts in the Elementary School category.

Public Schools and Students by School Health Program	Elementary Schools	Middle Schools	High Schools	Schools with Combined Levels (K-8, 6-12, etc.)	Totals
Basic School Health (BASIC ONLY)-SCHOOLS					0
Basic School Health (BASIC ONLY)-STUDENTS					0
Comprehensive School Health (CSHSP)-SCHOOLS					0
Comprehensive School Health (CSHSP)-STUDENTS					0
Full Service Schools (FSS)-SCHOOLS					0
Full Service Schools (FSS)-STUDENTS					0
Public Charter SCHOOLS					0
Public Charter School STUDENTS					0
Public Alternative SCHOOLS (not DJJ)					0
Public Alternative School STUDENTS (not DJJ)					0
Total Public SCHOOLS	0	0	0	0	0
Total Public School STUDENTS	0	0	0	0	0

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Types of Health Conditions - July 1, 2025 through June 30, 2026

Directions: The number of health conditions that are identified through review of current student health/emergency information records and physicians' diagnoses in all elementary, middle and high schools in the school district. *All conditions must have a provider diagnosis _with the exception of (1)ADD/ADHD (2) allergies-non life threatening (3) mental/behavioral health conditions and (4)"Others" which can be based on documented parental report. For the "Others" category, please sum the numbers of students with conditions not specifically listed in this table and enter one number. Health conditions are defined as those conditions that last 1 year or more and require ongoing medical attention, limit activities of daily living, or both. If student(s) have multiple health conditions, they should be counted once for each instance of a reportable health condition AND counted once in the variable "Total number of students with multiple health conditions".*

Reported Health Conditions	Inclusion/Exclusion Criteria	Totals
ADD/ADHD	Healthcare provider diagnosis and/or parental report	
Allergies - non-life threatening	Healthcare provider diagnosis and/or parental report	
Allergies - life threatening	Healthcare provider diagnosis	
Asthma	Healthcare provider diagnosis	
Autism spectrum disorders	Healthcare provider diagnosis	
Bleeding disorder	Healthcare provider diagnosis	
Cancer	Healthcare provider diagnosis	
Cardiac conditions	Healthcare provider diagnosis	
Cystic fibrosis	Healthcare provider diagnosis	
Diabetes - type 1	Healthcare provider diagnosis	
Diabetes - type 2	Healthcare provider diagnosis	
Epilepsy/seizures	Healthcare provider diagnosis	
Kidney disorders	Healthcare provider diagnosis	
Lupus	Healthcare provider diagnosis	
Mental/behavioral health conditions	Healthcare provider diagnosis and/or parental report	
Sickle cell disease	Healthcare provider diagnosis	
Others	Healthcare provider diagnosis and/or parental report	
Totals		0
Total number of students with multiple health conditions		

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Number of Students Needing Medications and/or Procedures from July 1, 2025 through June 30, 2026

Directions: Complete this table with a count of STUDENTS with a physician's order and/or prescription label for the listed procedures and/or medications, and/or a parent authorization if a physician's order is not required. Count each student once for each medication route or procedure type. **Examples: If a student is authorized to receive two oral medications and one procedure, count the student once for the two oral medications and once for the procedure. If the student is authorized to receive one oral medication, one inhaled medication and one procedure, count the student once for oral medication, once for inhaled medication and once for the procedure.** This table is NOT for counting medication administration events or procedures performed.

Students Needing Medications / Procedures	Students
Medications	
Insulin administration	
Other injections	
Intravenous	
Inhaler (or nebulizer)	
Oral	
Nasal	
Rectal	
Topical	
Ophthalmic	
Otic	
Other	
TOTAL MEDICATIONS BY ROUTE	0
Procedures	
Carbohydrate counting	
Glucose Monitoring (Finger-Stick / Meter-Based Monitoring)	
Catheterization	
Colostomy, ileostomy, urostomy, jejunostomy care (site care)	
Electronic Monitoring (Cardiac, Continuous Glucose Monitoring, Other)	
J, PEG, NG tube feeding	
Oxygen continuous or intermittent	
Pulse oximetry	
Specimen collection or testing	
Tracheostomy care	
Ventilator dependent care	
Other procedures	
TOTAL PROCEDURES	0
TOTAL MEDICATIONS AND PROCEDURES	0

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Disposition of Health Room/Clinic Visits
2025-2026 Year-Long Data Collection

Data Point	Definitions and Clarifications	Data Point #	Calculated Percentages of
	Number and Percent of Visits - RN		
Number of student encounters/health office visits to RN resulting in the student returning to class or staying in school during the 2025-2026 school year	Include only students who are seen (face to face) by **RN** (not other health office staff)		#DIV/0!
Number of student encounters/health office visits to the RN resulting in 911 being called or regionally appropriate equivalent during the 2025-2026 school year	Include only students who are seen (face to face) by **RN** (not other health office staff)		#DIV/0!
Number of student encounters/health office visits to the RN resulting in the student being sent home during the 2025-2026 school year	Include only students who are seen (face to face) by **RN** (not other health office staff). Includes students sent home with the recommendation/directive to see a health care provider.		#DIV/0!
Total RN Health Room/Clinic Dispositions	**Total number of visits to RN**	0	
Percentage RN Health Room/Clinic Dispositions	**RN health room/clinic visit percentage of total health room/clinic visits**	#DIV/0!	
	Number and Percent of Visits - LPN		
Number of student encounters/health office visits to LPN resulting in the student returning to class or staying in school during the 2025-2026 school year	Include only students who are seen (face to face) by **LPN** (not RN or other health office staff)		#DIV/0!
Number of student encounters/health office visits to the LPN resulting in 911 being called or regionally appropriate equivalent during the 2025-2026 school year	Include only students who are seen (face to face) by **LPN** (not RN or other health office staff)		#DIV/0!
Number of student encounters/health office visits to the LPN resulting in the student being sent home during the 2025-2026 school year	Include only students who are seen (face to face) by **LPN** (not RN or other health office staff). Includes students sent home with the recommendation/directive to see a health care provider.		#DIV/0!
Total LPN Health Room/Clinic Dispositions	**Total number of visits to LPN**	0	
Percentage LPN Health Room/Clinic Dispositions	**LPN health room/clinic visit percentage of total health room/clinic visits**	#DIV/0!	
	Number and Percent of Visits - Health Aide/UAP (non-RN, non-LPN)		
Number of student encounters/health office visits to health aide/UAP (non-RN, non-LPN) resulting in the student returning to class or staying in school during the 2025-2026 school year	Include only students who are seen (face to face) by other **health aide/UAP** staff (non-RN, non-LPN). You may include secretaries or others IF it is included as a specific part of their responsibility.		#DIV/0!
Number of student encounters/health office visits to the health aide/UAP (non-RN, non-LPN) resulting in 911 being called or regionally appropriate equivalent during the 2025-2026 school year	Include only students who are seen (face to face) by **health aide/UAP** staff (non-RN, non-LPN). You may include secretaries or others IF it is included as a specific part of their responsibility.		#DIV/0!
Number of student encounters/health office visits to the health aide/UAP (non-RN, non-LPN) resulting in the student being sent home during the 2025-2026 school year	Include only students who are seen (face to face) by **health aide/UAP** staff (non-RN, non-LPN). You may include secretaries or others IF it is included as a specific part of their responsibility. Includes students sent home with the recommendation/directive to see a health care provider.		#DIV/0!
Total health aide/UAP Health Room/Clinic Dispositions	**Total number of visits to health aide/UAP**	0	
Percentage health aide/UAP Health Room/Clinic Dispositions	**Health aide/UAP health room/clinic visit percentage of total health room/clinic**	#DIV/0!	
Total All Health Room/Clinic Dispositions	**Total Number of Health Office Visits by Any Health Room Staff**	0	

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Student Referrals During 2025-2026

Directions: These referrals should only be those made by school health staff.

Referrals To	Basic Schools (Optional)	Comprehensive Schools (Required)	Full Service Schools (Optional)	Total
Abuse registry				0
Dental care				0
Guidance counselor				0
Pregnancy care				0
Healthy Start				0
Sexual health services				0
KidCare				0
Health care provider				0
Mental health counseling				0
Social work services				0
Substance abuse counseling				0
Other				0
Totals	0	0	0	0

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Health Education Classes Provided Between July 1, 2025 through June 30, 2026

Directions: Health education classes are those planned educational sessions/presentations with an established curriculum to students, parents, school staff or health professionals. A class may be one or more participants. If you cover more than one subject area in a single class, you may record it in each subject area. For example, a class that covers nutrition and physical activity can be counted as two classes. Document health education classes provided by school health nurses (RN or LPN) or health educators if they directly provides a class or intervention; contribute curriculum, handouts or other materials to a class or intervention provided by school personnel; are available to answer student questions in class or make arrangements for a speaker to present to a class.

Subject	Basic Schools (Optional)				Comprehensive Schools (Required)				Full Service Schools (Optional)				Total Classes
	Classes	Students	Parents	Staff	Classes	Students	Parents	Staff	Classes	Students	Parents	Staff	
Alcohol, tobacco & other drug abuse													0
Bullying													0
Child abuse													0
Date rape													0
Dental health													0
Family life instruction													0
General health / other													0
HIV / STD prevention													0
Human trafficking													0
Injury prevention / safety													0
Mental / behavioral health													0
Nutrition													0
Parenting skills													0
Physical activity													0
Pregnancy prevention													0
Staff wellness													0
Suicide prevention													0
Trauma informed care													0
Violence prevention / conflict resolution													0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

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ALL COUNTIES RECEIVING FUNDS FOR FULL SERVICE SCHOOLS MUST COMPLETE THE FOLLOWING SECTION.

Agencies that Provided In-Kind Services at Local Schools from July 1, 2025 through June 30, 2026

Directions: Provide the names of public and private non-profit agencies and churches that provided IN-KIND services to students that were NOT FUNDED by School Health Schedule C revenue or school district funds budgeted for school health services during 2025-2026. Examples of providers would be school resources officers, local mental health providers, Healthy Start, WIC, Department of Children and Families, Department of Juvenile Justice, agricultural extension, United Way, Lion's Club, etc.

Type of Service	Provider Name(s)
Adult Education	
Case Management	
Child Protective Services	
Community Education	
Counseling Abused Children	
Counseling High-Risk Children	
Counseling High-Risk Parents	
Delinquency Counseling	
Dental Services	
Economic Services (TANF and/or other)	
Healthy Start / Healthy Families	
Job Placement Services	
Mental / Behavioral Health Care (including telehealth)	
Nutritional Services (WIC, food backpack programs)	
Parenting Skills Training	
Primary Health Care (including telehealth)	
School Resource Officers	
Social Work Services	
Specialty Health Care (including telehealth)	
Substance Abuse Counseling (including telehealth)	
Other:	

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Schools with Any Health Staff On-Site Full-Time (5 days a week, 6 - 8 hours a day) in 2025-2026

Number of Schools that are Staffed with ANY Full-Time Health Staff: APRN, RN, LPN, Health Aide/UAP				
	Elementary Schools	Middle Schools	High Schools	Combined Level Schools
County Health Department				
School District				
Community Partners				
Other				

Schools with a Registered Nurse (RN) On-Site Full-Time (5 days a week, 6 - 8 hours a day) in 2025-2026

Number of Schools that are Staffed with a Full-Time Registered Nurse (RN)				
	Elementary Schools	Middle Schools	High Schools	Combined Level Schools
County Health Department				
School District				
Community Partners				
Other				

Community / Public-Private Partners Providing Staff or Funds for the Partner Staff listed in the School Health Services Staffing for July 1, 2025 through June 30, 2026

Program	Partner Name	
Basic School Health		
Comprehensive School Health		
Full Service Schools		

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2025-2026 School Health Staff

Directions: Only count staff hired and paid specifically to perform school health services. Do not double count any person (FTE/position). If one person is functioning in multiple roles, split their FTE or position. For example, school health coordinator/RNs that spend half their time in school clinics and half their time as a school health coordinator/administrator (Record 0.5 FTE in #1 and 0.5 FTE in #10.). Only include FTEs/positions or portions of FTEs/positions that are dedicated to school health services.

Data Points (DO NOT DOUBLE COUNT any FTEs/positions or portions of FTEs/positions)	Definition and Inclusion/Exclusion Criteria RN = Registered Nurse LPN = Licensed Practical Nurse FTE = Full-time Equivalent (based on teacher FTE for school district staff and/or state FTE for county health department staff) or Positions for community partners.	County Health Department				School District				Community Partners				Total
		Basic Schools	Compre-hensive Schools	Full Service Schools	Subtotal	Basic Schools	Compre-hensive Schools	Full Service Schools	Subtotal	Basic Schools	Compre-hensive Schools	Full Service Schools	Subtotal	
1. Total number of RN FTEs/positions with an assigned caseload providing direct services	Direct services means responsible for the care of a defined group of students in addressing their acute and chronic health conditions. It includes health screenings, sick care, first aid, health education classes/fairs/promotion and case management. Direct services may be those provided in collaboration with an LPN or health aide. **Inclusion/Exclusion:** • Include long term substitute (but not the substitute RN list for short term needs). • Exclude portion of FTEs/positions dedicated to administrative assignment and include in #10. • Exclude RNs working with a limited caseload providing direct services such as to medically fragile students (ratios of 1:1, 1:2, 1:3, 1:4 or 1:5), who are included in #7)				0.00				0.00				0.00	0.00
2. Total number of LPN FTEs/positions with an assigned caseload providing direct services with a designated case load	Direct services means responsible for the care of defined group of students in addressing their acute and chronic health conditions. It includes health screenings, sick care, first aid, health education classes/fairs/promotion and case management. Direct services may be those provided in collaboration with an RN or health aide. **Inclusion/Exclusion:** • Include long term substitute (but not the substitute LPN list for short term needs) • Exclude portion of FTEs/positions dedicated to administrative assignment and include in Item #11. • Exclude LPNs working with a limited caseload providing direct services such as to medically fragile students (ratios of 1:1, 1:2, 1:3, 1:4 or 1:5), who are included in #8				0.00				0.00				0.00	0.00
3. Total number of health aide (non-RN, non-LPN) FTEs/positions with an assigned caseload providing direct health services (e.g., give medication, staff health office, perform specific health procedures)	Direct services means care of defined group of students in addressing their acute and chronic health conditions. It includes health screenings, sick care, first aid. These direct services are provided under the supervision of an RN. This number should reflect only those health aides whose main assignment is health related. **Inclusion/Exclusion:** Exclude portion of FTEs/positions dedicated to administrative support assignment and include in Item #12. • You may include the portion of an FTE/position of a secretary or other aide IF it is included as a specific part of their position description. Exclude secretaries, teachers or principals who only address health issues occasionally, (i.e. only when help is needed, filling in to cover health staff.) • Exclude health aides working with a limited caseload providing direct services such as to medically fragile students (ratios of 1:1, 1:2, 1:3, 1:4 or 1:5), who are included in #9				0.00				0.00				0.00	0.00

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4. Total number of supplemental/float RN FTEs/positions	Permanently hired/contracted RNs who provide supplemental/additional direct nursing services or specific procedures, e.g. child find/EPSDT. *This count is in addition (separate) to the RNs identified in #1, #7 and #10.* **Inclusion/Exclusion:** • Exclude RNs working with a limited caseload (1:1, 1:2, 1:3, 1:4, 1:15 assignments) providing direct services such as to medically fragile students, who are included in #7.				0.00				0.00			0.00	**0.00**
5. Total number of supplemental/float LPN FTEs/positions	Permanently hired/contracted LPNs who provide supplemental/additional direct nursing services or specific procedures. *This count is in addition (separate) to the LPNs identified in #2, #8 and #11.* **Inclusion/Exclusion:** • Exclude LPNs working with a limited caseload (1:1, 1:2, 1:3, 1:4, 1:15 assignments) providing direct services such as to medically fragile students, who are included in #8.				0.00				0.00			0.00	**0.00**
6. Total number of supplemental/float health aide (non-RN, non-LPN) FTEs/positions	Permanently hired/contracted health aides (non-RN, non-LPN) FTE/position who provide supplemental/additional direct nursing services or specific procedures. *This count is in addition (separate) to the health aides identified in #3, #9, and #12.* **Inclusion/Exclusion:** • Exclude Health aides working with a limited caseload (1:1, 1:2, 1:3, 1:4, 1:15 assignments) providing direct services such as medically fragile students, who are included in #9.				0.00				0.00			0.00	**0.00**
7. Total number of RNs with special assignment FTEs/positions	RNs working exclusively with a limited caseload providing direct services such as medically fragile students (ratios of 1:1, 1:2, 1:3, 1:4 or 1:5). **Inclusion/Exclusion:** • Only include RNs working with a limited caseload.				0.00				0.00			0.00	**0.00**
8. Total number of LPNs with special assignment FTEs/positions	LPNs working exclusively with a limited caseload providing direct services such as medically fragile students (ratios of 1:1, 1:2, 1:3, 1:4 or 1:5). **Inclusion/Exclusion:** • Only include LPNs working with a limited caseload.				0.00				0.00			0.00	**0.00**
9. Total number of health aides (non-RN, non-LPN) with special assignment FTEs/positions	Health aides (non-RN, non-LPN) working exclusively with a limited caseload providing direct services such as medically fragile students (ratios of:1, 1:2, 1:3, 1:4 or1:5). **Inclusion/Exclusion:** Only include health aides working with a limited caseload.				0.00				0.00			0.00	**0.00**
10. Total number of RN FTEs/positions providing administrative or supervisory school health services	RNs providing management/clinical supervision, trainings to RNs, LPNs, or other health extenders, or conducting other administrative health services, e.g. case management. **The School Health Coordinator FTE/positions (or portion) would be included in this count.** **Inclusion/Exclusion:** • Exclude any portion of FTEs/positions dedicated to direct service (school based services, nursing assessments, screenings, case management, etc.) and include in item #1.				0.00				0.00			0.00	**0.00**
11. Total number of LPN FTEs/positions providing administrative or supervisory school health services	LPNs providing management/clinical supervision to LPNs, or other health extenders, or conducting other administrative health services. **Inclusion/Exclusion:** • Exclude any portion of FTEs/positions dedicated to direct service (school based services, screenings, case management, etc.) and include in #2.				0.00				0.00			0.00	**0.00**

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12. Total number of assistant FTEs/positions providing administrative support services to RNs or LPNs	Assistants providing administrative support services to RNs or LPNs, e.g. clerical assistance. **Inclusion/Exclusion:** Exclude any portion of FTEs/positions dedicated to direct service (school based services, screenings, etc.) and include in #3.				0.00				0.00				0.00	0.00
TOTAL Health Services FTEs/positions	**This number is a total of the numbers you entered for this section and is for your use.**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

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Revenue and Expenditures for School Health Services and Health Education in Schools for July 1, 2025 through June 30, 2026

NOTE: COMPLETE ALL RELEVANT SECTIONS WITH 2025-2026 REVENUE AND EXPENDITURES.

A. Local Department of Health (DOH) Schedule C Revenue and Expenditures for School Health Services and Health Education in Schools
List Schedule C revenue and expenditures for school health services during FY 2025-2026 on the appropriate line.
NOTE: Add all beginning cash balances to the 2025-2026 revenue for each OCA, where applicable.

A. School Health Schedule C Revenue and Expenditures	Revenue	Expenditures
DO NOT FILL. State Health Office will complete.	XX	XX
DO NOT FILL. State Health Office will complete.	XX	XX
DO NOT FILL. State Health Office will complete.	XX	XX

B. Other Local DOH Revenue and Expenditures (do not include School District funds) for School Health Services and Health Education
List local DOH revenue and expenditures, by funding source budgeted and expended for school health services during FY 2025-2026 on the appropriate line. Use the "Other" to list any other local DOH funding that is not allocated under the OCAs SCHGR and SCHSP.

B. Other Local DOH Revenue Sources		Revenue	Expenditures
Medicaid Certified Match			
Medicaid Cost Reimbursement			
Local DOH Trust Fund			
Other #1: (Specify)			
Other #2: (Specify)			
Other #3: (Specify)			
Other #4: (Specify)			
Local Department of Health Sub-Totals		$0.00	$0.00

C. School District Expenditures for School Health Services and Health Education
List school district expenditures, by funding source, that were expended for school health services and health education in 2025-2026.
NOTE: Please include only expenditures for school health services staff (advanced registered nurse practitioners, registered nurses, licensed practical nurses, health aides (health techs, certified nursing assistants), health educators, health room/clinic facilities, equipment and supplies.
Do not include funds received from the county health department via contract.

C. 2025-2026 Expenditures of School District Revenue for Health Services and Health Education		Expenditures
Basic School Health		
Comprehensive School Health		
Full Service Schools		
Other #1: (Specify)		
Other #2: (Specify)		
Other #3: (Specify)		
Other #4: (Specify)		
School District Sub-Total		$0.00

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D. Community and Public-Private Partner Expenditures for School Health Services and Health Education
List on the appropriate line community and public-private partner expenditures by funding source that were expended for school health services in 2025-2026.
NOTE: List any partner funding in the rows provided. Please do not change or move the names of partner categories already listed.

D. 2025-2026 Community and Public-Private Partner Expenditures (Non-Contracted) for School Health Services and Health Education in Schools		Expenditures
Children's Services Council		
United Way		
County Commission		
Health Care Taxing District		
Hospital Taxing District		
Hospital: (Specify)		
University: (Specify)		
Other #1: (Specify)		
Other #2: (Specify)		
Other #3: (Specify)		
Other #4: (Specify)		
Community and Public-Private Partner Sub-Total		$0.00

Total Expenditures for School Health Services and Health Education in Schools (A,B,C, and D)	$0.00

2025-2026 Contracts Utilizing School Health Schedule C funds for School Health Services and Health Education in Schools
List contract numbers, provider names, services contracted and contract amounts for all contractual service agreements that were paid for using School Health Schedule C funds for FY 2025-2026.

2025-2026 School Health Schedule C Funds Used for Contractual Service Agreements for School Health Services and Health Education in Schools			
Contract Number	Provider Name	Service Contracted	Contract Amount
		Total Amount Contracted:	$0.00

2025-2026 Contracts and Memoranda of Agreement (MOA)/Understanding (MOU) that Provided Revenue to County Health Departments for School Health Services
List agencies or partners that contracted (or have memorandums of agreement/understanding) with the county health department to provide school health services.

2025-2026 Revenue Provided to the County Health Department for School Health Services Via Contract or Memorandum of Agreement/Understanding		
Agency/Partner	Service Contracted	Contract Amount
	Total Amount Contracted:	$0.00

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Accomplishments and Challenges During 2025-2026

Accomplishments can include collaboration with community organizations, SHAC development/activities, ongoing initiatives, events, program successes, improvements in health indicators, etc. The challenges section is very important to provide insight into the difficulties and limitations that your program experienced during 2025-2026. Please take the time to complete this section. If your information exceeds the space available below, please email the additional information in a separate file along with your annual report file.

Accomplishments	Challenges

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Exhibit II: Screening and Notification Process

Screening and Notification Process

Process	Responsible Party	Timeline	Action
Pre-screening	LEA	**4-Sep**	CCDS Coordinator of Nursing Services notifies DOH-Clay School Health Coordinator of when screening assistance is requested, using the Mass Health Screening Assistance Request Tracker 2026-2027.
Screening	LEA	**6-Nov**	LEA completes all screening and rescreening. Rescreens should be completed 2 weeks after initial screenings are completed.
Reporting	LEA	**20-Nov**	LEA provides manual counts of the screening results to DOH-Clay.
1st Notification Letters	LEA	**11-Dec**	LEA distributes the results of the mass health screenings via letter to the parents/guardians of those students requiring a referral. This must be completed within 45 days of the screening.
2nd Notification Letters	LEA	**15-Jan**	LEA distributes the results of the mass health screenings via letter to the parents/guardians of those students requiring a referral, that have not responded to the 1st notification/letter.
Reporting	LEA	**5-Feb**	LEA forwards to DOH-Clay the Initial Screening Outcome List.
3rd Notification Letters	DOH	**19-Feb**	DOH creates and electroncially forwards to LEA the 3rd letters/notifications that need to be sent home to the parents/guardians of those students requiring a referral, that have not responded to the 2nd notification/letter.
Reporting	LEA	**19-Mar**	LEA will forward to DOH-Clay the final screening outcome data.

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Exhibit III: School Health Services Program Dates to Remember

School Health Services Program
Dates to Remember
SY 2026-2027

On or before the 5th day of each month during the school calendar year	The Clay County District Schools' (CCDS) will email the following **monthly health room reports** to DOH-Clay: 1) Yearly Health Room Activity Log (**YHRAL**) 2) Monthly Outcome Disposition Report (**MODR**) 3) Monthly Screening Statistics (**MSS**) 4) Health Education Classes Taught in Basic, Full Service and Comprehensive Schools (**Health Ed.**) One combined report will be submitted to DOH-Clay for those schools that have an ESE Health Room.
September 4, 2026	The CCDS' Supervisor will notify DOH-CLAY's School Health Coordinator when screening assistance is requested, using the *Mass Health Screening Assistance Request Tracker 2026-2027*. The request will include: 1) All schools conducting screenings 2) Dates of screening 3) Start time and end time of screening 4) Identification of schools requesting assistance 5) Type of assistance requested *(volunteer training, manning at a screening station, managing student flow)* DOH-CLAY will assist with screenings between **September 14, 2026, and October 9, 2026**, as available.
November 6, 2026	The CCDS will complete **screenings** and **all rescreening.**
November 20, 2026	The CCDS will **provide manual counts of the screening results** to DOH-Clay using the *Screening Results, Initial and Final Outcomes 2026-2027 Workbook – Mass Health Screening Results Spreadsheet.*
December 11, 2026	The CCDS will send initial student **mass health screening results** to parents/guardians to notify them of students requiring a referral (**first contact**).
January 15, 2027	The CCDS will send 2nd **referral follow-up letter** to notify parents/guardians of those students requiring a referral (**second contact**).
February 5, 2027	The CCDS will send to DOH-Clay the ***initial*** **screening outcomes list** (using the *Screening Results, Initial and Final Outcomes 2026-2027 Workbook – Initial Screening Outcomes Spreadsheet* of those students who were sent referral letters (first and second contact) and whose parents did not reply to the referral letters.
February 19, 2027	The DOH-Clay will create and electronically send back 3rd **referral follow-up letters** to the school nurses/health room designees for distribution to parents/guardians (**third contact**).
March 19, 2027	The CCDS will forward to DOH-Clay the ***final*** **screening outcomes data** using the *Screening Results, Initial and Final Outcomes 2026-2027 Workbook – Final Screening Outcomes Spreadsheet.*
On or before the 5th of the month (with the monthly reports) after mass health screenings are conducted	The CCDS will forward to DOH-Clay the New Student Screening Workbook (Post-Mass Health Screening 2026-2027) with the monthly reports (approximately November through May).
15 business days from receiving the outcome of the annual School Health Services Program Review (SHSPR)	The CCDS will forward **Process Improvement Plan(s)** within 15 business days of the receipt of any noted deficiencies from the annual SHSPR.
15 business days of the receipt of the process improvement plan if deficiencies are noted	The DOH-Clay will conduct a **second review and / or follow-up**, within 15 business days of the receipt of the process improvement plan if deficiencies are noted.

Created 6.18.2026, revised 6.26.2026

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October 1, 2026 - Regular School Board Meeting

Title

C7 - Internship Program Agreement between Clay County District Schools and Doral College.

Description

This agreement is between Clay County District Schools and Doral College for DC students to participate in internships, practicums, and observations under the direction of a certified educator in Clay County schools.

Gap Analysis

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

Previous Outcomes

Clay County District Schools currently has agreements with 34 Colleges/Universities. This will be a new agreement with Doral College.

Expected Outcomes

Placement of interns provides teacher candidates with real-world experiences that better prepares them for the rigors of classroom teaching. Doral College is requesting the placement of a single teacher candidate.

Strategic Plan Goal

Goal 2: Talent Recruitment, Development, and Retention

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

Recommendation

That the Clay County School Board approve the agreement between Clay County District Schools and Doral College.

Contact

$0.00

Financial Impact

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

Review Comments

Attachments

270029 Doral College Internship Program Agreement.pdf

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FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 240029
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: 08/27/2026

Name of Contract Initiator: Jennifer Collins Telephone #: 336-66962

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

Vendor Name: Doral College

Contract Title: Doral College Internship Program Agreement

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

Contract Term: 08/01/2026-07/31/2027 Renewal Option(s):

Contract Cost: $0 cost

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

___X___ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	No Cost
School Board Attorney JPS 9/2/26 Review Date	Legally sufficient
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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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INTERNSHIP PROGRAM AGREEMENT

This Internship Program Agreement ("Agreement") is entered into by and between The School Board of Clay County (the "School") and Doral College, Inc., a Florida non-profit corporation ("Doral College" or the "College") to outline the parameters of a field experience internship program for the College's Bachelor of Science/EPI programs.

WHEREAS, the School and the College desire to serve the public interest and enrich their respective education communities through the development of instructional personnel;

WHEREAS, the College desires that some of its students (hereinafter referred to as "Interns") obtain instructional education experience at the campuses of the School;

WHERAS, the School desires to help develop instructional personnel by offering to provide facilities for Interns to obtain instructional field experience;

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. General Description. During the Term of this Agreement, as defined herein, the parties hereto hereby establish an internship program (the "Program") in which select students of the College shall have the opportunity to serve as field experience Interns at select campuses of the School to help develop the Interns' competencies in student instruction in a real-world setting. The Interns shall complete their field experience under the guidance of a fully-certified professional employed by the School (the "Cooperating Teacher"). The School and the College shall collaborate to determine the work locations, instructional schedules, and assignments of the Interns in accordance with the terms of this Agreement and shall meet annually to assess the progress of the Program and determine its effectiveness.

II. The School's Duties and Responsibilities.

a. The School will properly supervise the Interns in the performance of their work for their School. To help facilitate this supervision, the School shall assign to the Intern a Cooperating Teacher at the school site who will have the principal responsibility to supervise the Intern's instructional activity at the school site and fill out any Intern evaluation paperwork provided by the College. The Cooperating Teacher shall have the appropriate teaching certification, licenses, and teaching experience required by law (including but not limited to requirements outlined in Section 1004.04(5), Florida Statutes) to serve in this capacity. The Cooperating Teacher and the School shall also be required to adhere to all policies and procedures applicable to Cooperating

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Teachers that are outlined in the "Doral College Internship Handbook: Cooperating Teacher Edition," as amended (the "Handbook"), incorporated herein by reference.

b. The School shall make its campus facility reasonably available to the Interns to allow the Interns to complete the Program. This facility availability shall include (but not necessarily be limited to): cafeteria usage (with the Interns being responsible for the costs of their own cafeteria meals), library facilities, and vehicular parking.
c. The School will provide the Interns with a safe work site and provide appropriate information and training to enable the Interns to perform their duties effectively.
d. The School shall have the right to discontinue its Program services for, and remove from its campus, any Intern who violates the School's policies or other School requirements or otherwise poses a threat to pupil or staff safety. The School shall promptly notify the College of any such removal.

III. Doral College's Duties and Responsibilities.

a. Doral College will maintain overall responsibility for the coordination and implementation of its learning program and the overall instruction of Interns assigned to School. The College will have final responsibility for grading the Intern as part of the Program. Doral College will inform the School of any criteria/timelines for Intern assessment and will provide the School and the Cooperating Teachers with any evaluation materials it needs for the School/Cooperating Teacher to fill out for the Intern. The College shall arrange meetings with appropriate School staff to review and evaluate the progress of the Interns.
b. The College shall collaborate with the School to ensure that Interns comply with all of the School's policies and procedures. These policies and procedures can include, but are not limited to:
    i. policies and procedures relating to the base requirements for an Intern to serve at the school, including any certification, fingerprinting, background check, and drug testing requirements;
    ii. any and all applicable local, state, and federal law to which the Intern would be subject;
    iii. policies and procedures relating to any training obligations for Interns imposed by the School or any governmental or accrediting organization;
    iv. policies and procedures relating to any instructor evaluation processes performed by the School for its instructors;
    v. any of School's protocols for health and safety;
    vi. policies and procedures relating to the day-to-day instruction of students, including teaching all students in the Intern's classes, teaching in accordance with any curriculum standards required by law or by the School, maintaining confidentiality of student records in accordance with applicable law, meeting

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with parents, collaborating with the employees at the School, and maintaining a gradebook for each class; and

vii. other policies and procedures articulated in the School's faculty handbooks and related documentation to which the Intern would be subject.

c. The College shall direct the Intern and the Intern's B.S.Ed./EPI program faculty supervisor to adhere to all policies and procedures relevant to their positions that are articulated in the Handbook.

d. The Interns shall assume responsibility for their own medical care and hospitalization, and the College shall advise the Interns of this requirement.

e. The College shall obtain appropriate liability insurance for liability resulting from professional services performed under this Agreement and shall submit insurance certificates to the School as requested by School.

IV. Additional Terms and Conditions

a. This Agreement is effective as of August 1, 2026, and shall continue through July 31, 2027. Either party to this Agreement may terminate this Agreement at any time without penalty by giving thirty (30) days' written notice the other party. Upon termination of this Agreement, current Interns will be permitted to complete their internship assignments for the academic year.

b. The parties expressly intend that, while performing internship duties, no Intern shall be deemed an agent, servant, contractor, or employee of the School for purposes of compensation, fringe benefits, workers' compensation, minimum wage laws, income tax withholding, social security, or any other purpose, because Interns are placed with the School to receive teaching experience as part of the College's academic curriculum. The duties performed by Interns (within the scope of this Agreement) are not performed as employees, but in fulfillment of academic requirements and are performed under supervision. For the same reason, Interns are not to be deemed agents of the College. At no time shall Interns replace or substitute for an employee of the School.

c. This Agreement including any attachments hereto constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all previous and contemporaneous oral and/or written agreements, negotiations, commitments warranties, representations and understandings. This Agreement may not be amended, altered, modified, or supplemented except by a written instrument with the same formalities as this Agreement and executed by the parties.

d. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.

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e. All questions with respect to the construction of this Agreement or the rights and liabilities of the parties hereunder shall be determined in accordance with the laws of the State of Florida. Any legal action taken or to be taken by either party regarding this Agreement or the rights and liabilities of parties hereunder shall be brought only before a federal, state, or local court of competent jurisdiction located within the State of Florida. Each party hereby consents to the jurisdiction of the federal, state, and local courts within the State of Florida.

f. This Agreement may not be assigned, nor the rights granted hereunder transferred or sub-licensed, by either party without the express prior written consent of the other party. Notwithstanding the aforementioned, either party may assign this Agreement to a corporation without the other party's consent, to an organization with which the party may merge or consolidate, to any subsidiary of the party, or to any organization under common control with the party.

g. This Agreement shall be binding upon and inure to the benefit of each party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, heirs, successors, and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by duly authorized officers, effective as of August 1, 2026.

For the School Board	For the College
_____	_____
Name: _____	Name: Judith Marty
Its: _____	Its: President

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ACADCOR-01 CCOBO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/26/2026

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
Hub International South Florida
999 Ponce De Leon Blvd Suite #800
Coral Gables, FL 33134

CONTACT NAME:
PHONE (A/C, No, Ext): (305) 842-3600 FAX (A/C, No): (305) 842-3574
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : American Family Home Insurance Company	23450
INSURER B : Houston Casualty Company	42374
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Doral College, Inc.
11100 NW 27th Street
Miami, FL 33172

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			7NA4CP0002340-01	7/1/2026	7/1/2027	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	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			7NA5CA0001383-02	7/1/2026	7/1/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB / CLAIMS-MADE			7NA4FF0000051-01	7/1/2026	7/1/2027	AGGREGATE	$
	DED / RETENTION $						5,000,000	$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Crime			7NA4CP0002340-01	7/1/2026	7/1/2027	Employee Theft	1,000,000
B	Cyber/Privacy/Networ			H26NGP213085-04	1/22/2026	1/22/2027	Policy Aggregate	1,000,000

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

CERTIFICATE HOLDER

For Informational Purposes

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/24/2026

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
Aon Risk Services, Inc of Florida
701 Brickell Avenue, Suite 3200
Miami, FL 33131

CONTACT NAME: Aon Risk Services, Inc of Florida
PHONE (A/C, No, Ext): 833-538-2802 **FAX (A/C, No):**
EMAIL ADDRESS: ADPTS@Aon.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Illinois National Insurance Co	23817
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ADP TotalSource CO XXIII, Inc.
5800 Windward Parkway
Alpharetta, GA 30005
ALTERNATE EMPLOYER
Doral College Inc
6340SunsetDr
Miami, FL 33143

COVERAGES **CERTIFICATE NUMBER:** 5095443 **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 AS REQUESTED.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PROJECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	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)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DEC / RETENTION $							
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC 051656049 FL	07/01/2026	07/01/2027	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
All worksite employees working for DORAL COLLEGE INC, paid under ADP TOTALSOURCE, INC's payroll, are covered under the above stated policy.

CERTIFICATE HOLDER

Doral College Inc
6340SunsetDr
Miami, FL 33143

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
Aon Risk Services, Inc of Florida

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October 1, 2026 - Regular School Board Meeting

Title

C8 - Addition of components to the Professional Learning Catalog to provide additional professional learning opportunities in mathematics and instructional strategies.

Description

The Florida legislature recognizes the importance of planning for developing human potential and requires each district to develop a comprehensive Professional Learning Catalog, which outlines the professional learning opportunities available to CCDS teachers. Each district is required to update, revise, and submit a Professional Learning Catalog to provide a detailed description of each professional learning component. Each unique type of professional learning experience requires a corresponding component. Changes to the professional learning catalog are required to be approved by the board.

Gap Analysis

Component 9-009-001: There is a need to strengthen educators' understanding and application of practices that position students as active partners in the learning process. Teachers may need additional support in using student voice and feedback to identify barriers to learning, understand student perspectives, and make responsive instructional decisions. Without a common framework and shared practices, the use of student voice can vary across classrooms and may not consistently influence instructional planning or practice.

Professional learning through the Solving with Students Learning Cadre will provide educators with a structured approach for engaging students as partners in identifying instructional challenges and developing solutions. The learning will build educator capacity to intentionally gather and analyze student feedback, identify patterns in student experiences, and use that information to strengthen instructional strategies. Teachers will apply these practices within their own classrooms, using student surveys and student voice to better understand engagement, learning needs, and classroom experiences.

Component 2-408-006: There is a need to strengthen educators' understanding and application of evidence-based strategies grounded in the cognitive science of learning. To effectively design instruction that enhances information retention, critical thinking, and student mastery, teachers require explicit models and practical applications of principles such as retrieval practice, spaced learning, and schema building. Establishing a shared knowledge base and consistent pedagogical practices across classrooms will ensure these high-impact strategies translate directly into improved student outcomes.

Professional learning through the Science of Learning (SOL) course will provide educators with a structured framework for translating cognitive research into high-leverage classroom practice. The course will build educator capacity to apply SOL principles in their specific context, aligning with the revised Florida Educator Accomplished Practices (FEAPs) that name the cognitive science of learning across multiple standards. By deploying FLDOE-aligned training and resources, this professional learning provides the systemic support required to sustain high academic performance and preserve our district's 'A' rating amidst rising school grade cut scores and rigorous assessment standards.

Previous Outcomes

The 2026-2027 CCDS Professional Learning Catalog was approved in April 2026.

Expected Outcomes

The CCDS Professional Learning Catalog will include the new components Solving with Students Learning Cadre and Instructional Strategies: Science of Learning, and will allow educators to earn non bankable in-service points for this professional learning opportunity.

Strategic Plan Goal

Goal: Goal 2: Talent, Recruitment, Development, and Retention

Strategy: 2.3 Retain employees through opportunities for growth and career development leading to high satisfaction and increased student outcomes.

Recommendation

That the Clay County School Board approve the additions to the CCDS Professional Learning Catalog.

Contact

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

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Financial Impact

$0

Review Comments

Attachments

- 9-009-001_Solving with Students Learning Cadre _2026.pdf
- 2-408-006_Instructional Strategies_ Science of Learning_2026.pdf

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Component Title: Solving with Students Learning Cadre

Component Number: 9-009-001

Inservice Points: 10

Description of Objectives and Activities to be Completed:

Participants will develop a deeper understanding of the Solving with Students framework and how it can be used to strengthen mathematics instruction through student-centered problem solving, rigorous tasks, mathematical discourse, and student voice. Through collaborative learning, classroom application, reflection, and the use of student surveys, participants will examine how students experience learning and use that feedback to refine instructional strategies. Activities will include analyzing and solving high-quality tasks, anticipating student thinking, planning purposeful questions and supports, gathering and analyzing student feedback, implementing strategies in the classroom, and reflecting on the impact of these practices on student engagement, reasoning, agency, and achievement.

Component Evaluation Criteria - Detail component effectiveness on:

a. Address the specific objectives;

b. Component efficacy of increasing educator knowledge and skill;

c. Component efficacy of changing educator dispositions or practice in educational settings and

d. Component efficacy of improving student outcomes

Component Evaluation Criteria - Detail component effectiveness on:

a.) Participants will complete professional learning sessions with their learning cadre throughout the school year and participate in coaching sessions with CCDS math coach, teacher leader, or specialists.

b.) Participants' knowledge and skills will be assessed during each cadre meeting and coaching sessions through monitoring of discussions, survey data, and action step development.

c.) Teachers will use student surveys to gather authentic student voice and feedback about their learning experiences. They will analyze this feedback to identify student needs, engagement levels, and areas for growth, then use the information to intentionally adjust instructional strategies, tasks, and classroom practices to better support student learning and engagement.

d.) Student Achievement will increase as evidenced by school-based assessments.

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Component Title: Instructional Strategies: Science of Learning

Component Number: 2-408-006

Inservice Points: 12

Description of Objectives and Activities to be Completed:

Participants will: 1) Develop their knowledge and skills in the Florida Educator Accomplished Practices (FEAPS): 2) Be introduced to the cognitive sciences of learning 3) Consider the impact of teacher intentional planning and management on student deliberate and effortful thinking, 4) Develop and enact specific action steps based on learning to improve instructional practices and student outcomes.

Participants will participate in a series of session to include the following: 1) Exploration of principles of the science of learning 2) Reading of research backed texts 3) models, examples, and and videos of the instructional practices backed by SOL in action, 4) Conduct a self-audit of current practices, 5) Determine next steps for implementation based on new learning.

Component Evaluation Criteria - Detail component effectiveness on:

a. Address the specific objectives;
b. Component efficacy of increasing educator knowledge and skill;
c. Component efficacy of changing educator dispositions or practice in educational settings and
d. Component efficacy of improving student outcomes

a. Participants will complete an end-of-course survey to provide feedback on the effectiveness of the component activities and component objectives.
b. Participants' knowledge and skills will be self-assessed in the instructional practices audit and by following the steps to review data, as well as with feedback which seeks participant evaluation of impact of course.
c. Participants application of instructional strategies will increase as evidenced by district walkthrough dashboard of classroom informal observations
d. Student achievement will increase as evidenced by state, district, and/or school-based assessments

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October 1, 2026 - Regular School Board Meeting

Title

C9 - Request for Review or Reconsideration of Library Materials Appeals

Description

As outlined in Clay County District Schools Policy 2522: Challenges to Adoption or Use of Instructional, Library, or Reading List Materials, the Petitioner may appeal any Final Decisions of the Superintendent's Designee, which are based on the Statutory Compliance Team or his/her own review, and which Final Decisions are or will be forwarded to the School Board for final approval.

1. Within ten (10) calendar days of the Superintendent's Designee's decision, the Petitioner shall file with the Superintendent's office a request for appeal. This appeal can be accessed on the district's website and is submitted using the Google form document.
2. Upon receipt of the Request for Appeal, the office of the Superintendent will mail a Notice of Board action to the Petitioner which states the date of the School Board meeting at which the Final Decision will be considered by the School Board.
3. It is understood that this vote is not a School Board endorsement of the content or subject matter, but a vote to state that the law and policy have been followed.
4. In considering these matters, the School Board shall be sitting as a quasi judicial body, accordingly, and pursuant to F. S. 286.0114(3)(d), speakers shall be allowed to address the Board on this matter.
5. All decisions of the School Board are final.

Gap Analysis

N/A

Previous Outcomes

N/A

Expected Outcomes

It is understood that this vote is not a School Board endorsement of the content or subject matter, but a vote to state that the law and policy have been followed. In considering these matters, the School Board shall be sitting as a quasi judicial body, accordingly, and pursuant to F. S. 286.0114(3)(d), speakers shall be allowed to address the Board on this matter. All decisions of the School Board are final.

Strategic Plan Goal

N/A

Recommendation

That the School Board approve the attached list of appeals.

Contact

Dr. Cynthia Johnson cynthia.johnson@myoneclay.net

Financial Impact

0

Review Comments

Attachments

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October 2026 _Request for Review or Reconsideration of Library Materials Appeals.pdf

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October 2026: Request for Review or Reconsideration of Library Materials Appeals

Original Review Received	Appealed Title	Author	Pre Challenge Grade Level/Band	Original Committee Review Results	Pre Appeal Grade Level/Band PAS: Parental Advisory Status	Review of Appeal Results
05/12/2026	*A Sky Beyond The Storm*	Sabaa Tahir	**7-12**	No violation of Florida Statute, Remain in Collection Keep: HS Only Parental Advisory Status	PAS	Remove from All Libraries

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C10 - Proclamation for Red Ribbon Week

Description

The Red Ribbon Campaign® is the oldest and largest drug prevention program in the nation reaching millions of young people during Red Ribbon Week® each year. We celebrate Red Ribbon Week, October 23-31, to affirm our commitment to live drug free. We celebrate those who live without drugs as well as those who choose to leave drugs behind and live drug free. This week is designated to talk to our students about choosing a healthy lifestyle to include a healthy diet, staying active, coping strategies for stress, and choosing to live drug free. This year's theme is "Be Kind To Your Mind. Live Drug Free" The theme was chosen because it perfectly captures how all of us must do our individual parts to keep our communities safe, healthy and Drug-Free. The theme encourages everyone to use their voice to make a difference. All segments of the community, health care workers, police officers, educators, school bus drivers, parents... people just like you and me, are examples of what we can achieve through self-dedication, care and commitment. This year's theme is a reminder that everyday Americans across the country make significant daily contributions to their communities by being the best they can be because they live Drug-Free!

Gap Analysis

This proclamation will promote the School Board of Clay County's commitment to creating a safe, healthy, and drug free school community.

Previous Outcomes

Every year students are exposed to lessons surrounding the affects of drugs, alcohol, and making healthy lifestyle choices.

Expected Outcomes

Students will gain knowledge to assist them with making healthy lifestyle choices.

Strategic Plan Goal

Goal 4: Safe and Positive Learning Environment.

Recommendation

The School Board of Clay County will approve the proclamation to support Red Ribbon week.

Contact

P. Kellie Guilfoyle, Director of Climate and Culture

Financial Impact

0

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C11 - Proposed Allocation Changes for 2026-2027

Description

Staff allocation documents clarify how each school, district department and division is staffed for the 2026-2027 school year. The School Board is required to take action on all staff allocation changes.

Gap Analysis

These allocation changes are required to ensure the adequate staffing of the district and schools.

Previous Outcomes

The district and schools are adequately staffed.

Expected Outcomes

Staffing will be sufficient to meet the needs of the various schools and district departments.

Strategic Plan Goal

The district ensures fiscal responsibility and equitable distribution of resources.

Recommendation

Approve staff allocation plan as submitted.

Contact

Ms. Dawn Posey, CPA, Assistant Superintendent for Business Affairs, (904) 336-6721, dawn.posey@myoneclay.net

Financial Impact

Reflected in attachment.

Review Comments

Attachments

10.1.26 - 26-27 Allocation Summary.pdf

DRAFT

School	Add	Delete	Allocation	Comment	Salary	Benefits	Total Cost
			2026-2027 ACTIONS				
			General Funds				
IT - 9040	1.0		Audio Visual Security Specialist		$51,053	$17,925	$68,978
IT - 9040		1.0	Technical Specialist		($46,064)	($16,173)	($62,237)
				TOTAL:	**$4,989**	**$1,752**	**$6,741**

DRAFT

October 1, 2026 - Regular School Board Meeting

Title
C12 - Monthly Financial Reports August 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 August 31, 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 August 31, 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

10-1-2026 Board Item $50,000 - $100,000 Contracts Signed by Superintendent _ BAD Financial Report -Agenda (2).pdf

DRAFT

$50,000 - $100,000 Contracts "Signed" by Superintendent for BAD monthly BOARD Financial Report
All applicable Contracts prior to Contract #270034 have been added to the list.

CONTRACT #	SUBMITTED BY	DEPT	COST	PO #	VENDOR	FUNDING SOURCE	FUNDING SOURCE
270010	C Gugel	9009	$67,200.00	P2702178	QuaverEd, inc.	General Fund - SchlChoice - Arts	100-5100369-9009-1976-0000-000-0
270002	C Gugel	9009	$57,824.10	P2702177	The Art of Education University	General Fund - SchlChoice - Arts	100-5100369-9009-1976-0000-000-0
260109	M Sanders	9005	$95,000.00	P2702195	EduWorks of North Florida (Psych Services)	General Fund - Mental Health Categorical	100-6100310-9004-1177-0000-000-0
260111	M Sanders	9005	$95,000.00	P2701185	PsychoEducational Consultant Group, PL - Faye Nussbaum	General Fund - Mental Health Categorical	100-6100310-9004-1177-0000-000-0
260103	M Sanders	9005	$95,000.00	P2701188	Expedited Reports (Psychological Report Writing)	General Fund	100-6100310-9005-1172-0000-000-0
260101	M Sanders	9005	$78,000.00	P2701184	McCoy Institute - Audiological Services	General Fund	100-5200310-9005-0000-0000-000-0
260095	M Sanders	9005	$90,000.00	P2701109	Behavior Management Consultants	General Fund	100-5200310-9005-0000-0000-000-0
260090	M Sanders	9005	$90,000.00	P2701186	Allied Instructional Services	General Fund	100-5200310-9005-0000-0000-000-0
260078	K Riebe	9004	NTE $75,000.00	PO entered if Needed	Amergis Healthcare Staffing, Inc.	General Fund	100-6100310-9004-0000-0000-000-0

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C13 - Bull's Eye Brands – Smart Mouth Pizza Contract Renewal

Description

Renew Contract as required per FS 287, DOE 6A-1.012 and School Board Policy
a. Bull's Eye Brands – Smart Mouth Pizza (FIH, MHS, RHS) Contract 250011: Contract Period is August 1, 2026 through July 31, 2027. The contract period is for one (1) year and is the first of three renewal options.

Gap Analysis

The District requires vendors to provide products and/or services to ensure our students and staff receive the products and/or services to meet their needs.

Previous Outcomes

Original Contract has been used successfully during the past term to provide quality services and products to the district.

Expected Outcomes

Upon approval by the Board; we expect the vendor? to continue providing quality services and products at the same terms and conditions as when the original contract was executed.

Strategic Plan Goal

Goal 5; Strategy 5.4; Enhance fiscal practices that enable the district to maximize effectiveness and efficiency.

Recommendation

Extend renewal as follows:
a. Bull's Eye Brands – Smart Mouth Pizza (FIH,MHS, RHS) Contract 250011:

-Bull's Eye Brands, Inc. (dba Smart Mouth Foods), 130 Allen Road Suite A, Atlanta, GA 30328

Contact

Ms. Dawn Posey, Assistant Superintendent for Business Affairs, Phone: (904)336-6721, Email: dawn.posey@myoneclay.net

Financial Impact

a. Bull's Eye Brands – Smart Mouth Pizza (FIH,MHS, RHS) Contract 250011: The total estimated expenditure for the one (1) year contract renewal is $210,000 Food Service Funds.

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C14 - RAPTOR Contract Renewal and Addition of Event Safe

Description

This is a renewal of our existing RAPTOR contract (#270027) for a period of 4/1/2026 - 6/30/2027 with the addition of the Event Safe product (#270032) for a period of 10/1/2026 - 6/30/2027. This product will help schools handle large events through pre-registration, digital ticketing, and greatly reduce stress and check-in time. This agreement also consolidates all of our RAPTOR products to have one invoice date that occurs during the summer and not during the school year.

Gap Analysis

The district currently relies on standard front-office kiosk hardware for visitor screening. While effective for daily single-visitor check-ins, this infrastructure creates significant operational bottlenecks during high-volume school events.

Previous Outcomes

This is a renewal of a previous RAPTOR contract that also includes the new addition of their Event Safe product.

Expected Outcomes

Approval will result in a continuation of our RAPTOR services as well as the addition of Event Safe. It will also move all invoicing deadlines to the summer where it would be more feasible to cancel the agreement as opposed to in the middle of a school year.

Strategic Plan Goal

Goal #3: Family and Community Engagement
Goal #4: Safe and Positive Learning Environment

Recommendation

Approve as written.

Contact

Matthew Boyack, matthew.boyack@myoneclay.net
Victoria Granese, victoria.granese@myoneclay.net

Financial Impact

$9,418/50 (Contract 270032 Event Safe) + $126,490 (Contract 270027 Renewal) = Total Agreement Cost of $135,908.50

Review Comments

Attachments

270032 & 270027 Raptor.pdf

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 270032
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
10/1/2026
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: 9/3/2026

Name of Contract Initiator: Tori Granese Telephone #: 904-336-6547

School/Dept Submitting Contract: Family & Community Engagement Cost Center # 9017

Vendor Name: Raptor

Contract Title: Amendment 3 - EventSafe / VisitorSafe Tablet Annual License per site for 41 Schools

Contract Type: New ☐ Renewal ☐ Amendment ☒ Extension ☐ Previous Year Contract # 270027, 270020, 260037, 250172, 250154, 250040

Contract Term: 4/1/2026 - 6/30/2027 Renewal Option(s): Auto Renew starts 7/1/2027 until Terminate in writing.

Contract Cost: $9,418.50 (this Contract 270032 Tablet Lic) + $126,490 (Contract 270027 Renewal) = Total Agreement Cost = $135,908.50

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (12)(d) Single Source / FLDOE 6A-1.012 (14) Information Technology Adding 41 new licenses for use with iPad Tablets. District must have active VisitorSafe subscription for it to work. VisitorSafe renewed on Contract 270027.
School Board Attorney Review Date JPS 9/15	Legally sufficient.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

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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

DRAFT

AMENDMENT # 3 TO
CLAY COUNTY SCHOOL DISTRICT
PURCHASE AND SUBSCRIPTION SERVICE AGREEMENT
EFFECTIVE DATE: October 1, 2026

THIS AMENDMENT is made to and shall be included as part of the Purchase and Subscription Agreement (the "Agreement") effective September 1, 2024, by and between Clay County School District ("Customer") with a business address of 814 Walnut Street, Green Cove Springs, FL 32043 and Raptor Technologies, LLC ("Raptor") with a business address of 2900 North Loop West, Suite 900, Houston, TX 77092. Customer and Raptor shall be collectively referred to herein as "Parties" and individually as "Party".

WHEREAS, the parties previously entered into an Agreement and wish to amend the Agreement to amend their renewal term as set forth below in accordance with its terms and conditions.

NOW, THEREFORE, in consideration of the terms and conditions contained in the Agreement, this Amendment, and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **CONTRACT TERMS.** The Parties agree that the existing subscription term for EventSafe and Tablet Licenses services for Middleburg Elementary School are hereby amended from the original subscription term from April 1, 2026 – March 31, 2027, to July 1 – June 30. Following this amendment, the services shall renew annually on July 1, 2027, in accordance with the Agreement.

2. **ADDITIONAL LICENSES**. The Parties agree to add forty-one (41) additional Tablet Licenses effective October 1, 2026, through June 30, 2027. Following this amendment, the services shall renew annually on July 1, 2027, in accordance with the Agreement.

3. **PRORATED FEES.** In connection with the change to the subscription term above, Customer agrees to pay the following prorated fees covering nine (9) month period required to align the subscription terms with the new July 1, 2027 – June 30, 2028, renewal cycle. The prorated fees reflected in the Quote # Q133394-1 are attached hereto as Exhibit A-7 and incorporated herein by reference. Payment of the prorated invoices shall be due in accordance with the payment terms set forth in the Agreement.

4. **Opt-Out Right for Designated Locations.** Customer may opt out of its subscription to the Tablet License for up to forty-two (42) locations identified on Exhibit A-7, effective July 1, 2027, upon sixty (60) days' prior written notice to Raptor. Such opt-out shall not be deemed a breach or early termination of this Amendment, and Customer shall incur no early termination fee, penalty, or other charge as a result. Raptor's obligation to provide the Subscription, and Customer's payment obligation therefor, shall cease as to each Opt-Out Location as of that date, with all other terms of this Amendment remaining in full effect.

5. **FULL FORCE AND EFFECT.** Except as expressly amended, supplemented, or modified by this Amendment, the terms and conditions of the Agreement shall continue in full force and effect. Client acknowledges and agrees that it has had the opportunity to review the Agreement, including without limitation, the Terms, prior to the execution of this Addendum.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC	**CLAY COUNTY SCHOOL DISTRICT**
Signed: Melissa Pearson (Sep 14, 2026 10:47:18 CDT)	Signed: _____

DRAFT

Name:	Melissa Pearson	Name:	Erin Skipper
Title:	General Counsel	Title:	School Board Chair
Date:	Sep 14, 2026	Date:	10/1/2026

;

DRAFT

Attachment A-7

RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #:	Q-133394-1
Effective Date:	10/1/2026
Date:	8/12/2026 8:30 AM
Expires On:	10/22/2026
Payment Terms:	Net 30
Federal Tax ID #:	45-4914152

To:
Clay County School District
900 Walnut St
Green Cove Springs, FL 32043-3129
United States

From:
Daryl Deiters
ddeiters@raptortech.com

Subscription Term: 12 Months **Billing Frequency:** Prorated

Raptor Recurring Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
EventSafe	Raptor EventSafe Annual Per Site License.	USD 0.00	42	USD 0.00
Tablet License	Raptor VisitorSafe Tablet License Annual Per Site. Requires an active subscription to VisitorSafe.	USD 299.00	42	USD 9,418.50
			Raptor Recurring Costs SUBTOTAL:	USD 9,418.50
			Raptor Recurring Costs TOTAL:	USD 9,418.50

SUBTOTAL:	USD 9,418.50
TOTAL:	USD 9,418.50

RECURRING COSTS IN THIS QUOTE: USD 12,558.00

Quote Notes:
Proposal is for adding tablet licenses at 42 schools.
Prorated Term: 9 months
Promo Term: months
Co-Term: 3 months
Total Initial Term: 12 months

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract 270027
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:
10/1/2026
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: 8/26/26

Name of Contract Initiator: M Boyack Telephone #: x60101

School/Dept Submitting Contract: Safety & Security Cost Center # 9022

Vendor Name: Raptor

Contract Title: Amendment 2 - Annual Renewal: Visitor Management, Volunteer Management, Drill Manager, Reunification & Accountability, Compliance & Success Program Level 1

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

Contract Term: 4/1/26 - 6/30/2027 Renewal Option(s): Auto Renew starting 7/1/2027 until Terminate in writing.

Contract Cost: Annual Renewal $126,490

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (12)(d) Single Source / FLDOE 6A-1.012 (14) Information Technology Annual Renewal negotiated between Department & Vendor. This Amendment covers the Access Fee/License (5 items): Visitor Management, Volunteer Management, Emergency Management: ~~Drill Manager, Reunification & Accountability, Compliance & Success Program Level 1 the Safety~~ & Security Department orders via Purchase Order.
School Board Attorney JPS 9/2/26 Review Date	Legally sufficient.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	

DRAFT

This Amendment goes with the Master Contract that was scheduled to end 3/31/2025. It makes Attachment A-6 the most current Attachment & aligns all 5 products renewed by Safety & Security to end June 30, 2027.

RAPTOR™
TECHNOLOGIES

AMENDMENT # 2 TO
CLAY COUNTY SCHOOL DISTRICT
PURCHASE AND SUBSCRIPTION SERVICE AGREEMENT
EFFECTIVE DATE: April 1, 2026

THIS AMENDMENT is made to and shall be included as part of the Purchase and Subscription Agreement (the "Agreement") effective September, 1, 2024 , by and between Clay County School District ("Customer") with a business address of 814 Walnut Street, Green Cove Springs, FL 32043 and Raptor Technologies, LLC ("Raptor") with a business address of 2900 North Loop West, Suite 900, Houston, TX 77092. Customer and Raptor shall be collectively referred to herein as "Parties" and individually as "Party".

WHEREAS, the parties previously entered into an Agreement and wish to amend the Agreement to amend their renewal term as set forth below in accordance with its terms and conditions.

NOW, THEREFORE, in consideration of the terms and conditions contained in the Agreement, this Amendment, and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **CONTRACT TERMS.** The Parties agree that the existing subscription term for the Raptor Visitor Management, Volunteer Management, Emergency Management Drill Manager, Raptor Reunification & Accountability, and the Compliance and Success Program – Level 1 services are hereby amended from the original subscription term from April 1 – March 31 to July 1 – June 30. Following this amendment, the services shall renew annually on July 1, 2027, in accordance with the Agreement.

2. **PRORATED FEES.** In connection with the change to the subscription term above, Customer agrees to pay fees covering the fifteen (15) month period with three (3) months prorated from April 1, 2027 – June 30, 2027, as is required to align the subscription terms with the new July 1, 2027 – June 30, 2028, renewal cycle. The prorated fees reflected in the Quote # Q17739 attached hereto as Attachment A-6 and incorporated herein by reference. Payment of the prorated invoices shall be due in accordance with the payment terms set forth in the Agreement.

3. **FULL FORCE AND EFFECT.** Except as expressly amended, supplemented, or modified by this Amendment, the terms and conditions of the Agreement shall continue in full force and effect. Client acknowledges and agrees that it has had the opportunity to review the Agreement, including without limitation, the Terms, prior to the execution of this Amendment.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC		**CLAY COUNTY SCHOOL DISTRICT**	
Signed:	Melissa Pearson (Sep 11, 2026 13:10:19 CDT)	Signed:	
Name:	Melissa Pearson	Name:	Erin Skipper
Title:	General Counsel	Title:	School Board Chair
Date:	Sep 11, 2026	Date:	10/1/2026

DRAFT

RAPTOR TECHNOLOGIES

Date	7/23/2026
Quote #	Q17739
Quote Expires	10/22/2026
Start Date	4/1/2026
End Date	6/30/2027

Quote

Bill To
Clay County Schools
Accounts Payable
814 Walnut Street
Green Cove Springs FL 32043

Ship To
Clay County Schools
Security/Facilities
900 Walnut Street
Green Cove Springs FL 32043

Description	Quantity	Rate	Amount
Raptor Visitor Management Annual Access Fee	42	$660.00	$27,720.00
One (1) Volunteer Management License	42	$470.00	$19,740.00
Raptor Emergency Management Drill Manager	42	$320.00	$13,440.00
One (1) Annual Raptor Emergency Management License-Reunification + Accountability	42	$700.00	$29,400.00
Annual Compliance and Success Program Level I	1	$10,892.00	$10,892.00
Raptor Visitor Management Annual Access Fee Additional 3 month proration (4/1/27-6/30/27)	42	$165.00	$6,930.00
One (1) Volunteer Management License - Additional 3 month proration (4/1/27-6/30/27)	42	$117.50	$4,935.00
Raptor Emergency Management Drill Manager Additional 3 month proration (4/1/27-6/30/27)	42	$80.00	$3,360.00
One (1) Annual Raptor Emergency Management License-Reunification + Accountability Additional 3 month proration (4/1/27-6/30/27)	42	$175.00	$7,350.00
Annual Compliance and Success Program Level I Additional 3 month proration (4/1/27-6/30/27)	1	$2,723.00	$2,723.00

Subtotal	$126,490.00
Tax Total	$0.00
Total	$126,490.00

DRAFT

Order Information:

To place order for equipment, please e-mail your purchase order to orders@raptortech.com or visit Raptor's online store, shop.raptortech.com to pay with Credit Card.

For renewal questions or to submit renewal purchase order, please e-mail renew@raptortech.com

If you would like to pay in advance of your renewal term, please remit checks to:

Raptor Technologies, LLC
Dept 141

Q17739

Date	7/23/2026
Quote #	Q17739
Quote Expires	10/22/2026
Start Date	4/1/2026
End Date	6/30/2027

PO Box 4458
Houston, TX 77210-4458

Please reference document number(s) on all check payments.

By accepting this renewal order by payment, submitting a purchase order or otherwise accessing our services, you agree that the services are governed by our standard terms and conditions, which can be found at: https://raptortech.com/Raptor_Technologies_General_Terms_and_Conditions.pdf. In the event of a conflict between these terms and any previously negotiated agreement, the negotiated terms shall prevail.

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 260037
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: 09/16/25

Name of Contract Initiator: Becky Wilkerson — Telephone #: 904-336-1875

School/Dept Submitting Contract: MBE — Cost Center # 0271

Vendor Name: Raptor Technologies

Contract Title: Raptor EventSafe

Becky Wilkerson, Principal

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

Contract Term: ~~1 Year~~ (Effective Date 10/1/2025) ~~XXXXXX~~ -3/31/2026 Renewal Option(s): School issues P2606663 dated 2/25/2026 to renewl for 4/1/2026 - 3/31/2027

Contract Cost: ~~$688.00~~ $488.67 prorated to cover December - March to align with Master Agreement.

☒ BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # 100.7300.(369, 510, 642)0271.0000.0000.0000

Funding Source: Budget Line #

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

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

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

_____ Completed Contract Review Form

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

_____ SIGNED Addendum A (If not an SBAO Template Contract)*

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

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

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

_____ COVID-19 Waiver (If Applicable)

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	Boyack confirmed we can add as Amendment (Attachment A-5) to our current contract. 9.30.2025 BFS email Vendor to send over the Amendment. 10/10/2025 Vendor emailed the Amendment adding Attachment A-5 to master contract. This Amendment goes with the Master Contract that will end 3/31/2025 so the cost was prorated to cover December - March. If School wants to renew for the next 12 month term it can be done the same time the master contract gets renewed by Safety & Security.
School Board Attorney JPS Review Date 10/24	See above comments, legally sufficient.
Other Dept. as Necessary Review Date	
PENDING STATUS: ☐YES ☐NO	IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR
FINAL STATUS:	DATE:

DRAFT

AMENDMENT # 1 TO
THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA
PURCHASE AND SUBSCRIPTION SERVICE AGREEMENT

EFFECTIVE DATE: 10/01/2025

THIS AMENDMENT is made to and shall be included as part of the Purchase and Subscription Agreement (the "Agreement") effective 09/01/2024 by and between The School Board of Clay County, Florida ("Customer") with a business address of 900 Walnut Street, Green Cove Springs, FL 32043 and Raptor Technologies, LLC ("Raptor") with a business address of 2900 North Loop West, Suite 900, Houston, TX 77092. Customer and Raptor shall be collectively referred to herein as "Parties" and individually as "Party".

WHEREAS, the parties wish to amend the Agreement dated 09/01/2024 in accordance with its terms and conditions.

NOW, THEREFORE, in consideration of the terms and conditions contained in the Agreement. This Addendum, and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **ADDITIONAL SERVICES.** The parties agree to add additional product licenses for Middleburg Elementary School as outlined in the attached Quote Number Q-111208-1 dated 07/18/2025 and included herein as "Attachment A-5".

2. **FEES** Customer will pay to Raptor the fees which may include the Annual Software Access Fee ("Annual Subscription Fee") and one-time purchases of equipment, supplies and services for the Raptor Services as set forth in the Quote in Attachment A-5 and on the Invoice.

3. **TERM.** The parties agree that the initial term for the additional services shall be prorated from 10/01/2025 through the Agreement through 03/31/2026 and shall coincide with the term of the Amendment dated May, 2025 included herein.

4. **FULL FORCE AND EFFECT.** Except as expressly amended, supplemented, or modified by this Addendum, the terms and conditions of the Agreement shall continue in full force and effect. Client acknowledges and agrees that it has had the opportunity to review the Agreement, including without limitation, the Terms, prior to the execution of this Addendum.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC	**SCHOOL BOARD OF CLAY COUNTY, FLORIDA**
Signed: _____	Signed: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

DRAFT

Purchase Order P2604006 was issued & Paid in full.

ATTACHMENT A-5

RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #:	Q-111821-1
Effective Date:	12/1/2025
Date:	8/4/2025 1:07 PM
Expires On:	11/30/2025
Payment Terms:	Net 30
Federal Tax ID #:	45-4914152

To:
~~Swimming Pen Creek Elementary School~~ Middleburg Elementary P2604006
~~1630 Woodpecker Ln~~
Middleburg, FL 32068
United States

From:
Daryl Deiters
ddeiters@raptortech.com

Subscription Term: 12 Months **Billing Frequency:** Prorated

One-time Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
Visitor Management Brother Printer	Brother Label Printer	USD 250.00	1	USD 250.00
QL 3-Pack Label Rolls	Brother Printer Badge Rolls - 3-pack	USD 95.00	1	USD 95.00
Shipping and Handling Fee	Required on all new orders.	USD 44.00	1	USD 44.00
			One-time Costs SUBTOTAL:	USD 389.00
			One-time Costs TOTAL:	USD 389.00

Raptor Recurring Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
EventSafe	Raptor EventSafe Annual Per Site License.	USD 0.00	1	USD 0.00
Tablet License	Raptor VisitorSafe Tablet License Annual Per Site. Requires an active subscription to VisitorSafe.	USD 299.00	1	USD 99.67
			Raptor Recurring Costs SUBTOTAL:	USD 99.67
			Raptor Recurring Costs TOTAL:	USD 99.67

SUBTOTAL:	USD 488.67
TOTAL:	USD 488.67

RECURRING COSTS IN THIS QUOTE: USD 299.00

Quote Notes:
Quote for Tablet license, event safe, and hardware.
Prorated Term: 4 months
Promo Term: months
Co-Term: 8 months
Total Initial Term: 12 months

DRAFT

TERMS AND CONDITIONS FOR NEW AND EXISTING CUSTOMERS:

By making a payment based on this Quote and/or submitting a Purchase Order for any products or services provided by Raptor Technologies, LLC (or any affiliate), the general terms available at https://raptortech.com/Raptor_Technologies_General_Terms_and_Conditions.pdf, including applicable additional terms linked or referenced therein (collectively, the "Terms"), shall apply to such products or services, unless: (a) the parties have otherwise entered into a separate agreement with terms applicable to the use of such products or services or (b) the parties are subject to a purchasing cooperative which includes terms applicable to the use and provision of such products and services. In the event of any doubt, the Terms shall govern. The Terms may be updated from time to time by Raptor.

You may sign electronically; or you may print, sign and scan all pages of the document and email to ddeiters@raptortech.com or fax to 713-880-2577.

Issuing a purchase order for payment? Please email to ddeiters@raptortech.com.

Remit check payments to: Dept. 141, P.O. Box 4458, Houston, TX 77210-4458.

For any other questions, email ddeiters@raptortech.com.

To order additional or replacement equipment and supplies with a credit card, visit www.shop.raptortech.com.

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PO# P2606663 dated 2/25/2026

RAPTOR TECHNOLOGIES

"Protect Every Child, Every School, Every Day"

Invoice

Date	4/1/2026
Invoice #	INV251290
Start Date	4/1/2026
End Date	3/31/2027

Bill To
Middleburg Elementary
Accounts Payable
3958 Main Street
Middleburg FL 32068

PO Number	Terms	Due Date
2606663	Net 30	5/1/2026

Description	Start Date	End Date	Qty	Price	Amount
Raptor Tablet License Subscription	4/1/2026	3/31/2027	1	$313.96	$313.96
Raptor EventSafe Subscription	4/1/2026	3/31/2027	1	$0.00	$0.00

Tax Total	$0.00
Total	$313.96
Amount Paid	$0.00
Amount Due	$313.96

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Click Here for Inquiries or to send Purchase Orders

Remit Checks to:

Raptor Technologies, LLC
Dept 141
PO Box 4458
Houston, TX 77210-4458

Please reference invoice number(s) on all check payments.

Pay Now

INV251290

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250172

Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

☐ Must Have Board Approval over $100,000.00

Date Submitted: 4/23/25

Name of Contract Initiator: M Boyack Telephone #: x60101

School/Dept Submitting Contract: Safety & Security Cost Center # 9022

Vendor Name: Raptor

Contract Title: Raptor Amendment to add Drill Manager License & Reunification & Accountability License

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

Contract Term: 5/1/25 - 3/31/26 Renewal Option(s): Auto Renew, Terminate in writing

Contract Cost: $86,548.33 **+$19,234.74 (Contract 250040) +$48,510.00 (Contract 250154) = Total Agreement $154,293.07 + Annual Renewals**

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (12)(d) Single Source / FLDOE 6A-1.012 (14) Information Technology The original Attachment A-1 Quote was for 12 months for "Volunteer Management" but we only paid for 7 months on Attachment A-1 Invoice so we could amended Contract 250040 to include the renewal of "Visitor Management" that was under old Contract 160040. Amendment incorporates Attachment A-2 to Contract 250040 which now covers us for both "Volunteer & Visitor" for 12 months April - March.
School Board Attorney JPS Review Date 4/23	**This Amendment 2 is adding Drill Manager License, Reunification & Accountability License, RaptorLink. thus all Raptor Licenses will end 3/31/2026.** Amendment must have the attached quotes revised w/ Attachment A-3 & A-4 on them and strike-thorough removed. Approved.
Other Dept. as Necessary Review Date	_____
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	

DRAFT

AMENDMENT TO
THE PURCHASE AND SUBSCRIPTION
SERVICES AGREEMENT

This Amendment to the Purchase and Subscription Services Agreement (hereafter "Agreement") between RAPTOR TECHNOLOGIES ("Contractor") and THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA ("SBCC"), collectively referred to as "the Parties," which Agreement was entered into on September 1, 2024 by the Director of Safety & Security, Matthew Boyack then Amended on April 1, 2025 by the Superintendent, David Broskie, shall become effective on May 1, 2025, and shall serve to modify the Agreement as set forth herein.

WHEREAS, the need for the services of the Contractor have exceeded the needs previously set forth in the Agreement and the Amendment, and

WHEREAS, the Agreement as amended was for 42 Volunteer Management License and 42 Visitor Management License twelve (12) month term effective date of April 1, 2025 and ending, March 31, 2026, and

WHEREAS, the Parties wish to amend that certain Agreement to include additional product licenses as quoted in ATTACHMENT A-3 which document shall be incorporated via this amendment.

NOW THEREFORE, the Parties have mutually agreed to modify the terms of the original Agreement as follows:

1. The original ATTACHMENT A-1 and the previously Amended ATTACHMENT A-2 is amended to include ATTACHMENT A-3 and ATTACHMENT A-4.
2. This Amendment is to modify the addition of 42 Raptor Drill Manager License, 42 Raptor Reunification and Accountability License, 42 RaptorLink, 42 One-Time Implementation and Compliance and Success

DRAFT

Program Level 1 Professional Services for an initial eleven (11) month term effective date May 1, 2025 then align with the two (2) existing product Licenses end date of March 31, 2026.

3. All other terms and conditions of the original Agreement and the Amendment, together with all attachments and exhibits, shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF the parties by the execution of this Amendment by their authorized representatives below bind themselves to all terms of this Amendment to the Agreement and to the remaining unmodified terms of the Agreement.

AS TO RAPTOR TECHNOLOGIES, LLC

By: M. Pearson

Print Name: Melissa Pearson

Title: General Counsel

Date: 05/02/2025

AS TO THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

By: David Broskie

Print Name: David Broskie

Title: Superintendent

Date: 5/8/2025

DRAFT

ATTACHMENT A-3

RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #:	Q-106672-1
Effective Date:	5/1/2025
Date:	4/16/2025 2:03 PM
Expires On:	5/31/2025
Federal Tax ID #:	45-4914152
Contract #:	GS-07F0127BA

To:
Clay County School District
900 Walnut St
Green Cove Springs, FL 32043-3129
United States

From:
Daryl Deiters
ddeiters@raptortech.com

Subscription Term: 11 Months **Billing Frequency:** Prorated

One-time Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
Emergency Management Implementation	One-time implementation fee (per site license).	USD 350.00	42	USD 14,700.00
			One-time Costs SUBTOTAL:	USD 14,700.00
			One-time Costs TOTAL:	USD 14,700.00

Raptor Recurring Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
Raptor Drill Manager	Drill Manager Annual Software Access Fee (per site license). Renewal Fee is due on the anniversary month of purchase. Raptor technical support is included.	USD 320.00	42	USD 12,320.00
Raptor Reunification and Accountability	Raptor Reunification and Accountability Annual Software Access Fee (per site license). Renewal Fee is due on the anniversary month of purchase. Raptor technical support is included.	USD 925.00	42	USD 35,612.50
RaptorLink	Annual Fee (per site license) for Student Information System Integration.	USD 145.00	42	USD 5,582.50
			Raptor Recurring Costs SUBTOTAL:	USD 53,515.00
			Raptor Recurring Costs TOTAL:	USD 53,515.00

SUBTOTAL:	USD 68,215.00
TOTAL:	USD 68,215.00

RECURRING COSTS IN THIS QUOTE: USD 58,380.00

Quote Notes:
Proposal for Raptor's Drill Manager, Accountability/Reunification for 42 schools. Proposal term is 11 months (May 2025-March 2026) to align with current Raptor contract renewal. Pricing is based on GSA contract. All Hardware and Consumables are Non-GSA Open Market Items, therefore, standard rates apply.
Prorated Term: 11 months
Promo Term: months
Co-Term: months
Total Initial Term: 11 months

DRAFT

ATTACHMENT A-4

RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #:	Q-106678-1
Effective Date:	5/1/2025
Date:	4/16/2025 2:30 PM
Expires On:	5/31/2025
Federal Tax ID #:	45-4914152

To:
Clay County School District
900 Walnut St
Green Cove Springs, FL 32043-3129
United States

From:
Daryl Deiters
ddeiters@raptortech.com

Subscription Term: 11 Months **Billing Frequency:** Annual

Raptor Recurring Costs

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	PRORATED COSTS
Compliance and Success Program - Level 1	CSP Level 1 - Premium Professional Services	USD 20,000.00	1	USD 18,333.33
			Raptor Recurring Costs SUBTOTAL:	USD 18,333.33
			Raptor Recurring Costs TOTAL:	USD 18,333.33

SUBTOTAL:	USD 18,333.33
TOTAL:	USD 18,333.33

RECURRING COSTS IN THIS QUOTE: USD 20,000.00

Quote Notes:
CSP services for Raptor Drill Manager and Accountability/Reunification solutions.
Subscription Term: 11 months
Promo Term: months
Total Initial Term: 11 months

DRAFT

NEW CUSTOMERS MUST SIGN A SUBSCRIPTION AGREEMENT TO COMPLETE THEIR PURCHASE. Existing customers, by submitting a Purchase Order or making a payment based on a quote for additional or new products or services agree to the terms in the quote, the terms available at https://raptortech.com/Raptor_Technologies_General_Terms_and_Conditions.pdf, and any active agreements with Raptor Technologies, LLC or its purchasing cooperatives at the time of the Purchase Order or payment.

You may sign electronically; or you may print, sign and scan all pages of the document and email to ddeiters@raptortech.com or fax to 713-880-2577.

Issuing a purchase order for payment? Please email to ddeiters@raptortech.com.

Remit check payments to: Dept. 141, P.O. Box 4458, Houston, TX 77210-4458.

For any other questions, email

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250154
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: 3/11/25

Name of Contract Initiator: M Boyack Telephone #: x60101

School/Dept Submitting Contract: Safety & Security Cost Center # 9022

Vendor Name: Raptor

Contract Title: Raptor Amendment to Combine Visitor & Volunteer Software License

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

Contract Term: 4/1/25 - 3/31/26 Renewal Option(s): Auto Renew, Terminate in writing

Contract Cost: $48,510.00 **+ $19,234.74 from Contract 250040 = Total Contract Cost $67,744.74**

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

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

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

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	FLDOE 6A-1.012 (12)(d) Single Source / FLDOE 6A-1.012 (14) Information Technology The original Attachment A-1 Quote was for 12 months for "Volunteer Management" but we only paid for 7 months on Attachment A-1 Invoice so we could amended Contract 250040 to include the renewal of "Visitor Management" that was under old Contract 160040. Amendment incorporates Attachment A-2 to Contract 250040 which now covers us for both "Volunteer & Visitor" for 12 months April - March.
School Board Attorney JPS 3/25 Review Date	Only Price Change. Legally sufficient amendment subject to input by Purchasing
Other Dept. as Necessary Review Date	Pending updated quote w/GSA p/b pricing
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

DRAFT

AMENDMENT TO
THE PURCHASE AND SUBSCRIPTION
SERVICES AGREEMENT

This Amendment to the Purchase and Subscription Services Agreement (hereafter "Agreement") between **RAPTOR TECHNOLOGIES** ("Contractor") and **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA** ("SBCC"), collectively referred to as "the Parties," which Agreement was entered into on September 1, 2024 by the Director of Safety & Security, Matthew Boyack acting with the authority of the Superintendent, shall become effective on April 1, 2025, and shall serve to modify the Agreement as set forth herein.

WHEREAS, the need for the services of the Contractor have exceeded the needs previously set forth in the Agreement, and

WHEREAS, the Agreement was for 42 Volunteer Management License with an Effective Date of September 1, 2024 and ending, August 31, 2025. Initial billing cycle under Raptor Invoice INV 137106 covered a period of seven (7) months from September 1, 2024 through March 31, 2025 as set forth in Attachment A-1.

WHEREAS, the intent of this seven (7) month billing cycle was to allow the alignment of the existing Visitor Management License contract originally established February 16, 2016 with the current Agreement, and the parties wish to renew the Visitor Management License, and increase the maximum expenditure amount in order to continue their contractual relationship without interruption,

NOW THEREFORE, the Parties have mutually agreed to modify the terms of the original Agreement as follows:

DRAFT

1. The ATTACHMENT A-1 which was originally attached to the Agreement is amended to include ATTACHMENT A-2.
2. Effect of this Amendment is to modify the addition of the Visitor Management License of the Agreement, as set forth herein.
3. Effect of this Amendment is to establish a new twelve (12) month Agreement term beginning April 1, 2025 through March 31, 2026.
4. All other terms and conditions of the original Agreement, together with all attachments and exhibits to the original agreement, shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the parties, by the execution of this Amendment by their authorized representatives below, bind themselves to all terms of this Amendment to the Agreement and to the remaining unmodified terms of the Agreement.

DRAFT

AS TO CONTRACTOR:	**AS TO SCHOOL BOARD OF CLAY COUNTY:**
By: M. Pearson	By: David Broskie
Print Name: Melissa Pearson	Print Name: David Broskie
Title: General Counsel	Title: Superintendent
Date: 03/05/2025	Date: 3/5/25

RAPTOR® TECHNOLOGIES

"Protect Every Child, Every School, Every Day"

Invoice

Date 9/5/2024
Invoice # INV137106

Bill To
Clay County Schools
Accounts Payable
814 Walnut Street
Green Cove Springs FL 32043

Ship To
Clay County Schools
Security/Facilities
900 Walnut Street
Green Cove Springs FL 32043

PO Number	Terms	Due Date
P2502978	FF-New 30	10/5/2024

Description	Qty	Price	Amount
One (1) Volunteer Management License	42	$282.97	$11,884.74
VoM Implementation fee per location. (Does not include on-site installation.)	42	$175.00	$7,350.00
VM Remote web and phone based training per location.	42	$0.00	$0.00

Tax Total	$0.00
Total	$19,234.74
Amount Paid	$0.00
Amount Due	$19,234.74

Final Payment
P.O.# P2502978 P/I
Approved for Payment
Date: 9/16/24

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Click Here for Inquiries or to send Purchase Orders

Remit Checks to:

Raptor Technologies, LLC
Dept 141
PO Box 4458
Houston, TX 77210-4458

Please reference invoice number(s) on all check payments.

CLICK TO PAY NOW

RECEIVED
SEP 06 2024
ACCOUNTS PAYABLE

INV137106

Raptor Technologies LLC :: 2900 North Loop West, Suite 900 :: Houston, TX 77092 :: FEIN: 45-4914152

ATTACHMENT A-2

RAPTOR® TECHNOLOGIES

Renewal Notice

Date	2/1/2025
Renewal #	100960
Start Date	4/1/2025
End Date	3/31/2026

"Protect Every Child, Every School, Every Day"

Bill To:
Clay County Schools
Accounts Payable
814 Walnut Street
Green Cove Springs FL 32043

Ordered By:
Clay County Schools

Terms
RN N60

Description	Qty	Price	Amount
Raptor Visitor Management Annual Access Fee	42	$660.00	$27,720.00
One (1) Volunteer Management License	42	$495.00	$20,790.00
GS:07F-127BA			
Term 4/1/25 - 3/31/26			

Subtotal	$48,510.00
Tax Total	$0.00
Total	$48,510.00

(GSA Pricing Honored)

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Click Here for Inquiries or to Send Purchase Orders

Remit Checks to:

Raptor Technologies, LLC
Dept 141
PO Box 4458
Houston, TX 77210-4458

Pay Now

Please reference invoice number(s) on all check payments.

SO100960

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 250040
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: 8/12/24

Name of Contract Initiator: M Boyack/S Mills — Telephone #: x66846

School/Dept Submitting Contract: Safety & Security — Cost Center # 9022

Vendor Name: Raptor Technologies

Contract Title: Raptor Service Agreement

Contract Type: New ☒ Renewal ☐ Amendment ☐ Extension ☐ — Previous Year Contract # 160040

Contract Term: 1 Year (9/1/2024 - 8/31/2025) — Renewal Option(s): Annual - Written

Contract Cost: ~~$20,932.80~~ **PAID $19,234.74 of this original Attachment A-1 then Agreement was Amended**

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

Funding Source: Budget Line # Mill $

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 10:49 am, Aug 12, 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 1:59 pm, Aug 14, 2024** Review Date	FLDOE 6A-1.012 (12)(d) Single Source / FLDOE 6A-1.012 (14) Information Technology Vendor will email COI soon ✓
School Board Attorney JPS Review Date 8/20/2024	FYI - Raptor rewrote CCSB Independent Contract into Appendix A Approved.
Other Dept. as Necessary Review Date	Basic Raptor Svc w/Addition of Volunteer checks p/Safety & Sec Initiative
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	**APPROVED** **By Elaine at 12:52 pm, Aug 21, 2024** DATE

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Original Contract

PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT
EFFECTIVE DATE: 9/1/2024
INITIAL TERM: 12 months

This Purchase and Subscription Services Agreement (the "Subscription Agreement") is made effective as of the Effective Date set forth above and is by and between Raptor Technologies, LLC, having offices at 2900 North Loop W, Suite 900, Houston, Texas 77092 ("Raptor"), and Clay County School District, having office at 900 Walnut St, Green Cove Springs, FL 32043-3129 ("Customer").
Each of Raptor and Customer are referred to as a "Party" and collectively as the "Parties.". The agreement between the Parties (the" Agreement") consists of this Subscription Agreement, the Terms (defined below), all Invoices, and all other exhibits, schedules, and documentation referenced by or in this Subscription Agreement and the Terms.
Unless otherwise specified, capitalized terms in this Subscription Agreement have the same meanings as set forth in the Terms. In consideration of the mutual covenants and conditions set forth below, Raptor and Customer agree as follows:

"Terms" means the following documents in effect as of the Effective Date of this Agreement.

(i) Raptor Technologies, LLC General Terms and Conditions included herein as Appendix A) and, if applicable;
(ii) SchoolPass Addendum – ("SchoolPass Addendum");
(iii) SchoolPass Hardware Policy – ("SchoolPass Hardware Policy"); and
(iv) Alertus® Terms and Conditions – ("Alertus Terms and Conditions")

Access Grant to Raptor Services. Subject to Customer's compliance with the terms and conditions contained in this Agreement, Raptor grants to Customer a non-exclusive, non-transferable, non-sublicenseable, revocable right to allow Customer to access and use the Raptor Platform and Annual Subscription Services during the Term (as defined in Section 5.2 (Renewal Terms) of the Terms) as set forth in the attached quote.
Fees. Customer will pay to Raptor the fees which may include the Annual Software Access Fee and Annual Subscription Services Fees ("Annual Subscription Fees ") and one-time purchases of equipment, supplies and services as set forth in the attached Quote and on an invoice during the Term. For an annual subscription billing during the Term, the Annual Subscription Fee may be increased from the previous annual period by the higher of the change in the CPI Index for the preceding 12 months or five percent (5%).
This transaction is not a GSA Schedule sale unless otherwise specified in the Quote or on the Invoice.
Payment Terms.
Fees are due and payable within thirty (30) days of Customer's receipt of the applicable Invoice. All amounts payable by Customer to Raptor hereunder are exclusive of any sales, use and other taxes or duties, however designated (collectively "Taxes"). Customer will be solely responsible for payment of any Taxes, except for those taxes based on the income of Raptor. Customer will provide Raptor its state-issued Direct Pay Exemption Certificate (or equivalent certificate), if applicable, upon execution of this Agreement. In the event an applicable taxing authority, as a result of an audit or otherwise, assesses additional Taxes at any time, Customer and not Raptor will be solely responsible for payment of such additional Taxes and all costs associated with such assessment, including without limitation, interest, penalties, and attorney's fees. Customer will not withhold any Taxes from any amounts due Raptor. Should Customer be required under any applicable law or regulation, to withhold or deduct any portion of the payments due to Raptor hereunder, then the sum due to Raptor will be increased by the amount necessary to yield to Raptor an amount equal to the sum Raptor would have received had no withholdings or deductions been made.

Customer acknowledges and agrees that it has reviewed the Agreement, including without limitation, the applicable Terms, prior to the execution of this Subscription Agreement.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC

Signed: Dennis Deuberry (Aug 21, 2024 16:53 EDT)

Name: Dennis Deuberry

Title: CFO

Date: August 21,2024

Clay County School District

Signed: Matthew Boyack (Aug 23, 2024 08:31 EDT)

Name: Matthew Boyack

Title: Director of Op/Safety & Security

Date: Aug 23, 2024

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RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #: Q-96295-1
Date: 7/29/2024 8:58 AM
Expires On: 8/31/2024
Federal Tax ID #: 45-4914152

To:
Clay County School District
900 Walnut St
Green Cove Springs, FL 32043-3129
United States

From:
Daryl Deiters
ddeiters@raptortech.com

Subscription Term: 12 Months **Billing Frequency:** Annual

PRODUCT	DESCRIPTION	UNIT PRICE	UNIT DISC	QTY	TOTAL COSTS
VolunteerSafe	Raptor VolunteerSafe Annual Software Access Fee (per site license). Renewal fee is due on the anniversary month of purchase.	USD 495.00	USD 9.90	42	USD 20,374.20
Implementation Fee	One-time fee for implementation (per location).	USD 175.00	USD 0.00	42	USD 7,350.00
Remote Training	Remote web and phone-based training.	USD 5,670.00	USD 5,670.00	1	USD 0.00
				SUBTOTAL:	USD 33,810.00
				DISCOUNT:	USD 6,085.80
				TOTAL:	USD 27,724.20

RECURRING COSTS IN THIS QUOTE: USD 20,374.20

Quote Notes: Contract term effective 09/01/2024 - 08/31/2025
Proposal for Raptor's Volunteer Management Solution for 42 schools.

You may sign electronically; or you may print, sign and scan all pages of the document and email to ddeiters@raptortech.com or fax to 713-880-2577.

Issuing a purchase order for payment? Please email to ddeiters@raptortech.com.

Remit check payments to: Dept. 141, P.O. Box 4458, Houston, TX 77210-4458.

For any other questions, email accounting@raptortech.com.

To order additional or replacement equipment and supplies with a credit card, visit www.shop.raptortech.com.

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Raptor's Volunteer Management Solution

Raptor's Volunteer Management Solution management system reduces the effort and assists schools districts with managing their volunteer processes of applying, approving, managing, and reporting on volunteer activities. Raptor's Volunteer Management Solution specifically

1. Provides a customizable online volunteer application that accommodates school-specific criteria and requirements.
2. Allows the district to require additional documentation (e.g., driver records) for prospective volunteers to stay in compliance with district and state mandates.
3. Allows prospective volunteers to easily access and complete the application on any web-enabled device.
4. Allows administrators to automatically approve volunteers with no criminal or sex offender history and only review applications with potential risk.
5. Can provide districts with multi-level screening options and alignment of background check levels with the volunteer type, including:
    1. Sex offender registries in all 50 states,
    2. The district's custom databases, and
    3. Criminal background screenings
6. Provides monthly monitoring of volunteer background checks to ensure volunteers continue to meet criteria.
7. Allows school administrators to track available funds for background checks.
8. Provides an option to allow the volunteer to pay for their criminal background screening through the Volunteer Portal.
9. Includes built-in forms and real-time visibility of event staffing requirements and status.
10. Allows automatic notifications on application approvals, program updates and background check expiration dates.
11. Provides an online portal for volunteers to access their profile, track hours, view events, communicate with other volunteers and update their information.
12. Provides standard and customized reporting at the school and district level.

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APPENDIX A

PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT
TERMS AND CONDITIONS revised for CLAY COUNTY
(sections 5.2, 5.4, 6.2, 6.3,8.2, 10.1,10.7, 10.10)

The Parties agree that their contractual relationship with respect to the Raptor Services and Raptor Subscription Services will be governed in order of precedence (1) Terms and Conditions taken from School Board of Clay County Independent Contractor Agreement incorporated herein (2) these Terms and Conditions (the "Terms"), (3) the applicable Purchase and Subscription Services Agreement (each, a "Subscription Agreement"), and (3) all Invoices and exhibits, schedules and terms and conditions referenced by or in the Terms and Subscription Agreement(s). Unless otherwise specified, capitalized terms in these Terms have the same meaning as those in the Subscription Agreement.

1. DEFINITIONS

1.1 "Access Credentials" means login information, passwords, security protocols, and policies through which Users access the Raptor Services.

1.2 "Customer Content" means all data, information and materials (a) collected via Customer's and Users' use of the Raptor Services or Raptor Subscription Services and transmitted to Raptor; and (b) otherwise provided by Customer to Raptor under this Agreement.

1.3 "Documentation" means the documentation, user manuals, help files and videos, and other materials that describe the features, functions and operation of the Raptor Services or Raptor Subscription Services.

1.4 "Intellectual Property Rights" means all forms of industrial and intellectual property rights and protections throughout the world, including any: (a) patents, patent applications, and inventions (whether or not patentable); (b) copyrights and other works of authorship; (c) Internet domain names, trademarks, service marks, and trade dress, together with all goodwill associated therewith; (d) trade secrets, know-how, and rights in confidential information; (e) rights in software, databases and designs; (f) moral rights, rights of privacy, rights of publicity, and similar rights; and (g) any other proprietary rights and protections, whether currently existing or hereafter developed or acquired arising under statutory or common law, including all applications, disclosures, and registrations with respect thereto.

1.5 "Raptor Platform" means the online software-as-a-service platform to which Customers connect to access Raptor software solutions and associated services.

1.6 "Raptor Services" means the provision of access to any portion of the Raptor Platform and its software solutions including integrations with third-party or Customer software and hardware provided by Raptor. References to any Raptor Services include the associated Documentation.

1.7 "Raptor Subscription Services" means specified professional or managed services offered to Customers on a recurring annual basis.

1.8 "Invoice" means an invoice, executed by both Parties, that sets forth the Raptor Services or Raptor Subscription Services ordered, the schedule of payments and any unique additional terms.

1.9 "Users" means employees or contractors of Customer who are authorized to access the Raptor Services using a user identifier and password provided to Customer by Raptor or set up by Customer.

2. UPDATES

2.1 Updates. During the Term, Raptor shall supply Customer, without charge, any revisions, corrections, and upgrades of the Raptor Platform or Raptor Subscription Services that are made generally available by Raptor to its other customers free of charge ("Updates").

3. SERVICES

3.1 Restrictions. During the Term and thereafter, Customer shall not, and shall not permit any of its Users or any third parties to, directly or indirectly: (a) act as a reseller or distributor of, or a service bureau for, the Raptor Platform or Raptor Subscription Services, or otherwise use, exploit, make available or encumber any of the Raptor Platform or Raptor Subscription Services to or for the benefit of any third party; (b) use or demonstrate the Raptor Platform or Raptor Subscription Services in any other way that would be competitive with Raptor; (c) reverse engineer, disassemble or decompile the Raptor Platform, or attempt to derive the source code or underlying ideas or algorithms of any part of the Raptor Platform; (d) remove any notice of proprietary rights from the Raptor Platform or Raptor Subscription Services; (e) copy, modify, translate or otherwise create derivative works of any part of the Raptor Platform or Raptor Subscription Services; (f) use the Raptor Services in a manner that interferes or attempts to interfere with the proper working of the Raptor Services, or any activities conducted in connection with the Raptor Services, including bypassing or attempting to bypass any privacy settings or measures used to prevent or restrict access to the Raptor Services; (g) use or allow the transmission, transfer, export, re-export or other transfer of any software, technology or information forming a part of the Raptor Services in violation of any export control or other laws and regulations

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of the United States or any other relevant jurisdiction; or (h) use the Raptor Services to share or store inappropriate materials, including (i) materials containing viruses or other harmful or malicious code; (ii) copyrighted materials to which Customer does not have sufficient rights; or (iii) other materials prohibited by applicable international, federal, state, or local laws and regulations.

3.2 Access Credentials. Customer will safeguard, and ensure that all Users safeguard, the Access Credentials. Customer will be responsible for all acts and omissions of Users. Customer will notify Raptor immediately if it learns of any unauthorized use of any Access Credentials or any other known or suspected breach of security.

3.3 Customer Obligations. Customer will be responsible for obtaining and maintaining, at Customer's expense, all of the necessary telecommunications, computer hardware, software, and internet connectivity required by Customer or any User to access the Raptor Services from the internet. Customer shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the Raptor Services, and notify Raptor promptly of any such unauthorized use known to Customer. Customer will be responsible for providing information and data necessary to provide the services and assist in scheduling training and other related events to deliver the services.

3.4 Reservation of Rights. As between Customer and Raptor, all right, title and interest, including all Intellectual Property Rights, in and to the Raptor Platform and Raptor Subscription Services are owned exclusively by Raptor. Except for any Customer Content, all work product or services provided or developed pursuant to this Agreement or any Invoice (including any modifications and improvements to any Raptor Platform and Raptor Subscription Services pursuant to Section 3.6 (Continuous Development) and any intellectual property developed pursuant to Section 3.7 (Professional Feedback) below), and all intellectual property and other proprietary rights derived therefrom, will be the sole and exclusive property of Raptor.

3.5 Continuous Development. Customer acknowledges that Raptor may continually develop, deliver and provide to Customer, at Raptor's sole discretion, on-going innovation to the Raptor Platform and Raptor Subscription Services in the form of new features, functionality, services and efficiencies. Accordingly, Raptor reserves the right to automatically modify the Raptor Platform and Raptor Subscription Services from time to time. Some modifications will be provided to Customer at no additional charge. Raptor may condition the implementation of other modifications on Customer's payment of additional fees, provided Customer may continue to use the version of the Raptor Platform and the Raptor Subscription Services that Raptor makes generally available (without such features) without paying additional fees.

3.6 Support. During the Term, Raptor shall use commercially reasonable efforts to provide the services necessary to remedy any software function on the Raptor Platform that does not operate in substantial conformance to the Documentation (an "Error"). Raptor's technical support staff shall provide Customer with email and telephone consultation during the hours of 7:00 a.m. through 5:00 p.m. US Central Time, Monday through Friday, except holidays recognized by the United States federal government. Such consultation shall include technical advice concerning the use and operation of the Raptor Services, including clarification of functions and features of the Raptor Services, and clarification of documentation, as well as Error verification, analysis, corrections and workarounds. All services provided hereunder shall be provided remotely from Raptor's place of business or such other locations designated by Raptor. In furtherance of this Section 3.6, Customer will identify not more than two (2) technically proficient contacts to act as the primary liaisons responsible for all communications with Raptor in connection with Raptor Services support issues

3.7 Feedback. Customer hereby grants to Raptor a royalty-free, worldwide, transferable, sublicenseable, irrevocable, perpetual license to use and incorporate into the Raptor Services and Raptor Subscription Services any suggestions, enhancement requests, recommendations or other feedback provided by Customer, including its Users, relating to the Raptor Services and Raptor Subscription Services.

4. CUSTOMER CONTENT

4.1 Customer Content. Customer is solely responsible for the accuracy, quality and legality of Customer Content. Customer will obtain all third-party licenses, consents and permissions needed for Raptor to use the Customer Content to provide the Raptor Services and Raptor Subscription Services.

4.2 Ownership. As between Customer and Raptor, Customer retains all right, title, and interest to the Customer Content. Customer grants to Raptor, on behalf of itself and its Users, a non-exclusive license to use the Customer Content as necessary for purposes of providing the Raptor Services and Raptor Subscription Services. Notwithstanding anything to the contrary herein, Customer agrees that Raptor has the right to collect, use and analyse any de-identified information derived from the Customer Content (collectively, the "De-identified Data") in the Raptor Services for Raptor's lawful business purposes, including to improve and enhance the Raptor Services, and for other development, diagnostic, and corrective purposes in connection with the Raptor Services. Raptor may disclose De-identified Data solely in aggregate form in connection with its business.

4.3 Raptor will maintain and enforce safety and physical security procedures with respect to its access and maintenance of all personal information that are (a) at least equal to industry standards for such types of personal information and (b) which provide reasonably appropriate technical and organizational safeguards against accidental or unlawful destruction, loss, alteration, or unauthorized disclosure or access of personal information. Without limiting the generality of the foregoing, Raptor will encrypt personal information with industry standard encryption levels for the Raptor Services.

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4.4 Raptor shall not retain, use, or disclose any personal data that constitutes "personal information" under the California Consumer Privacy Act of 2018 and any regulations promulgated thereunder, in each case, and amended from time to time ("CCPA"), ("CA Personal Information"), for any purpose other than for the specific purpose of providing the Raptor Services and Raptor Subscription Services, or as otherwise permitted by CCPA, including retaining, using, or disclosing the CA Personal Information for a commercial purpose (as defined in CCPA) other than providing the Raptor Services and Raptor Subscription Services.

4.5 Raptor shall not (a) sell any CA Personal Information; (b) retain, use or disclose any CA Personal Information for any purpose other than for the specific purpose of providing the Raptor Services and Raptor Subscription Services, including retaining, using, or disclosing the CA Personal Information for a commercial purpose (as defined in the CCPA) other than provision of the Raptor Services and Raptor Subscription Services; or (c) retain, use or disclose the CA Personal Information outside of the direct business relationship between Raptor and Customer. Raptor hereby certifies that it understands its obligations under this Section 4.5 and will comply with them.

4.6 Raptor will process CA Personal Information only in accordance with Client's instructions. By entering into this Agreement, Customer instructs Raptor to process CA Personal Information to provide the Raptor Services and Raptor Subscription Services. Client acknowledges and agrees that such instruction authorizes Raptor to process Personal Data (a) to perform its obligations and exercise its rights under the Agreement; (b) perform its legal obligations and to establish, exercise or defend legal claims in respect of the Agreement; (c) pursuant to any other written instructions given by Client and acknowledged in writing by Raptor as constituting instructions for purposes of this Agreement; and (d) as reasonably necessary for the proper management and administration of Raptor's business.

4.7 Notwithstanding anything in the Agreement or any Invoice entered in connection therewith, the parties acknowledge and agree that Raptor's access to CA Personal Information or any other personal data does not constitute part of the consideration exchanged by the parties in respect of the Agreement.

5. TERM, TERMINATION

5.1 Initial Term. Unless earlier terminated in accordance with the terms of this Section 5, this Agreement will become effective on the Effective Date and continue for the Initial Term (the "Initial Term").

5.2 Renewal Terms. Following the Initial Term and except as earlier terminated as described below, the Customer has the option to renew this Agreement upon mutual written Agreement by both Parties at the then current Annual Software Access Fee and Annual Services Subscription Fee, Subscription Fee(s), by providing at least sixty (60) days notice to the other Party before the expiration of the Initial Term or the then-current Renewal Term. The Initial Term and all Renewal Terms will collectively be referred to as the "Term."

5.3 Termination for Breach. Either Party may terminate this Agreement upon written notice to the other Party in the event the other Party commits any material breach of this Agreement and fails to cure such breach within 30 (thirty) days after its receipt of written notice of such breach.

5.4 Termination for Non-Appropriation Customer may terminate this Agreement if funds are not appropriated to the Customer or are not otherwise available for the purpose of of making payments without incurring any obligation for payment after the date of termination. The customer shall provide Raptor with thirty (30) calendar days written notice if termination of the agreement is due to lack of funding.

5.5 Obligations on Termination. Upon expiration or termination of this Agreement all rights granted hereunder by Raptor and all obligations of Raptor to provide Raptor Services and Raptor Subscription Services will immediately terminate. Sections 1 (Definitions), 3.1 (Restrictions), 3.4 (Reservation of Rights), 3.7 (Feedback), 4.2 (Ownership), 5.4 (Obligations on Termination), 6 (Confidentiality), 7.3 (Exclusions), 8 (Indemnification), 9 (Limitations on Liability) and 10 (General) will survive termination of this Agreement. All fees for the Raptor Services and Raptor Subscription Services are nonrefundable. Without limiting the foregoing, no refunds or credits will be issued for partial periods of service, downgrade refunds or refunds for period unused periods in the event of termination under this Agreement, except in the case of Raptor's infringement of a third party's Intellectual Property Rights as outlined in section 8.1.

6. CONFIDENTIALITY

6.1 Definition. As used herein, subject to Section 6.2 (Exclusions) below, "Confidential Information" means any and all information or data, regardless of whether it is in tangible form, disclosed by either Party (the "Disclosing Party") to the other Party (the "Receiving Party"), that the Disclosing Party has either marked as confidential or proprietary, or that should be reasonably understood by the Receiving Party to be confidential due to the nature of the information disclosed or the circumstances surrounding disclosure. Raptor's Confidential Information includes all information relating to the Raptor Services, Raptor Subscription Services and Customer's Confidential Information will include the Customer Content (subject to Section 4.2 (Ownership)). In addition, the terms of this Agreement will be considered the Confidential Information of both Parties.

6.2 Security of Confidential Information. If student information will be disclosed to the company, in accordance with Section 501.171. F.S., Raptor shall take reasonable

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measures to protect and secure the Customer's records in any form. This may include personal, financial, or student information. Raptor shall notify the Customer as expeditiously as practicable, but no later than 30 days after the determination of the breach or reason to believe a breach has occurred. Raptor shall work with the Customer to satisfy the requirements of Section Fla.Statutes, Chapter 501.71 as to required investigation and notice provisions. Further, Raptor shall reimburse the Customer for actual, reasonable costs incurred by the Customer in responding to, and mitigating damages caused by any Security breach, including all costs of notice, and/or remediation within 30 days of receipt of documentation from the Customer evidencing such, actual reasonable costs incurred.

6.3 Exclusions. Notwithstanding the foregoing, information and data will not be deemed "Confidential Information" if such information: (i) is known to the Receiving Party prior to receipt from the Disclosing Party from a source other than one having an obligation of confidentiality to the Disclosing Party; (ii) becomes known (independently of disclosure by the Disclosing Party) to the Receiving Party from a source other than one having an obligation of confidentiality to the Disclosing Party; (iii) becomes generally publicly known except through a breach of this Agreement by the Receiving Party; or (iv) is independently developed by the Receiving Party without use of or reference to any Confidential Information. Raptor is subject to Customer's obligations relating to compliance with student records confidentiality laws. By signing this Agreement, Raptor acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA).

6.4 Obligations. The Receiving Party will use commercially reasonable measures to protect the secrecy of, and avoid disclosure and unauthorized use or reproduction of, the Disclosing Party's Confidential Information. Without restricting or otherwise limiting the exercise by a Party of the rights and licenses expressly granted to it under this Agreement, Confidential Information may be disclosed to only such employees and agents of the Receiving Party on a need-to-know basis; provided in each case that such employees and agents are bound by a written agreement respecting such Confidential Information in accordance with the terms of this Section 7. In addition, Confidential Information may be disclosed to any competent authorities following a judicial order to do so.

7. REPRESENTATIONS, WARRANTIES AND EXCLUSIONS

7.1 General. Each Party represents and warrants to the other Party that it has all required rights, power and authority to enter into this Agreement and to grant all rights, authority and licenses granted hereunder. Raptor represents and warrants to Customer that Raptor will provide the Raptor Services and Raptor Subscription Services in a professional and workmanlike manner.

7.2 Background Checks. Background checks and Sexual Offender Checks, if applicable, conducted through Raptor Services rely on third-party information provided to the Customer as part of the Service. Customer must enter into an End User Agreement with the third-party provider Raptor acts solely as a technology service provider and does not participate in the processing of background check reports. Raptor does not screen, monitor, or alter third-party information and does not guarantee the accuracy, integrity, or quality of such information. The Customer acknowledges that background checks may yield false-positive matches, where a record inaccurately indicates a negative background for an individual, or false-negative matches, where no record of a negative background is returned for an individual who does have such a background. Customer agrees to use Raptor's background check functionality exclusively for determining access to their premises. The use of this functionality is at the Customer's own risk, and Raptor assumes no liability for any damages resulting from such use. Raptor explicitly disclaims responsibility for determining an individual's status as a registered sex offender or any custom alerts based on information conveyed through Raptor Services. Customer assumes full responsibility for making these determinations, understanding that Raptor's information does not substitute for the judgments made by the Customer and their personnel.

7.3 Jessica Lumsford Act Customer is required to conduct background screening of Raptor's employees, agents and subcontractors if Raptor will be onsite at Customer's location(s) according to Customer's website https://hr.myoneclay.net/fingerprinting for fingerprinting procedures). Raptor represents and warrants to the Customer that Raptor is familiar with Sections 1012.32,1012.321,1012.465,1012.467, and 1012.468 of the Florida Statutes regarding background investigations. Raptor covenants to comply with all requirements of the above cited statutes at Raptor's sole expense and shall provide Customer proof of such compliance upon request.

7.4 Monthly Monitoring. Monthly Monitoring is a service offered through Raptor, relying on third-party information similar to background checks. Any Customer choosing to participate in the monitoring program will be required to sign an addendum with the third-party provider. Customer bears sole responsibility for providing and maintaining an updated list of individuals for whom reports are requested under the Monthly Monitoring Service. Customer agrees to promptly remove any individuals from this list when monitoring is no longer necessary (e.g. upon termination of employment, contract, or volunteer status). Raptor explicitly disclaims any responsibility for determining an individual's eligibility for monitoring enrollment. Customer assumes full responsibility for managing these submissions and updates.

7.5 Exclusions. EXCEPT AS EXPRESSLY SET FORTH IN SECTION 7.1 (GENERAL), THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES ARE PROVIDED

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"AS IS" WITHOUT ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, TITLE, SECURITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER AGREES THAT RAPTOR DOES NOT WARRANT THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL BE PROVIDED IN AN UNINTERRUPTED OR ERROR FREE FASHION AT ALL TIMES, THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL MEET CUSTOMER'S REQUIREMENTS, OR THAT THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES WILL YIELD ANY PARTICULAR RESULT. CUSTOMER AGREES THAT RAPTOR WILL HAVE NO LIABILITY TO CUSTOMER WITH RESPECT TO THE CUSTOMER CONTENT OR CUSTOMER'S USE THEREOF. RAPTOR MAKES NO WARRANTY OR REPRESENTATION REGARDING THE ACCURACY OR COMPLETENESS OF ANY DATA. RAPTOR DOES NOT AND CANNOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE PERFORMANCE, USE OR RESULTS OF THE USE OF THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES IN TERMS OF EFFECTIVENESS, ACCURACY, RELIABILITY, THAT CUSTOMER WILL BE SECURE AS A RESULT OF ITS USE OF THE RAPTOR SERVICES AND RAPTOR SUBSCRIPTION SERVICES, OR OTHERWISE.

8. INDEMNIFICATION

8.1 Indemnification by Raptor. Raptor will defend at its expense any claim, suit or proceeding (each a "Claim") brought against Customer by a third party based upon a claim that Customer's use of the Raptor Services or Raptor Subscription Services as contemplated by this Agreement infringes such third party's Intellectual Property Rights, and Raptor will pay all damages finally awarded against Customer by a court of competent jurisdiction as a result of any such Claim. If the use of any Raptor Services or Raptor Subscription Services by Customer has become, or in Raptor' opinion is likely to become, the subject of any claim of infringement, Raptor may at its option and expense (a) procure for Customer the right to continue using such portion of the Services as set forth hereunder; (b) replace or modify such portion of the Services to make it non-infringing so long as it retains at least equivalent functionality; or (c) if options (a) or (b) are not reasonably practicable, terminate this Agreement and provide a pro-rata refund of any amounts pre-paid. Raptor will have no liability or obligation under this Section 8.1 with respect to any Claim to the extent caused by (w) use of the Raptor Services outside the scope of this Agreement; (x) compliance with or use of designs, data, instructions or specifications provided by Customer (including the Customer Content); (y) modification of the Raptor Services by any person or entity other than Raptor without Raptor's express consent; or (z) the combination, operation or use of the Raptor Services with other applications, product(s), devices, equipment, hardware, software, data or services not provided by Raptor.

8.2 Indemnification by Customer. Customer will defend at its expense any Claim brought against Raptor by any third party arising from (a) any Customer Content; (b) clauses (w) through (z) of Section 8.1 (Indemnification by Raptor) and (c) Customer's breach of Section 3.1, and Customer will pay all damages finally awarded against Raptor by a court of competent jurisdiction as a result of any such Claim. Notwithstanding the foregoing, no provision of this Agreement shall, waive the doctrine of sovereign immunity or protections and limits of liability set forth in Section 768.28, Fla. Stat., which shall expressly limit Customer's monetary obligations for the cost of defense and indemnification under this paragraph.

8.3 Additional Terms. The foregoing indemnification obligations are conditioned upon the following: (a) the Party seeking indemnification will promptly notify the indemnifying Party of the applicable Claim, (b) the indemnifying Party will have the sole and exclusive authority to defend and/or settle any such Claim (provided that the indemnifying Party will not settle any such Claim without the other Party's prior written consent), (c) the Party seeking indemnification will reasonably cooperate with the indemnifying Party in connection therewith, and (d) the Party seeking indemnification may participate in the defense of any such Claim at its own expense.

9. LIMITATIONS ON LIABILITY

9.1 Disclaimer of Indirect Damages. IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, INTERRUPTION OF SERVICE, OR LOSS OF BUSINESS OR BUSINESS OPPORTUNITY, EVEN IF SUCH DAMAGES ARE FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY THEREOF. IN NO EVENT WILL RAPTOR BE LIABLE FOR CUSTOMER'S PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES.

9.2 Limitations on Liability. EACH PARTY'S MAXIMUM AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL NOT EXCEED THE TOTAL AMOUNT OF FEES RECEIVED BY RAPTOR UNDER THE APPLICABLE INVOICES(S) DURING THE TWELVE (12) MONTH PERIOD PRIOR TO THE FIRST DATE ON WHICH THE LIABILITY AROSE.

9.3 Exceptions. RAPTOR WILL NOT BE LIABLE FOR ANY CLAIM OR DEMAND AGAINST CUSTOMER BY ANY THIRD PARTY EXCEPT FOR THE INDEMNIFICATION SET FORTH IN SECTION 8. THE PROVISIONS OF THIS SECTION 9 WILL APPLY TO ALL CLAIMS AGAINST RAPTOR IN THE AGGREGATE (NOT PER INCIDENT) WITHOUT REGARD TO WHETHER

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OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED, ANY LIMITED REMEDY HEREIN IS HELD TO FAIL OF ITS ESSENTIAL PURPOSE OR THE FORM OF THE CLAIM OR CAUSE OF ACTION, WHETHER IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING BUT NOT LIMITED TO NEGLIGENCE AND PRODUCT LIABILITY).

10. GENERAL

10.1 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 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.

10.2 Compliance with Laws. Without limiting the generality of the foregoing, Customer will not transfer, either directly or indirectly, the Raptor Services, either in whole or in part, to any destination subject to export restrictions under United States law, unless prior written authorization is obtained from Raptor and the appropriate United States agency and will otherwise comply with all other applicable import and export laws, rules and regulations. Each Party shall comply with all applicable laws and regulations in connection with its performance of its obligations and the exercise of its rights under this Agreement. Customer shall comply with all applicable data privacy and security laws in the treatment of personally identifying information of any third party obtained using the Raptor Services.

10.3 No Assignment. Customer may not assign this Agreement or any of its rights or obligations, or sublicense any of the rights granted herein, in whole or in part, without the prior written consent of Raptor, except that Customer may assign this Agreement, without the prior written consent of Raptor, to a corporation or other business entity succeeding to all or substantially all of the assets and business of Customer by merger or acquisition, provided that such corporation or other business entity assumes, in a writing delivered to Raptor, all of the terms and conditions of this Agreement. Any attempt by Customer to assign or transfer any of the rights, duties or obligations of this Agreement in violation of the foregoing will be null and void.

10.4 Amendment; Waiver. This Agreement may not be amended or modified, in whole or part, except by a writing signed by duly authorized representatives of both Parties. No provision or part of this Agreement or remedy hereunder may be waived except by a writing signed by a duly authorized representative of the Party making the waiver. Failure or delay by either Party to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision.

10.5 Relationship. The Parties are independent contractors. Nothing in this Agreement will be construed to place the Parties in an agency, employment, franchise, joint venture, or partnership relationship. Neither Party will have the authority to obligate or bind the other in any manner, and nothing herein contained will give rise or is intended to give rise to any rights of any kind to any third parties.

10.6 Severability. In the event that any provision of this Agreement is found to be unenforceable, such provision will be reformed only to the extent necessary to make it enforceable, and such provision as so reformed will continue in effect, to the extent consistent with the intent of the Parties as of the Effective Date.

10.7 Governing Law, Jurisdiction. This Agreement will be governed by the laws of the State of Florida without reference to its conflicts of law principles. Application of the U.N. Convention on Contracts for the International Sale of Goods is hereby excluded. Any dispute or claim arising out of, or in connection with, this Agreement shall be finally settled by binding arbitration in Clay County, Florida, in accordance with the then-current rules and procedures of the American Arbitration Association by one (1) arbitrator appointed by the American Arbitration Association. The arbitrator shall apply the law of the State of Florida, without reference to rules of conflict of law or statutory rules of arbitration, to the merits of any dispute or claim. Judgment on the award rendered by the arbitrator may be confirmed, reduced to judgment and entered in any court of competent jurisdiction. The Parties agree that any provision of applicable law notwithstanding, they will not request, and the arbitrator shall have no authority to award punitive or exemplary damages against any Party.

10.8 Notices. All notices, consents, and approvals under this Agreement must be delivered in writing, by electronic facsimile (fax), or by certified or registered mail (postage prepaid and return receipt requested) to the other Party and will be effective upon receipt. Either Party may change its address by giving notice of the new address to the other Party.

10.9 Use of Name and Logo. Customer agrees that Raptor may indicate that Customer is a Raptor customer on Raptor's website and in its marketing materials. Any such attribution will be consistent with Customer's style guidelines and requirements as communicated to Raptor.

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CUSTOMER'S GENERAL TERMS FROM INDEPENDENT CONTRACTOR AGREEMENT (SBAO – 9/21/2022)

- 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 SBCC policy regarding access to and use of records.
- Contractor shall retain records associated with the services and/or products provided herein for a period of three (3) years following the final payment. Contractor shall with reasonable notice, provide SBCC access to these records during the above retention period.

- 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.

- 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.

- 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:
$1,000,000.00 per occurrence
$2,000,000.00 aggregate
Auto Liability Policy:
$1,000,000.00 combined single limit
$5,000,000.00 (if charter or common carrier
Worker's Compensation Policy:
$100,000

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,*

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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.

- 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.

- CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
  a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
  b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
  c. Ensure all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
  d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
  e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized

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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

- 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.

10.10 Entire Agreement. This Agreement constitutes Raptor's Purchase and Subscription Agreement, Raptor's Terms and Conditions, and terms from Customer's Independent Contractor Agreement incorporated herein is the entire agreement between the Parties. It supersedes and replaces all prior or contemporaneous understandings or agreements, written or oral, regarding such subject matter, and prevails over any conflicting terms or conditions contained on printed forms submitted with purchase orders, sales acknowledgments or quotations. In the event of any conflict or inconsistency between the terms or conditions set forth in any other document relating to the transactions contemplated by this Agreement, the combined terms and conditions set forth in this Agreement shall prevail.

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Exhibit # 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations ("EDGAR"). The following certifications and provisions are required and apply when the School Board of Clay County, Florida ("SBCC" "School Board") expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of $10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

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EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Raptor Technologies, LLC

Signature of Authorized Representative: M. Pearson

Print Name of Authorized Representative: Melissa Pearson

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: Raptor Technologies, LLC

Melissa Pearson
Printed Name

General Counsel
Title of Authorized Representative

Signature: M. Pearson

Date: 5/8/25

DRAFT

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: Raptor Technologies, LLC

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Melissa Pearson	M. Pearson
(Printed Name)	(Signature)
General Counsel	5/8/2025
(Title)	(Date)

DRAFT

Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Melissa Pearson). 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 Raptor Technologies, LLC) 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 Raptor Technologies, LLC) 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: Raptor Technologies, LLC

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Melissa Pearson	M. Pearson
(Printed Name)	(Signature)
General Counsel	5/8/2025
(Title)	(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

DRAFT

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.

M. Pears

Signature

Raptor Technologies, LLC

Company Name

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 08/13/2024

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
Aon Risk Insurance Services West, Inc.
San Francisco CA Office
425 Market Street
Suite 2800
San Francisco CA 94105 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURED
Raptor Technologies, LLC
LobbyGuard Solutions
Rocket Parent, LLC
PO Box 7966
Houston TX 77270 USA

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Continental Casualty Company A	20443
INSURER B:	National Fire Ins. Co. of Hartford A	20478
INSURER C:	The Continental Insurance Company A	35289
INSURER D:	Indian Harbor Insurance Company A+	36940
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 570107689465 **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,

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER:			7064368046 Commercial Package - GL,	04/03/2024	04/03/2025	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	Excluded
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY X Comp. : $1,500 / X Coll. :$1,000			7064368080 Commercial Auto - CNA	04/03/2024	04/03/2025	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
C	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / X RETENTION $10,000			7064368094	04/03/2024	04/03/2025	EACH OCCURRENCE	$10,000,000
							AGGREGATE	$10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) Y / N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		7064368063 Workers Compensation - AO	04/03/2024	04/03/2025	X PER STATUTE / OTH-ER	
C				7064368077 Workers Compensation -CA	04/03/2024	04/03/2025	E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE-EA EMPLOYEE	$1,000,000
							E.L. DISEASE-POLICY LIMIT	$1,000,000
D	Cyber Liability			MTP903862105 Cyber/Tech E&O	04/03/2024	04/03/2025	Agg/Per Claim Limit	$5,000,000

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

School Board of Clay County is included as Additional Insured in accordance with the policy provisions of the General Liability policy. A waiver of Subrogation is granted in favor of the Certificate Holder in accordance with the policy provisions of the General Liability and Cyber Liability policy.

CERTIFICATE HOLDER

School Board of Clay County (SBCC)
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

Aon Risk Insurance Services West, Inc.

Holder Identifier :

Certificate No : 570107689465

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AGENCY CUSTOMER ID: 570000097098

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Aon Risk Insurance Services West, Inc.	Raptor Technologies, LLC
POLICY NUMBER: See Certificate Numbe 570107689465	
CARRIER: See Certificate Numbe 570107689465 / NAIC CODE:	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Cyber & Product

Product Liability:

Carrier: Crum & Forster Specialty
Insurance Company
Limit: Each Occurrence $1,000,000
Aggregate Limit: $2,000,000
Policy Number:GLO104702
Policy Term: 04/03/2024 - 04/03/2025

Excess Products Liability:

Carrier:Admiral Insurance Company
Limit $2,000,000 xs of $1,000,000
Policy Number: UX00000077401
Policy Term: 04/03/2024 - 04/03/2025

Excess Cyber/ Professional Tech E&O:

Carrier: Continental Casualty Company
Limit: $5,000,000 xs of $5,000,000
Policy Number: 768789033
Policy Term: 04/03/2024 - 04/03/2025

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October 1, 2026 - Regular School Board Meeting

Title

C15 - 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

October 1, 2026 table-for-board-backup-contractor-prequal-1826.pdf

DRAFT

SBCC PRE-QUALIFIED CONTRACTORS

The following contractors are being submitted to the School Board for Contractor Pre-Qualification approval having met all requirements of Chapter 1013.46 F. S., as determined by the Pre-Qualification Committee consisting of Lance Addison, Clayton Anderson, Bertie Staefe, Chris Deely-Isais and 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
Ajax Building Company, LLC	General Contractor	$500,000,000.00	October 31, 2027
Auld & White Constructor, LLC	General Contractor	$100,000,000.00	October 31, 2027
Convergint Technologies, LLC	Alarm System and Electrical Contractor	$10,000,000.00	October 31, 2027
Stellar Group, Inc.	General and Roofing Contractor	$100,000,000.00	October 31, 2027
T&M Electric	Electrical Contractor	$10,000,000.00	October 31, 2027
Thomas May Construction Company	General, Roofing, and Underground Utility & Excavation Contractor	25,000,000.00	October 31, 2027

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C16 - Substantial and Final Completion of Coppergate Elementary School HVAC Repair/Replacement (C-69-25/26)

Description

Establish substantial and final completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and manufacturer/installer, reached substantial completion on July 31, 2026 and final completion on August 20, 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

CGE Sub & Final completion signed doc-20261001 090926 (2).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: CGE

CCDS Project Number: C-69-25/26

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane U.S. Inc.

Date of Substantial Completion: 7/31/2026

Kirtle Knight

Signature: Contractor

Date: 8/21/26

N/A

Signature: Architect/Engineer

Date:

Signature: CCDS Project Manager

Date: 8/19/2026

DRAFT

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: CGE

CCDS Project Number: C-69-25/26

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane U.S. Inc.

Date of Final Completion: 8/20/2026

Kirth Kwizt

Signature: Contractor

Date: 8/21/26

N/A

Signature: Architect/Engineer

Date:

Signature: CCDS Project Manager

Date: 8/20/2026

DRAFT

SSD-1-5013
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C17 - Substantial and Final Completion of Thunderbolt Elementary School HVAC Repair/Replacement (C-81-25/26)

Description

Establish substantial and final completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and the manufacturer/installer, reached substantial completion on July 31, 2026 and final completion on August 20, 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

TBE Sub & Final Completion HVAC R-R Signed-20261001 090926 (2).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: TBE

CCDS Project Number: C-81-25/26

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane U.S. Inc.

Date of Substantial Completion: 7/31/2026

Signature: Contractor — Date: 8/21/2026

N/A

Signature: Architect/Engineer — Date:

Signature: CCDS Project Manager — Date: 8/19/2026

DRAFT

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: TBE

CCDS Project Number: C-81-25/26

OEFIS Project Number: N/A

Project Architect: N/A

Project Contractor: Trane U.S. Inc.

Date of Final Completion: 8/20/2026

Signature: Contractor — Date: 8/21/26

N/A

Signature: Architect/Engineer — Date:

Signature: CCDS Project Manager — Date: 8/20/2026

DRAFT

SSD-1-5013
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C18 - Substantial and Final Completion of Wilkinson Junior High School Window Replacement (C-11-25/26)

Description

Establish substantial and final completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached substantial completion on August 7, 2026 and final completion on September 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 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-11-2526 wjh window replacement sub & final completion signed 090926 (2).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:	Window Replacement
School:	Wilkinson Junior High School
CCDS Project Number:	C-11-25/26
OEFIS Project Number:	N/A
Project Architect:	Brian Boatright Architect, Inc.
Project Contractor:	E. Vaughan Rivers, Inc.
Date of Substantial Completion:	8/7/2026

DRAFT

Stephen Rivers, President
Signature: Contractor — Date: 8/7/2026

Signature: Architect/Engineer — Date: 8/7/2026

Signature: CCDS Project Manager — Date: 8/7/2026

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: Window Replacement

School: Wilkinson Junior High School

CCDS Project Number: C-11-25/26

OEFIS Project Number: N/A

Project Architect: Brian Boatright Architect, Inc.

Project Contractor: E. Vaughan Rivers, Inc.

Date of Final Completion: 9/7/2026

Stephen Rivers, President

Signature: Contractor

Date : 9/8/2026

Signature: Architect/Engineer

Date: 9-8-26

Signature: CCDS Project Manager

Date: 9/8/2026

DRAFT

SSD-1-5013
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C19 - Middleburg High School HVAC Repair/Replacement Contract Award (C-2-26/27)

Description

The Middleburg High School HVAC Repair/Replacement project was listed and approved by the School Board as part of the 2026/27 Educational Facilities Plan (EFP). The district will be utilizing the CCSB Contract- County Wide 2023 Chiller Services-23-MA-326. Per School Board policy, contracts over $500,000.00 must be approved by the School Board of Clay County; therefore, this contract is being presented for approval.

Gap Analysis

Middleburg High School is in need of HVAC Repair/Replacement.

Previous Outcomes

N/A

Expected Outcomes

Upon approval by the Board, we expect the awarded vendor to provide quality construction services as speci?ed for the Middleburg High School HVAC Repair/Replacement.

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 contract to Trane U.S., Inc. using the CCSB Contract-County Wide 2023 Chiller Services-23-MA-326. The total contract award is $509,401.90 which consists of labor ($184,050.00) and material costs ($325,351.90).

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 Plan.

Review Comments

Attachments

CCSB Middleburg HS CH-3 Installation_Replacement Equipment Proposals 8-14-26 COMBINED R1 (2).pdf

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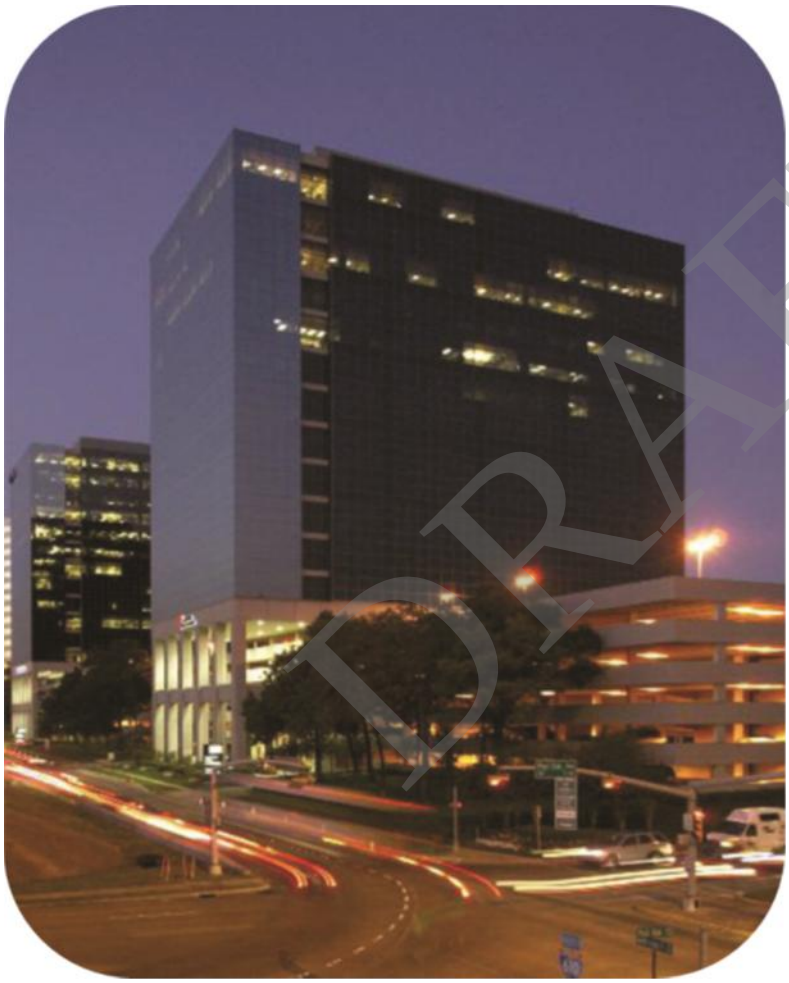
Trane Turnkey Proposal
CCSB Middleburg HS CH-3 Installation



Turnkey Proposal For:
Clay County School Board
814 Walnut St
Green Cove Springs, FL 32043-3204
Attn: Jeff Marks

Local Trane Office:
Trane U.S. Inc.
8332 Cypress Plaza Drive
Jacksonville, FL 32256

Local Trane Representative:
Boone Lewis
Office: (904) 363-6088
Cell: (904) 402-4918
Boone.lewis@tranetechnologies.com

Proposal ID: 8738752-1

Date: August 14, 2026

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Prepared For:
Clay County School Board

Date:
August 14, 2026

Job Name:
CCSB Middleburg HS CH-3 Installation

Proposal ID:
8738752-1

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:
CMC1251872

Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with CCSB and based on the site surveys performed in August 2026.

This proposal is prepared in compliance with the CCSB Contract - 2023 Chiller Services-County Wide 23-MA-326. Addendum A CCSB District purchase order terms and conditional apply.

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Mechanical Installation

- Disconnect and remove (1) Water-Cooled Chiller.
- Dispose of existing chiller offsite.
- Installation (1) new Owner provided (chiller not included in this proposal).
- Fabricate and install CHW piping to connect new chiller located in the mechanical room.
- Fabricate and install Condenser piping to connect new chiller located in the mechanical room.
- Insulate new piping with foam glass insulation (paper jacket).
- Insulate chiller evaporator and cold surfaces as specified 1.5" rubber insulation painted.
- Includes low voltage controls disconnect of existing chiller and tie-in of new.
- Fabricate and install CHW temporary taps, flanges, valves and blind flanges.
- Rigging and crane required to set chiller in place is included.
- Perform and document proper start-up on new equipment.
- Pre- and Post- Test and Balance services of CH-3.
- Work to be completed during normal business hours.

Electrical Installation

- Disconnect power to existing CH-3 and make safe for removal.
- Existing feeder and associated 400A breaker to be reused.
- Connect power to new CH-3, verify rotation and assist with startup.
- Remove the existing Refrigerant Monitor and reuse the existing power feed to supply the new Monitor.
- Install new Refrigerant Montior panel within the same space as the existing chiller.
- Provide and install Low Voltage cabling/conduit for electronic sensors at each chiller and exhaust fan interlock.
- Provide and install (14) direct wired LED single pin lamps in (7) fixtures. (6) spare lamps included.
- Work to be completed during normal business hours.
- Provide and Install two (2) power filtering surge protection devices on one (1) new and one (1) existing chiller.

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Proposal Notes/ Clarifications

- **Payment and Performance Bond is included.**

- 25% of the contract amount will be billed at the start of the job for equipment release and mobilization.
- Please expect progress billings for projects lasting more than one month.
- All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays).
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval.
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors.
- Asbestos or hazardous material abatement removal shall be performed by customer.

Exclusions

- Proposal does not include "Premium Time" or Price Contingency therefore .
- This proposal does not include temporary HVAC or chilled water generation.
- This proposal does not include water treatment.
- Controls for any systems not listed above are excluded.
- This proposal does not include engineering or engineered plans.
- This proposal does not include any fire alarm or fire protection scope.
- This proposal does not contain furnishing, installing, removal and reinstallation, controlling, or wiring of smoke dampers, combination fire/smoke dampers, reset stations, duct detectors, smoke detectors, or other fire alarm system devices.
- Allowances for Liquidated or Consequential Damages of any kind are not included.
- Water treatment of CHW and/or CW system(s).
- Permits, Bonds (Other than Payment & Performance), Fees, Demurrage or Storage Charges are not included.
- Demolition of any kind not specifically listed above, including but not limited to, work related to the existing control system.
- Anything NOT mentioned in the scope above

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Pricing and Acceptance

Clay County School Board
814 Walnut St
Green Cove Springs, FL 32043-3204
Attn: Jeff Marks

Site Address:
3750 CR-220
Middleburg, FL 32068

Price

Total Net Price $184,050.00

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

Financial items not included

- Bid Bond
- Guarantee of any energy, operational, or other savings
- Demurrage or Storage Charges
- Participation in OCIP or CCIP Insurance Programs

Respectfully submitted,

Boone Lewis
Trane U.S. Inc.
(904) 402-4918
Boone.lewis@tranetechnologies.com

This proposal is prepared in compliance with the CCSB Contract - 2023 Chiller Services-County Wide 23-MA-326. Addendum A CCSB District purchase order terms and conditional apply.

ACCEPTANCE

Submitted By: Boone Lewis	Cell: (904) 402-4918 Office: (904) 363-6088 Proposal Date: August 14, 2026
CUSTOMER ACCEPTANCE Clay County School Board	**TRANE ACCEPTANCE** Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: CMC1251872

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TERMS AND CONDITIONS – COMMERCIAL TURNKEY INSTALLATION – Trane Equipment and Related Work

"Trane" or "Company" shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions, and the final Proposal price ("Proposal Price"). If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. **Connected Services and Company Provided Telematics Connectivity.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes.

a. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

b. **Allocation to Trane of Tax Deduction under Section 179D of the Internal Revenue Code**. For calendar tax year(s) in which (a) the provisions of Section 179D of the Internal Revenue Code are in effect and (b) the qualifying property installed as a part of the Services has been placed in service pursuant to Section 179D, Customer agrees to allocate the tax deduction available under Section 179D solely to Trane pursuant to Section 179D(d)(4) and, upon a written request from Trane, shall provide the written form of allocation to the Customer that is required by the Internal Revenue Service.

5. Exclusions from Work. Company's obligation is limited to the Work as written and defined under the scope of Work and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company in accordance with the Change of Work process defined hereunder.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. For Work requiring a longer construction schedule and progress payments, Customer shall pay Company or cause Company to be paid for the Services as follows: (a) **Initial Payment:** Upon execution hereof, the amount set for in the Proposal (for engineering, drafting and other mobilization costs incurred prior to on-site installation) shall be due.; and (b) **Progress and Final Payments:** Company will invoice in accordance with the Proposal for all materials and equipment delivered to the job site (or, as applicable, to an off-site storage facility) and for all installation, labor and services performed during the billing period; Customer shall pay all amounts due upon receipt of the invoice and any invoice not paid within ten (10) calendar days of its date shall be past due. All amounts outstanding ten (10) calendar days beyond the due date shall bear interest payable to Trane at the maximum allowable legal rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due from Customer. For all other Work, Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point, and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Equipment Location & Access. Customer shall provide, without charge, a mutually satisfactory location or locations for the installation and operation of the equipment and the performance of the installation work, including sufficient areas for staging, mobilization, and storage. Customer shall provide access to the Premises for Trane and its contractors or subcontractors during regular business hours, or such other hours as may be requested by Trane and acceptable to Customer, to install, adjust, inspect, and correct the installation work. Trane's access to correct any emergency condition shall not be restricted by Customer. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. When Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections

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within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

a. Substantial Completion. When Trane considers that the Services, or a portion thereof, are substantially complete, Trane will submit to Customer a proposed "punch list" listing items of the Services to be completed prior to final completion. Customer and Trane shall inspect the Work (or portion thereof) to determine if the same is substantially complete. (Substantial Completion is defined as the stage in the progress of the Services (or designated portion thereof) when the Work is sufficiently complete so that Customer can occupy or utilize the Services for its intended use.) Customer and Trane shall add to the punch list any item of work that has not been completed. When the Services (or designated portion thereof) are substantially complete, Customer and Trane shall execute a Certificate of Substantial Completion, setting forth the date of Substantial Completion and shall state the date by which Trane shall complete the items included on the punch list.

b. Final Completion. Upon Customer's receipt of written notice from Trane that the installation work included in the Work is ready for final inspection and acceptance, Customer and Trane shall inspect the installation services and determine whether the same has been performed in accordance with the Proposal. If Customer considers the installation work to have been performed in accordance with the Proposal, Customer shall issue a Certificate of Final Completion and Acceptance, to be executed by an authorized representative of Customer. In the event Trane presents a Certificate of Final Completion and Acceptance to Customer for execution and, within fourteen (14) calendar days from the date noted in the Certificate as the date of such presentation, Customer fails to deliver an executed original of the Certificate to Trane and does not provide to Trane written objections to issuance of the Certificate, providing specific facts as to why the Services have not been finally completed, the Date of Final Completion shall be the date noted in the Certificate as the date the Certificate was submitted to Customer.

11. Changes in Work

a. Customer, by written change order, may request that Trane perform services in addition to the Work ("Change Order"). Trane shall be obligated to perform such additional services only pursuant to a Change Order agreed to and executed by Customer and Trane. The Change Order shall reflect the parties' agreement with respect to the scope of the additional services, the amount of any adjustment in the Proposal Price, and the extent of any adjustment in the contract time.

b. If a Change Order provides for an adjustment to the Proposal Price, such adjustment shall be based on one of the following methods:

(1) A lump sum agreed to by Customer and Trane;
(2) Unit prices set forth in this Agreement or subsequently agreed to; or
(3) Cost of the work ordered plus a fee agreed to by the parties.

c. The following types of costs, which listing is not all-inclusive, shall be included in the determination of the cost of the additional work:

(1) costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or industry practice or custom, and workers' compensation insurance;
(2) costs of materials, supplies and equipment, including transportation thereof, whether the same is incorporated or consumed in the additional work;
(3) the costs of renting machinery and equipment, except hand tools;
(4) premium costs for all bonds and insurance, permit or other governmental approval or inspection fees, and sales, use or comparable taxes relating to the additional work; and
(5) additional costs of supervision and field office personnel directly attributable to the additional work.

12. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses, and inspections are not included in the Proposal, Company will invoice Customer for such costs.

13. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

14. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Proposal Price, contract time, or both.

15. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

16. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal, or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

17. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

18. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead)

19. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

20. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, LIQUIDATED, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS

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FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

21. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

22. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

23. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up**. Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)" are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLDGES AND AGREES THERETO.**

24. Insurance.

a. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	$2,000,000 per occurrence
Automobile Liability	$2,000,000 CSL
Workers' Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

b. Customer's Liability and Property Insurance. (a) Customer shall be responsible for purchasing and maintaining Commercial General Liability Insurance of the type and amount Customer deems necessary and appropriate. (b) Customer shall purchase and maintain until Final Payment property insurance for the installation work in progress at least in an amount equal to the Proposal Price, as the same may be adjusted from time to time, for the installation work (including the equipment) on a replacement cost basis with a deductible of no more than $5,000 from an insurer reasonably acceptable to Trane. Such property insurance shall include the interests of Customer, Trane, and its subcontractors (at whatever tier) as additional insureds as their interests may appear. The property insurance purchased by Customer shall be on an all-risk policy form. The property insurance shall cover portions of the installation work stored off site after written approval of Customer at the value established in the approval. Customer, for itself and its insurance carriers, hereby waives all rights of subrogation against Trane and any of its subcontractors, agents, employees, and officers with respect to property insurance and any other insurance coverages maintained by Customer. (c) A loss insured under Customer's property insurance shall be adjusted by Customer's Insurer as a fiduciary and made payable to Customer as a fiduciary for the insureds, as their respective interests may appear, subject to requirements of any applicable mortgagee clause. Trane shall pay its subcontractors their just shares of insurance proceeds received by Customer and remitted to Trane, and, by appropriate agreements, written where legally required for validity, shall require said subcontractors to make payments to their subcontractors in a similar manner. In its fiduciary role, Customer shall have the power to negotiate and settle a loss with insurers; provided, however, that at least ten (10) days prior to agreeing to the proposed settlement, Customer shall advise the parties in interest in writing of the terms of the same and the parties in interest shall have seven (7) days thereafter to object in writing to the proposed adjustment or settlement; if such objection is made, Customer shall not enter into or agree to the proposed adjustment. (d) Certificates of insurance acceptable to the Customer and to Trane shall be provided by each party to the other prior to commencement of performance of any Services. Such certificates shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the other party. If any of the insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment.

25. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

26. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when

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executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

27. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

28. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

29. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

30. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

31. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10 (0326)
Supersedes 1-26.251-10(07072025)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
    a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
    b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
    c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
    d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
    e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

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11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
    (i) Data backups; and
    (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 06/02/2026

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: 06/02/2026

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative:

Print Name of Authorized Representative: Joe Follenweider

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

General Sales Manager
Title of Authorized Representative

Date: 06/02/2026

Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

06/02/2026
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

06/26/2026
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

Signature

Trane U.S. Inc.

Company Name

Proposal

Customer must obtain credit approval and release order to production within 60 days of proposal date.

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

Prepared For: Clay County School Board
Attn: Jeff Marks

Job Name:
CCSB Middleburg HS CH-3 Replacement

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

Date: August 14, 2026

Proposal Number: H2-111634-17010-1
Opportunity ID: 8738752

Payment Terms: Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Tag Data - Centrifugal Chiller Water-Cooled Agility (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
A1	CH3	1	Agility R-513A 170T-525T (HDW)	HDWA040

Product Data - Centrifugal Chiller Water-Cooled Agility
Item: A1 Qty: 1 Tag(s): CH3

Startup Included - Trane Service must start equipment for warranty to be honored
Centrifugal water cooled high speed direct drive
Compressor size: 400 nominal tons
Incoming line voltage: 460 volts
Without Unit Disassembly Kit (See notes for refrig or nitrogen charge details)
Evaporator tubes: 0.75 inch (19.1 mm) dia. internally enhanced copper
Evaporator tube wall: .025 inch (0.6 mm) thick
Evaporator waterbox pressure: 150 psig (1034 kPa)
Evaporator water box passes: Two pass
Evaporator waterbox type: Non-marine
Evaporator waterbox connection: Victaulic
Thermal dispersion flow switch (IFM) - Field Installed (Field Installed)
Complies with ASHRAE 90.1-2019
Complies with ASHRAE 90.1-2022
Uncoated tubesheet and waterbox
Condenser tube: 0.75 inch (19.1 mm) internally enhanced copper
Condenser tube wall: .028 inch (0.7 mm) thick
Condenser shell construction: ASME
Condenser waterbox pressure: 150 psig (1034 kPa)
Condenser water box passes: Two pass
Condenser waterbox connection: Victaulic
Thermal dispersion flow switch (IFM) - Field Installed (Field Installed)
Evaporator expansion valve size: 400
Agency listing: U.L. / CUL listed
Field Insulation
BACnet
Shipping package: Domestic without skid
Enhanced flow mgt package <=365 psi

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Trane Supplied Refrigerant
R513A Refrigerant
Spring loaded relief valve
Liquid cooled AFD - Unit mounted adaptive frequency drive
Without harmonic filter option
10 Years Parts / Labor / Refrigerant Warranty

Tag Data - Refrigerant Monitor (Qty: 1)

Item	Tag(s)	Qty	Description
B1	Ref Monitor	1	Refrigerant Monitor (TruSense RMWH MG)

Product Data - Refrigerant Monitor
Item: B1 Qty: 1 Tag(s): Ref Monitor

Standard Ship Cycle
4-Multigas with Strobe
24V red Flashing Light
End of the Line Filter Kit (4 filters) (Field Installed)
5 Year Parts / Labor Warranty

Notes and Exclusions:

- All freight in the continental 48 US States is included
- Disconnect switches and circuit breakers are not included unless otherwise noted
- Thermostats, controls, and fire/smoke devices are not by Trane
- Installation warranty by Contractor
- Startup checklist required before Trane starts machine(s)
    - Startup by Trane required to honor warranties
- Please confirm voltage/phase before releasing orders
- (Fld) = Furnished by Trane, field installed by Contractor
- Controls tie-in excluded unless noted above
- Any item not mentioned above is excluded

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Pricing and Acceptance

Attn: Jeff Marks
School Board of Clay County
814 Walnut St
Green Cove Springs, FL 32043-3204

Site Address:
3750 CR-220
Middleburg, FL 32068

Equipment Price *(excluding tax)* ..... $ 306,865.00
Tax ..... $ 18,486.90
Total Net Price ..... $ 325,351.90

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

ACCEPTANCE
This proposal is prepared in compliance with the CCSB Contract - 2023 Chiller Services-County Wide 23-MA-326. Addendum A CCSB District purchase order terms and conditional apply.

Sincerely,

Boone Lewis, Account Manager
Trane U.S. Inc.
8332 Cypress Plaza Drive
Jacksonville, FL 32256
E-mail: boone.lewis@tranetechnologies.com
Office Phone: (904) 363-6088
Cell: (904) 402-4918

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Submitted By: Boone Lewis	Phone: (904) 402-4918 Proposal Date: August 14, 2026
CUSTOMER ACCEPTANCE School Board of Clay County	**TRANE ACCEPTANCE** Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: CM-C1249843

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TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT**. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating, or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup**. Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING., ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both

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at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, LIQUIDATED, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments**. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets, and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery, or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point, and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all

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previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow-down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0326)
Supersedes 1-26.130-4(0225)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
    a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
    b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
    c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
    d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
    e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

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12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
    (i) Data backups; and
    (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 06/02/2026

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: 06/02/2026

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative: _____

Print Name of Authorized Representative: Joe Follenweider

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

General Sales Manager

Title of Authorized Representative

Date: 06/02/2026

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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, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

06/02/2026
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

06/26/2026
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

Signature

Trane U.S. Inc.

Company Name

October 1, 2026 - Regular School Board Meeting

Title

C20 - Orange Park High School HVAC Repair/Replacement Contract Award (C-3-26/27)

Description

The Orange Park High School HVAC Repair/Replacement project is listed and approved by the School Board as part of the 2026/27 Educational Facilities Plan (EFP). The district will be utilizing the CCSB Maintenance Contract #270009 (Trane Proposal #8682378) for HVAC Services. Per School Board policy, contracts over $500,000.00 must be approved by the School Board of Clay County; therefore, this contract is being presented for approval.

Gap Analysis

Orange Park High School is in need of HVAC Repair/Replacement.

Previous Outcomes

N/A

Expected Outcomes

Upon approval by the Board, we expect the awarded vendor to provide quality construction services as speci?ed for the Orange Park High School HVAC Repair/Replacement.

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 contract to Trane U.S., Inc. using the CCSB Maintenance Contract # 270009 (Trane Proposal #8682378) for HVAC Services. The total contract award is $1,884,421.72 which consists of labor ($636,820.00) and material costs ($1,247,601.72).

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 Plan.

Review Comments

Attachments

JM CCSB C-3-2627 RTU HVAC R-R Contract Award.pdf

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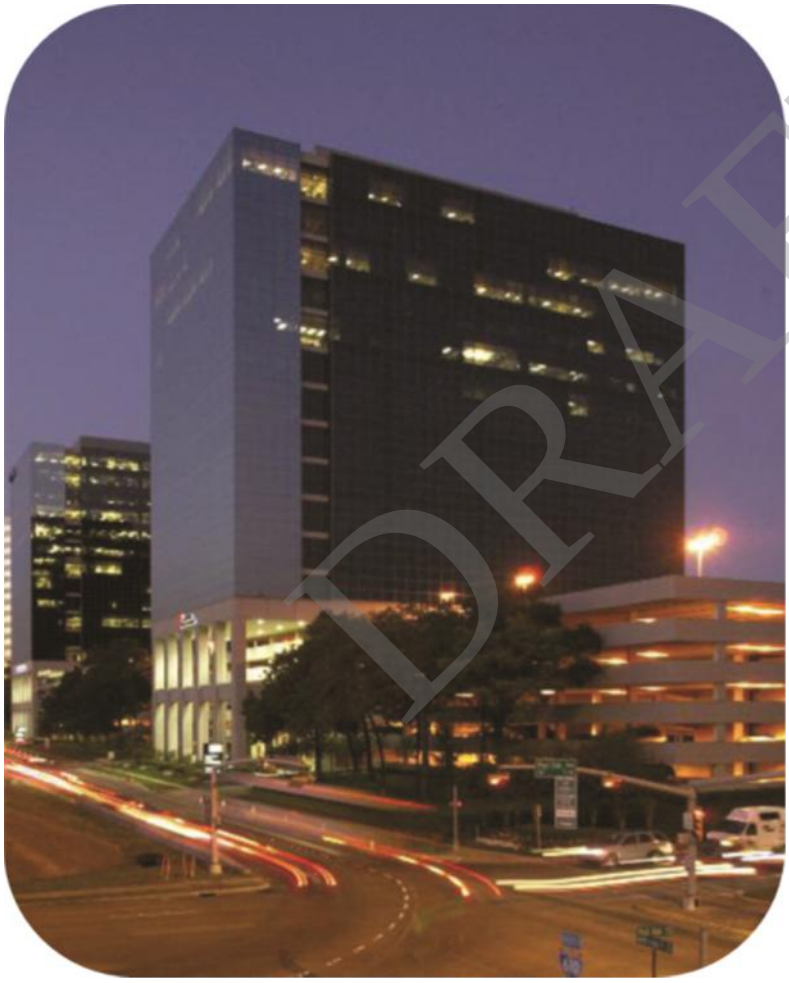
Trane Turnkey Proposal

CCSB Orange Park High School RTU Replacement



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Turnkey Proposal For:
Lance Addison
Clay County School Board
814 Walnut St.
Green Cove Springs, FL 32043-3204

Local Trane Office:
Trane U.S. Inc.
8929 Western Way
Jacksonville, FL 32256

Local Trane Representative:
Bert Bost / Boone Lewis
Office: (904) 363-6088
Cell: (904) 402-4918

Proposal ID: 8711964-1

Date: September 11, 2026

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Prepared For:
Clay County School Board, Attn: Lance Addison

Date:
September 11,2026

Job Name:
CCSB Orange Park High School RTU Replacement

Proposal ID:
8711964-1

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:
CM-C1249843

Proposal Expiration Date:
30 Days

Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with CCSB and based on the site surveys performed.

Mechanical Installation

- Install (12) owner provided RTUs (not included in this proposal) including equipment transportation and storage, crane and rigging services, and misc. construction materials needed for complete turnkey installation.
- Demo and dispose of (12) existing RTUs (RTUs 1-11, 14).
- Disconnect (12) roof curbs and remove multizone and adapter curbs, where needed, for installation of (12) new RTU adapter curbs.
- Furnish and install sheet metal duct tie-ins for (12) RTUs to reconnect to existing ductwork below the roof.
- Furnish and install ductwork thermal insulation to match existing.
- Disconnect and re-install condensate drain lines for (12) RTUs.
- Perform and document proper start-up on new equipment.

Electrical Installation

- Provide material and labor to disconnect (12) existing RTUs, as required, for replacement.
- Provide material and labor to reconnect (12) new RTUs including:
  - • Sealtite conduit & fittings
    • THHN wire terminations
    • Flex conduit & fittings
    • Existing breaker & wiring to be used from main electrical panel to RTUs
- Provide and install (12) new unit-mounted disconnects.

Test and Balance Scope

- This proposal includes test and balance labor and materials to verify all new RTUs perform at design according to original unit schedules dated 1/20/2011.
  - This includes pre and post readings at all RTUs only.
  - Full building balance is not included.
  - Testing or balancing of VAVs, FTUs, EFs, or other equipment is not included.

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Building Automation and Controls Scope

System Control General Overview

- This scope of work is based on the Trane record control drawings dated 9-9-2019 and site surveys performed.
- Update the existing Trane Tracer® SC+ & Synchrony™ Building Automation System (BAS) for control and monitoring of the scope of work below.

(1) New Application Trane Tracer® SC+ & Synchrony™ BAS Panel (Building 1 - SC-1)

- Remove the existing Trane Tracer® SC+ panel, return to Owner if desired.
- Provide and install one (1) new Trane Tracer® SC+ & software licenses, reuse existing enclosure.
- Retain and reuse the existing BACnet MS/TP communication links for communication to the new Trane Rooftop Units.
- Create new sequence of operations, alarms, data logs, reports, schedules, applications, etc. into the new Tracer® SC+ database for RTU-1 ~ RTU-11.
- Implement A2L Refrigerant Mitigation sequence of operations for RTU-1 ~ RTU-11 Variable Air Systems.
- This scope assumes that two (2) Trane Tracer® SC+ panels are on the Owner's LAN.
- Installation based on plenum rated cable. Conduit where required by code only. Excludes special provisions of any kind to accommodate wiring located in inaccessible locations.
- Existing control power circuits/wiring and/or sensor wiring that meet requirements may be reused.

(11) New Trane Packaged DX Rooftop Units (Building 1 - RTU-1 ~ RTU-11)

- Disconnect and safe-off the existing BACnet MS/TP communication link prior to the existing RTUs being removed.
- Reconnect and terminate the existing BACnet MS/TP communication link onto the new RTU's factory installed BACnet communication interface.
- Provide and install new space CO^2 sensors, retain and reuse existing control wiring and terminate onto the new BACnet controllers.

(1) Existing Base Trane Tracer® SC+ & Synchrony™ BAS Panel (Building 10 - SC-2)

- Retain and reuse the existing Trane Tracer® SC+ panel.
- Retain and reuse the existing BACnet MS/TP communication link for communication to the new Trane Rooftop Unit.
- Create new sequence of operations, alarms, data logs, reports, schedules, applications, etc. into the existing Tracer® SC+ database for RTU-14.

(1) New Trane Packaged DX Rooftop Unit (Building 10 - RTU-14)

- Disconnect and safe-off the existing BACnet MS/TP communication link prior to the existing RTU being removed.
- Reconnect and terminate the existing BACnet MS/TP communication link onto the new RTU's factory installed BACnet communication interface.
- Provide and install one (1) new space temperature sensor, retain and reuse existing control wiring and terminate onto the new BACnet controllers.

General Notes:

- All existing controllers, end devices, sensors, wiring, and communication links being retained are presumed to be in good working condition.
- Integration between the Tracer® SC+ and the Niagara front end is by others.

Controls Services Included:

- Project Management.
- Record Control Submittal.
- Installation of field DDC Panels, Devices, and low voltage Control Wiring per NFPA, NEC, and/or local Building Code requirements
- Control System Programming, System Operations Verification, and Start-up.
- 1st Year Parts and Labor Warranty.

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Proposal Notes/ Clarifications

- Price is valid for 30 Days.
- **This proposal includes a Payment and Performance Bond.**
- **This proposal does not include temporary air conditioning of any kind.**
- This proposal does not include engineering or engineered plans.
- 25% of the contract amount will be billed at the beginning of the job for equipment release and mobilization.
- Progress billings will be included for projects lasting more than one month.
- **This proposal does not contain furnishing, installing, removal and reinstallation, controlling, or wiring of smoke dampers, combination fire/smoke dampers, reset stations, duct detectors, smoke detectors, or other fire alarm system devices.**
- **This proposal does NOT include any fire protection scope.**
- All work will be performed during normal business hours (8am to 5pm, M-F, non-holidays). Proposal does not include "Premium Time" or Price Contingency therefor.
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors.
- Asbestos or hazardous material abatement removal shall be performed by customer.
- This proposal does not include anything NOT mentioned in the scope above.
- A Bid Bond is not included.
- Guarantee of any energy, operational, or other savings are not included.
- Integration and/or point mapping to or from existing Niagara Enterprise Level Building Automation System is not included.
- Provisions for Davis-Bacon Act or prevailing wage scales are not included.
- Participation in OCIP & CCIP insurance programs are not included.

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Pricing and Acceptance

Price

Total Net Price (*Including appropriate Sales and/or Use Tax, if required by law)* ……$636,820.00

This proposal is prepared in compliance with CCSB Contract 8682378 District HVAC Services H2-183146-26-002 Addendum A CCSB District purchase order terms and conditional apply.

We value the confidence you have placed in Trane and look forward to working with you.

Respectfully submitted,

Bert Bost / Boone Lewis
Trane U.S. Inc.
8929 Western Way
Jacksonville, FL 32256
Office Phone: (904) 363-6088

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CUSTOMER ACCEPTANCE Clay County School Board	TRANE ACCEPTANCE Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: CM-C1249843

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TERMS AND CONDITIONS – COMMERCIAL TURNKEY INSTALLATION – Trane Equipment and Related Work
"Trane" or "Company" shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions, and the final Proposal price ("Proposal Price"). If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes.

a. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

b. **Allocation to Trane of Tax Deduction under Section 179D of the Internal Revenue Code**. For calendar tax year(s) in which (a) the provisions of Section 179D of the Internal Revenue Code are in effect and (b) the qualifying property installed as a part of the Services has been placed in service pursuant to Section 179D, Customer agrees to allocate the tax deduction available under Section 179D solely to Trane pursuant to Section 179D(d)(4) and, upon a written request from Trane, shall provide the written form of allocation to the Customer that is required by the Internal Revenue Service.

5. Exclusions from Work. Company's obligation is limited to the Work as written and defined under the scope of Work and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company in accordance with the Change of Work process defined hereunder.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. For Work requiring a longer construction schedule and progress payments, Customer shall pay Company or cause Company to be paid for the Services as follows: (a) **Initial Payment:** Upon execution hereof, the amount set for in the Proposal (for engineering, drafting and other mobilization costs incurred prior to on-site installation) shall be due.; and (b) **Progress and Final Payments:** Company will invoice in accordance with the Proposal for all materials and equipment delivered to the job site (or, as applicable, to an off-site storage facility) and for all installation, labor and services performed during the billing period; Customer shall pay all amounts due upon receipt of the invoice and any invoice not paid within ten (10) calendar days of its date shall be past due. All amounts outstanding ten (10) calendar days beyond the due date shall bear interest payable to Trane at the maximum allowable legal rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due from Customer. For all other Work, Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point, and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Equipment Location & Access. Customer shall provide, without charge, a mutually satisfactory location or locations for the installation and operation of the equipment and the performance of the installation work, including sufficient areas for staging, mobilization, and storage. Customer shall provide access to the Premises for Trane and its contractors or subcontractors during regular business hours, or such other hours as may be requested by Trane and acceptable to Customer, to install, adjust, inspect, and correct the installation work. Trane's access to correct any emergency condition shall not be restricted by Customer. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. When Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

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a. Substantial Completion. When Trane considers that the Services, or a portion thereof, are substantially complete, Trane will submit to Customer a proposed "punch list" listing items of the Services to be completed prior to final completion. Customer and Trane shall inspect the Work (or portion thereof) to determine if the same is substantially complete. (Substantial Completion is defined as the stage in the progress of the Services (or designated portion thereof) when the Work is sufficiently complete so that Customer can occupy or utilize the Services for its intended use.) Customer and Trane shall add to the punch list any item of work that has not been completed. When the Services (or designated portion thereof) are substantially complete, Customer and Trane shall execute a Certificate of Substantial Completion, setting forth the date of Substantial Completion and shall state the date by which Trane shall complete the items included on the punch list.

b. Final Completion. Upon Customer's receipt of written notice from Trane that the installation work included in the Work is ready for final inspection and acceptance, Customer and Trane shall inspect the installation services and determine whether the same has been performed in accordance with the Proposal. If Customer considers the installation work to have been performed in accordance with the Proposal, Customer shall issue a Certificate of Final Completion and Acceptance, to be executed by an authorized representative of Customer. In the event Trane presents a Certificate of Final Completion and Acceptance to Customer for execution and, within fourteen (14) calendar days from the date noted in the Certificate as the date of such presentation, Customer fails to deliver an executed original of the Certificate to Trane and does not provide to Trane written objections to issuance of the Certificate, providing specific facts as to why the Services have not been finally completed, the Date of Final Completion shall be the date noted in the Certificate as the date the Certificate was submitted to Customer.

11. Changes in Work

a. Customer, by written change order, may request that Trane perform services in addition to the Work ("Change Order"). Trane shall be obligated to perform such additional services only pursuant to a Change Order agreed to and executed by Customer and Trane. The Change Order shall reflect the parties' agreement with respect to the scope of the additional services, the amount of any adjustment in the Proposal Price, and the extent of any adjustment in the contract time.

b. If a Change Order provides for an adjustment to the Proposal Price, such adjustment shall be based on one of the following methods:

(1) A lump sum agreed to by Customer and Trane;
(2) Unit prices set forth in this Agreement or subsequently agreed to; or
(3) Cost of the work ordered plus a fee agreed to by the parties.

c. The following types of costs, which listing is not all-inclusive, shall be included in the determination of the cost of the additional work:

(1) costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or industry practice or custom, and workers' compensation insurance;
(2) costs of materials, supplies and equipment, including transportation thereof, whether the same is incorporated or consumed in the additional work;
(3) the costs of renting machinery and equipment, except hand tools;
(4) premium costs for all bonds and insurance, permit or other governmental approval or inspection fees, and sales, use or comparable taxes relating to the additional work; and
(5) additional costs of supervision and field office personnel directly attributable to the additional work.

12. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses, and inspections are not included in the Proposal, Company will invoice Customer for such costs.

13. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

14. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Proposal Price, contract time, or both.

15. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

16. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal, or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

17. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

18. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead)

19. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

20. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, LIQUIDATED, INCIDENTAL, INDIRECT CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in

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connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

21. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

22. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

23. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up**. Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)" are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLDGES AND AGREES THERETO.**

24. Insurance.

a. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	$2,000,000 per occurrence
Automobile Liability	$2,000,000 CSL
Workers' Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

b. Customer's Liability and Property Insurance. (a) Customer shall be responsible for purchasing and maintaining Commercial General Liability Insurance of the type and amount Customer deems necessary and appropriate. (b) Customer shall purchase and maintain until Final Payment property insurance for the installation work in progress at least in an amount equal to the Proposal Price, as the same may be adjusted from time to time, for the installation work (including the equipment) on a replacement cost basis with a deductible of no more than $5,000 from an insurer reasonably acceptable to Trane. Such property insurance shall include the interests of Customer, Trane, and its subcontractors (at whatever tier) as additional insureds as their interests may appear. The property insurance purchased by Customer shall be on an all-risk policy form. The property insurance shall cover portions of the installation work stored off site after written approval of Customer at the value established in the approval. Customer, for itself and its insurance carriers, hereby waives all rights of subrogation against Trane and any of its subcontractors, agents, employees, and officers with respect to property insurance and any other insurance coverages maintained by Customer. (c) A loss insured under Customer's property insurance shall be adjusted by Customer's Insurer as a fiduciary and made payable to Customer as a fiduciary for the insureds, as their respective interests may appear, subject to requirements of any applicable mortgagee clause. Trane shall pay its subcontractors their just shares of insurance proceeds received by Customer and remitted to Trane, and, by appropriate agreements, written where legally required for validity, shall require said subcontractors to make payments to their subcontractors in a similar manner. In its fiduciary role, Customer shall have the power to negotiate and settle a loss with insurers; provided, however, that at least ten (10) days prior to agreeing to the proposed settlement, Customer shall advise the parties in interest in writing of the terms of the same and the parties in interest shall have seven (7) days thereafter to object in writing to the proposed adjustment or settlement; if such objection is made, Customer shall not enter into or agree to the proposed adjustment. (d) Certificates of insurance acceptable to the Customer and to Trane shall be provided by each party to the other prior to commencement of performance of any Services. Such certificates shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the other party. If any of the insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment.

25. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

26. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

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27. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

28. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

29. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

30. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

31. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.
2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10 (0326)
Supersedes 1-26.251-10(07072025)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
    a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
    b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
    c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
    d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
    e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

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11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
    (i) Data backups; and
    (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 10/30/23

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: _____10/30/23_____

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative: _____

Print Name of Authorized Representative: Joe Follenweider

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: Trane U.S. Inc

Joe Follenweider
Printed Name

General Sales Manager
Title of Authorized Representative

Signature: _____

Date: 10/30/23

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

10/30/23
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

10/30/23
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

_____ Signature

Trane U.S. Inc. Company Name

Proposal

Proposal is valid for 15 days.
Customer must obtain credit approval and release order to production within 60 days of proposal date.

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

Prepared For: Clay County School Board
Attn: Lance Addison

Job Name:
CCSB Orange Park High School RTU Replacement

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

Date: September 11, 2026

Proposal Number: H2-111443-16178-1
Opportunity ID: 8711964

Payment Terms: Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

RTU-1:
Model: VR-400-25L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater - 45 kW
Cooling: 25-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

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RTU-2:

Model: VR-400-25L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCCR Electric Heater: 45 kW

Cooling: 25-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

RTU-3:

Model: VR-400-20L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 45 kW

Cooling: 20-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1 year Parts and Labor
- Extended Compressor Warranty: 5 Years

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RTU-4

Model: VR-400-20L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 45 kW

Cooling: 20-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty

Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

RTU-5

Model: VR-400-30L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 60 kW

Cooling: 30-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty

Unit Warranty: 1-year Parts and Labor

Extended Compressor Warranty: 5 Years

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RTU-6

Model: VR-400-30L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 60 kW

Cooling: 30-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

RTU-7

Model: VR-400-30L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 45 kW

Cooling: 30-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

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RTU-8

Model: VR-400-30L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 60 kW

Cooling: 30-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

RTU-9

Model: VR-400-30L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 60 kW

Cooling: 30-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

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RTU-10

Model: VR-400-20L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 45 kW

Cooling: 20-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

RTU-11

Model: VR-400-25L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-450

Heating: SCR Electric Heater: 60 kW

Cooling: 25-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 8-20x20x2, 4-20x16x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

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RTU-14

Model: VR-200-7L-1-G0
- UL/cUL60335
- Weatherhood: Downturn
- OA/RA Dampers - Motorized Low Leakage
- Painted Exterior - Concrete Grey (RAL 7023)
- Supply Fan Model: PDL-400

Heating: SCR Electric Heater: 29.9 kW

Cooling: 7-ton Packaged DX
- Compressor Type: Inverter
- EC Condenser Type: All
- Refrigerant Type: R-454b

Control
- Unit Control: Microprocessor
- Application Control: Multi-zoneVAV
- Supply Fan Control: Duct Static Pressure
- Damper Control: Constant Position-Adj.Setpoint
- Network Protocol: BACnet MSTP
- OARH Sensor: OADewPoint
- Economizer Mode: Temperature

Accessories
- Unit Disconnect - Mounted By Factory
- Branch Circuit Fusing
- Single Point Power - Heating Only
- Phase and Brownout Protection
- Short Circuit Current Rating: 5 kA
- Filter selection: 2" Pleated MERV 8, 4-18x25x2
- Coil Coating: All
- Hail Guard
- Condensate Switch

Warranty
- Unit Warranty: 1-year Parts and Labor
- Extended Compressor Warranty: 5 Years

General Notes and Exclusions:

- **RTU Adapter curbs for all twelve (12) RTUs are included**
- Installation is excluded
- Testing, Adjusting, or Balancing is excluded
- Labor or Extended Parts Warranties are excluded unless otherwise noted above
- **Factory Startup is included**
- Power or Control Wiring is excluded
- Smoke Detectors are excluded
- Controls, Vents, Control Valves, Starter/ Disconnects, VFD's, Owner Training are excluded unless otherwise noted above
- Extra Filters, Belts, etc… are excluded unless otherwise noted
- BAS Interface by Others
- (FLD) Denotes Field Installed
- Any item not specifically mentioned above is excluded

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Pricing and Acceptance

Attn: Lance Addison
School Board of Clay County
814 Walnut St
Green Cove Springs, FL 32043-3204

Site Address:
Orange Park High School
2300 Kingsley Ave
Orange Park, FL 32073

Equipment Price *(excluding tax)* ..... $ 1,176,912.00
Tax ..... $ 70,689.72
Total Net Price ..... $ 1,247,601.72

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

ACCEPTANCE
This proposal is prepared in compliance with the CCSB Contract 8682378 - Quote # H2-183146-26-002.
Addendum A CCSB District purchase order terms and conditional apply.

Sincerely,

Boone Lewis, Account Manager
Trane U.S. Inc.
8332 Cypress Plaza Drive
Jacksonville, FL 32256
E-mail: boone.lewis@tranetechnologies.com
Office Phone: (904) 363-6088
Cell: (904) 402-4918

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Submitted By: Boone Lewis	Office: (904) 363-6088 Proposal Date: September 11, 2026
CUSTOMER ACCEPTANCE School Board of Clay County	**TRANE ACCEPTANCE** Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: CM-C1249843

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TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT**. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating, or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup**. Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING., ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both

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at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, LIQUIDATED, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments**. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets, and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery, or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point, and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all

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previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow-down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0326)
Supersedes 1-26.130-4(0225)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
    a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
    b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
    c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
    d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
    e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

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12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
    (i) Data backups; and
    (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 10/30/23

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: _____10/30/23_____

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative: _____

Print Name of Authorized Representative: Joe Follenweider

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: Trane U.S. Inc

Joe Follenweider
Printed Name

General Sales Manager
Title of Authorized Representative

Signature: _____

Date: 10/30/23

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

10/30/23
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

10/30/23
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

_____ Signature

Trane U.S. Inc. Company Name

October 1, 2026 - Regular School Board Meeting

Title

C21 - Plantation Oaks Elementary School HVAC Repair/Replacement Contract Award

Description

The Plantation Oaks Elementary School HVAC Repair/Replacement project was listed and approved by the School Board as part of the 2026/27 Educational Facilities Plan (EFP). The district will be utilizing the CCSB Contract-County Wide 2023 Chiller Services-23-MA-326. Per School Board policy, contracts over $500,000.00 must be approved by the School Board of Clay County; therefore, this contract is being presented for approval.

Gap Analysis

Plantation Oaks Elementary School is in need of HVAC Repair/Replacement.

Previous Outcomes

N/A

Expected Outcomes

Upon approval by the Board, we expect the awarded vendor to provide quality construction services as speci?ed for the Plantation Oaks Elementary School HVAC Repair/Replacement.

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 contract to Trane U.S., Inc. using the CCSB Contract-County Wide 2023 Chiller Services-23-MA-326. The total contract award is $1,070,182.04 which consists of labor ($355,684.00) and material costs ($714,498.04).

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

CCSB Plantation Oaks ES Chiller Replacement Installation_Equipment Proposals 8-17-26 COMBINED.pdf

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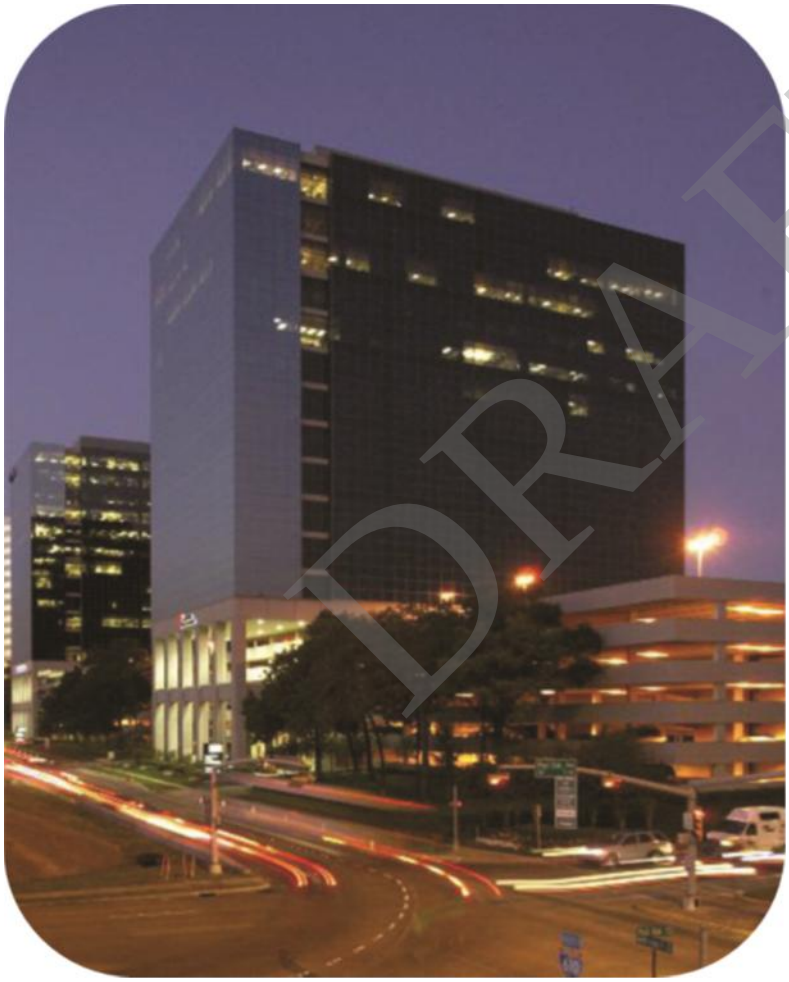
Trane Turnkey Proposal
CCSB Plantation Oaks ES Chiller Replacement



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Turnkey Proposal For:
Clay County School Board
814 Walnut St
Green Cove Springs, FL 32043-3204
Attn: Jeff Marks

Local Trane Office:
Trane U.S. Inc.
8332 Cypress Plaza Drive
Jacksonville, FL 32256

Local Trane Representative:
Boone Lewis
Office Phone: (904) 363-6088
Cell Phone: (904) 402-4918
Boone.lewis@tranetechnologies.com

Proposal ID: 8331789-1

Date: August 17, 2026

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Confidential and Proprietary Information of Trane U.S. Inc..

Prepared For:
Clay County School Board

Date:
August 17, 2026

Job Name:
CCSB Plantation Oaks ES Chiller Replacement

Proposal ID:
8331789-1

Delivery Terms:
Freight Allowed and Prepaid – F.O.B. Factory

Payment Terms:
Net 30

State Contractor License Number:
CMC1251872

Proposal Expiration Date:
30 Days

Scope of Work

"Scope of Work" and notations within are based on the following negotiated scope of work with Clay County School Board and based on the site surveys performed.

Turnkey Installation of HVAC Equipment

- Install two (2) Owner-provided chillers in place of two (2) existing chillers including all mechanical, electrical, Pre- and Post-T&B, BAS disconnect/reconnect, site work, etc… for a full turnkey replacement of both chillers
- Install five (5) owner-provided pumps and five (5) owner-provided VFDs for the primary and secondary CHW systems.

Mechanical Installation

- Disconnect piping to existing chillers, demo and dispose of offsite
- Install two (2) new owner-provided chillers (owner-provided, not included in this proposal)
- Fabricate and install CHW piping including temperature gauges, thermometers and controls wells
- Fabricate and install CHW piping temporary taps, flanges, valves, and blind flanges
- Fill and vent piping and leak check
- Insulate new piping with foam glass insulation (aluminum metal jacket)
- Trane Factory Start up included
- Install five (5) owner-provided pumps and five (5) owner-provided VFDs for the primary and secondary CHW systems.
- Remove job-generated debris from site
- Mechanical permit and permit fees included

Electrical Installation

- Disconnect electrical power from existing chillers and make safe for removal.
- Replace breakers and/or conductors if needed to power new chillers
- Provide and install new surge protection and power filtering devices for two (2) chillers
- Connect power to new chillers
- Ensure proper rotation
- Wire power to five (5) owner-provided pumps and five (5) owner-provided VFDs for the primary and secondary CHW systems
- Electrical permit and permit fees included

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Building Automation System Scope

- Disconnect existing control wiring from existing chillers and pumps and save for reuse.
- Reconnect controls wiring to new chillers and pumps and land appropriate wiring for start/stop and status control
- Ensure proper controls communications and operation
- All existing controllers, sensors, cabinets, conduit, wiring, etc… will be reused

Proposal Notes/ Clarifications

- **Payment and Performance Bond is included**
- **This proposal does not include temporary HVAC or chilled water generation**
- This proposal does not include water treatment
- Price is valid for 30 Days
- 25% of the contract amount will be billed at the beginning of the job for equipment release and mobilization.
- Please expect progress billings for projects lasting more than one month.
- This proposal does not include engineering or engineered plans
- All work to be performed during normal business hours (8am to 5pm, M-F, non-holidays)
- Proposal does not include "Premium Time" or Price Contingency therefor
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
- 1-year workmanship warranty on all installed materials is included
- Asbestos or hazardous material abatement removal shall be performed by customer
- This proposal does not include anything NOT mentioned in the scope above

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Pricing and Acceptance

Clay County School Board
814 Walnut St
Green Cove Springs, FL 32043-3204
Attn: Jeff Marks

Site Address:
Plantation Oaks Elementary School
150 Plantation Oaks Blvd
Orange Park, FL 32065

Price

Total Net Price …….....…….. $ 355,684.00

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

Financial items not included

- Bid Bond
- Guarantee of any energy, operational, or other savings
- Demurrage or Storage Charges
- Participation in OCIP or CCIP Insurance Programs

Respectfully submitted,

Boone Lewis

Trane U.S. Inc.
Cell Phone (904) 402-4918
Boone.lewis@tranetechnologies.com

ACCEPTANCE

This proposal is prepared in compliance with the CCSB Contract - 2023 Chiller Services-County Wide 23-MA-326. Addendum A CCSB District purchase order terms and conditional apply.

We value the confidence you have placed in Trane and look forward to working with you.

Proposal Date: August 17, 2026	Submitted By: Boone Lewis Cell: (904) 402-4918
CUSTOMER ACCEPTANCE Clay County School Board	**TRANE ACCEPTANCE** Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date

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TERMS AND CONDITIONS – COMMERCIAL INSTALLATION

"Company" shall mean Trane U.S. Inc. for Work performed in the United States or Trane Canada ULC for Work performed in Canada.

1. Acceptance; Agreement. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax-exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Within thirty (30) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Work are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of goods. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If such release is not received within 6 months after date of order receipt, Company reserves the right to cancel any order. If shipment is delayed due to Customer's actions, Company may also charge Customer storage fees. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased.

5. Exclusions from Work. Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.

6. Performance. Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.

7. Payment. Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.

8. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

9. Access. Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.

10. Completion. Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

11. Permits and Governmental Fees. Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

12. Utilities During Construction. Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

13. Concealed or Unknown Conditions. In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

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14. Pre-Existing Conditions. Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

15. Asbestos and Hazardous Materials. Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead)

18. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

19. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, INCLUDING CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

20. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUCING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANT LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

21. Patent Indemnity. Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

22. Limited Warranty. Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up**. Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)" are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY .OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH**

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CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLDGES AND AGREES THERETO.

23. Insurance. Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	$2,000,000 per occurrence
Automobile Liability	$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

24. Commencement of Statutory Limitation Period. Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

25. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

26. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

27. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

28. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

29. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

30. Building Automation Systems and Network Security. Customer and Trane acknowledge that Building Automation System (BAS) and connected networks security requires Customer and Trane to maintain certain cybersecurity obligations. Customer acknowledges that upon completion of installation and configuration of the BAS, the Customer maintains ownership of the BAS and the connected network equipment. Except for any applicable warranty obligations, Customer is solely responsible for the maintenance and security of the BAS and related networks and systems. In the event there is a service agreement between Trane and Customer, Trane will provide the services as set forth in the service agreement.

In order to maintain a minimum level of security for the BAS, associated networks, network equipment and systems, Customer's cybersecurity responsibilities include without limitation:

1. Ensure that the BAS, networks, and network equipment are physically secure and not accessible to unauthorized personnel.

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2. Ensure the BAS remains behind a secure firewall and properly segmented from all other customer networks and systems, especially those with sensitive information.
3. Keep all Inbound ports closed to any IP Addresses in the BAS.
4. Remove all forwarded inbound ports and IP Addresses to the BAS.
5. Maintain user login credentials and unique passwords, including the use of strong passwords and the removal of access for users who no longer require access.
6. Where remote access is desired, utilize a secure method such as Trane Connect Secure Remote Access or your own VPN.
7. For any Trane services requiring remote data transfer and/or remote user access, configure the BAS and related firewall(s) per instructions provided by Trane. This typically includes configuring Port 443 and associated firewall(s) for Outbound only.
8. Perform regular system maintenance to ensure that your BAS is properly secured, including regular software updates to your BAS and related network equipment (i.e., firewalls).

Any and all claims, actions, losses, expenses, costs, damages, or liabilities of any nature due to Customer's failure to maintain BAS security responsibilities and/or industry standards for cybersecurity are the sole responsibility of the Customer.

1-26.251-10(0325)
Supersedes 1-26.251-10(0225)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

   "Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

   "Equipment" shall have the meaning set forth in the Agreement.

   "HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

   "Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

   "Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
   a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
   b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
   c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
   d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
   e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

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3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following

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(i) Data backups; and
(ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 10/30/23

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: _____10/30/23_____

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative: _____

Print Name of Authorized Representative: Joe Follenweider

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: Trane U.S. Inc

Joe Follenweider
Printed Name

General Sales Manager
Title of Authorized Representative

Signature: _____

Date: 10/30/23

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Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

10/30/23
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

10/30/23
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

_____ Signature

Trane U.S. Inc. Company Name

Proposal

Proposal is valid for 30 days.
Customer must obtain credit approval and release order to production within 60 days of proposal date.

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED

Prepared For: Clay County School Board
Attn: Jeff Marks

Job Name:
CCSB Plantation Oaks ES Chiller Replacement

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

Date: August 17, 2026

Proposal Number: 8331789-1
Opportunity ID: 8331789

Payment Terms: Net 30 Days

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Tag Data - RTAF (Qty: 2)

Item	Tag(s)	Qty	Description	Model Number
A1	CH-1, CH-2	2	115-500 Ton Air-Cooled Sintesis	RTAF200EU**HXUA1N21X2HHCCCV1HBXBXXX

Product Data - RTAF
Item: A1 Qty: 2 Tag(s): RTAF-1, RTAF-1-1

RTAF Air-Cooled Screw Chiller
Unit Startup by Trane (required for warranty)
200 Nominal Tons
460V/60Hz/3 Phase
High Efficiency
UL Listed to US and Canadian Safety Std
ASME Pressure Vessel Code
Refrigerant Charge R-513A
AHRI Certified
ASHRAE 90.1 all versions up to 2022
Standard Cooling - 2 Pass Evaporator
Flow Switch Water - 35 cm/s
Evaporator Only Insulation for High Humidity/Low Evap Temp 1.25"
High Ambient
Coated Long Life Alloy Aluminum Coil
Variable Speed Fans
Oil Cooler
Variable Speed Compressors
Single Point Unit Power Connection
Circuit Breaker-High Fault Rated Panel
High Amp Short Circuit Rating
BACnet Interface
Architectural Louvered Panels
Elastomeric Isolators
10-year Parts, Labor, and Refrigerant Warranty

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Tag Data – Primary CHW Pumps (Qty: 3)

Item	Tag(s)	Qty
B1	PCHWP-1 ~ 3	3

Product Data – Primary CHW Pumps (Qty: 3)

7.5 HP Base Mounted, End Suction Pump
Premium ODP Motor
203/460V /3ph /60 Hz
Suction Diffuser

Tag Data – Secondary CHW Pumps (Qty: 2)

Item	Tag(s)	Qty
C1	SCHWP-1 ~ 2	2

Product Data – Secondary CHW Pumps (Qty: 2)

25 HP Base Mounted, End Suction Pump
Premium ODP Motor
203/460V /3ph /60 Hz
Suction Diffuser

Tag Data – Primary CHW Pump VFDs (Qty: 3)

Item	Tag(s)	Qty
D1	PCHWP VFD 1 ~ 3	3

Product Data – Primary CHW Pump VFDs

7.5HP
460V / 3ph / 60Hz
NEMA 12 with disconnect, bypass, and 100kA SCCR
BACnet Communications

Tag Data – Secondary CHW Pump VFDs (Qty: 2)

Item	Tag(s)	Qty
E1	SCHWP VFD 1 ~ 2	2

Product Data – Primary CHW Pump VFDs

25HP
460V / 3ph / 60Hz
NEMA 12 with disconnect, bypass, and 100kA SCCR
BACnet Communications

Notes and Exclusions:

- All freight in the continental 48 US States is included
- Disconnect switches and circuit breakers are not included unless otherwise noted
- Thermostats, controls, and fire/smoke devices are not by Trane
- Installation warranty by Contractor
- Startup checklist required before Trane starts machine(s)
    - Startup by Trane required to honor warranties
- Please confirm voltage/phase before releasing orders
- (Fld) = Furnished by Trane, field installed by Contractor
- Controls tie-in excluded unless noted above
- Any item not mentioned above is excluded

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Pricing and Acceptance

Attn: Jeff Marks
School Board of Clay County
814 Walnut St
Green Cove Springs, FL 32043-3204

Site Address:
4150 Plantation Oaks Blvd
Orange Park, FL 32065

Equipment Price *(excluding tax)* ..... $ 673,984.00
Tax ..... $ 40,514.04
Total Net Price ..... $ 714,498.04

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

ACCEPTANCE
This proposal is prepared in compliance with the CCSB Contract - 2023 Chiller Services-County Wide 23-MA-326. Addendum A CCSB District purchase order terms and conditional apply.

Sincerely,

Boone Lewis, Account Manager
Trane U.S. Inc.
8332 Cypress Plaza Drive
Jacksonville, FL 32256
E-mail: boone.lewis@tranetechnologies.com
Office Phone: (904) 363-6088
Cell: (904) 402-4918

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Submitted By: Boone Lewis	Phone: (904) 402-4918 Proposal Date: August 17, 2026
CUSTOMER ACCEPTANCE School Board of Clay County	**TRANE ACCEPTANCE** Trane U.S. Inc.
Authorized Representative	Authorized Representative
Printed Name	Printed Name
Title	Title
Purchase Order Acceptance Date:	Signature Date License Number: CM-C1249843

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TERMS AND CONDITIONS - COMMERCIAL EQUIPMENT

"Company" shall mean Trane U.S. Inc. for sales in the United States and Trane Canada ULC for sales in Canada.

1. Acceptance. These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the sale of the described commercial equipment and any ancillary services (the "Equipment"). **COMPANY'S TERMS AND CONDITIONS AND EQUIPMENT PRICES ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT**. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 15 days from the date of the Proposal. Prices in the Proposal are subject to change at any time upon notice to Customer. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Equipment in accordance with the Proposal and the Company's terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Notwithstanding anything to the contrary herein, Customer's acceptance of the Equipment will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability.

2. Connected Services and Company Provided Telematics Connectivity. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms. Certain Equipment may include, or be installed together with, Company provided Telematics Devices that provide remote connectivity and the Connected Services Terms set forth the terms and conditions applicable to the Telematics Devices and connectivity, including opt-out provisions. If Customer provides or transfers the Equipment to another party, Customer shall ensure that such party is informed in writing of the presence of any Telematics Devices and the applicability of the Connected Services Terms.

3. Title and Risk of Loss. All Equipment sales with destinations to Canada or the U.S. shall be made as follows: FOB Company's U.S. manufacturing facility or warehouse (full freight allowed). Title and risk of loss or damage to Equipment will pass to Customer upon tender of delivery of such to carrier at Company's U.S. manufacturing facility or warehouse.

4. Pricing and Taxes. Within forty-five (45) days following Customer acceptance of the Proposal without addition of any other terms and conditions of sale or any modification, Customer shall provide notification of release for immediate production at Company's factory. Prices for Equipment are subject to change at any time prior to shipment to reflect any cost increases related to the manufacture, supply, and shipping of Equipment. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control. If shipment is delayed due to Customer's actions, Company may also charge Customer with storage fees. If a release is not received within 6 months following order acceptance, Company reserves the right to cancel any order. Company shall be entitled to equitable adjustments in the contract price to reflect any cost increases as set forth above and will provide notice to Customer prior to the date for which the increased price is to be in effect for the applicable customer contract. In no event will prices be decreased. The price of Equipment does not include any present or future foreign, federal, state, or local property, license, privilege, sales, use, excise, value added, gross receipts or other like taxes or assessments. Such amounts will be itemized separately to Customer, who will make prompt payment to Company. Company will accept valid exemption documentation for such taxes and assessments from Customer, if applicable. All prices include packaging in accordance with Company's standard procedures. Charges for special packaging, crating, or packing are the responsibility of Customer.

5. Delivery and Delays. Delivery dates are approximate and not guaranteed. Company will use commercially reasonable efforts to deliver the Equipment on or before the estimated delivery date, will notify Customer if the estimated delivery dates cannot be honored, and will deliver the Equipment and services as soon as practicable thereafter. In no event will Company be liable for any damages or expenses caused by delays in delivery.

6. Performance. Company shall be obligated to furnish only the Equipment described in the Proposal and in submittal data (if such data is issued in connection with the order). Company may rely on the acceptance of the Proposal and submittal data as acceptance of the suitability of the Equipment for the particular project or location. Unless specifically stated in the Proposal, compliance with any local building codes or other laws or regulations relating to specifications or the location, use or operation of the Equipment is the sole responsibility of Customer. If Equipment is tendered that does not fully comply with the provisions of this Agreement and Equipment is rejected by Customer, Company will have the right to cure within a reasonable time after notice thereof by substituting a conforming tender whether or not the time for performance has passed.

7. Force Majeure. Company's duty to perform under this Agreement and the Equipment prices are contingent upon the non-occurrence of an Event of Force Majeure. If the Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid); and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

8. Limited Warranty. Company warrants the Equipment manufactured by Company for a period of the lesser of 12 months from initial start-up or 18 months from date of shipment, whichever is less, against failure due to defects in material and manufacture and that it has the capacities and ratings set forth in Company's catalogs and bulletins ("Warranty"). **Equipment manufactured by Company that includes required start-up and sold in North America will not be warranted by Company unless Company performs the Equipment startup**. Exclusions from this Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; modifications made by others to the Equipment; repairs or alterations by a party other than Company that adversely affects the stability or reliability of the Equipment; vandalism; neglect; accident; adverse weather or environmental conditions; abuse or improper use; improper installation; commissioning by a party other than Company; unusual physical or electrical or mechanical stress; operation with any accessory, equipment or part not specifically approved by Company; refrigerant not supplied by Company; and/or lack of proper maintenance as recommended by Company. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Company's obligations and liabilities under this Warranty are limited to furnishing replacement equipment or parts, at its option, FCA (Incoterms 2000) factory or warehouse (f.o.b. factory or warehouse for US domestic purposes) at Company-designated shipping point, freight-allowed to Company's warranty agent's stock location, for all non-conforming Company-manufactured Equipment (which have been returned by Customer to Company). Returns must have prior written approval by Company and are subject to restocking charge where applicable. Equipment, material, and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING., ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.** No warranty liability whatsoever shall attach to Company until Customer's complete order has been paid for in full and Company's liability under this Warranty shall be limited to the purchase price of the Equipment shown to be defective. Additional warranty protection is available on an extra-cost basis and must be in writing and agreed to by an authorized signatory of the Company. **EXCEPT FOR COMPANY'S WARRANTY EXPRESSLY SET FORTH HEREIN, COMPANY DOES NOT MAKE, AND HEREBY EXPRESSLY DISCLAIMS, ANY WARRANTIES, EXPRESS OR IMPLIED CONCERNING ITS PRODUCTS, EQUIPMENT OR SERVICES, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF DESIGN, MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR OTHERS THAT ARE ALLEGED TO ARISE FROM COURSE OF DEALING OR TRADE.**

9. Indemnity. To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both

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at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

10. Insurance. Upon request, Company will furnish evidence of its standard insurance coverage. If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive any rights of subrogation.

11. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement, require payment prior to shipping, or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Equipment furnished and all damages sustained by Company (including lost profit and overhead).

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, LIQUIDATED, INDIRECT CONSEQUENTIAL, PUNITIVE, EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS), OR CONTAMINANTS LIABILITIES, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT, NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY. In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services, and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments**. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION, OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION, MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Nuclear Liability. In the event that the Equipment sold hereunder is to be used in a nuclear facility, Customer will, prior to such use, arrange for insurance or governmental indemnity protecting Company against all liability and hereby releases and agrees to indemnify Company and its suppliers for any nuclear damage, including loss of use, in any manner arising out of a nuclear incident, whether alleged to be due, in whole or in part to the negligence or otherwise of Company or its suppliers.

15. Intellectual Property; Patent Indemnity. Company retains all ownership, license and other rights to all patents, trademarks, copyrights, trade secrets, and other intellectual property rights related to the Equipment, and, except for the right to use the Equipment sold, Customer obtains no rights to use any such intellectual property. Company agrees to defend any suit or proceeding brought against Customer so far as such suit or proceeding is solely based upon a claim that the use of the Equipment provided by Company constitutes infringement of any patent of the United States of America, provided Company is promptly notified in writing and given authority, information and assistance for defense of same. Company will, at its option, procure for Customer the right to continue to use said Equipment, or modify it so that it becomes non-infringing, or replace same with non-infringing Equipment, or to remove said Equipment and to refund the purchase price. The foregoing will not be construed to include any Agreement by Company to accept any liability whatsoever in respect to patents for inventions including more than the Equipment furnished hereunder, or in respect of patents for methods and processes to be carried out with the aid of said Equipment. The provision of Equipment by Company does not convey any license, by implication, estoppel, or otherwise, under patent claims covering combinations of said Equipment with other devices or elements. The foregoing states the entire liability of Company with regard to patent infringement. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

16. Cancellation. Equipment is specially manufactured in response to orders. An order placed with and accepted by Company cannot be delayed, canceled, suspended, or extended except with Company's written consent and upon written terms accepted by Company that will reimburse Company for and indemnify Company against loss and provide Company with a reasonable profit for its materials, time, labor, services, use of facilities and otherwise. Customer will be obligated to accept any Equipment shipped, tendered for delivery or delivered by Company pursuant to the order prior to any agreed delay, cancellation, suspension or extension of the order. Any attempt by Customer to unilaterally revoke, delay or suspend acceptance for any reason whatever after it has agreed to delivery of or accepted any shipment shall constitute a breach of this Agreement. For purposes of this paragraph, acceptance occurs by any waiver of inspection, use or possession of Equipment, payment of the invoice, or any indication of exclusive control exercised by Customer.

17. Invoicing and Payment. Unless otherwise agreed to in writing by Company, equipment shall be invoiced to Customer upon tender of delivery thereof to the carrier. Customer shall pay Company's invoices within net 30 days of shipment date. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Company may at any time decline to ship, make delivery, or perform work except upon receipt of cash payment, letter of credit, or security, or upon other terms and conditions satisfactory to Company. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all Equipment to secure payment in full of all amounts due Company and its order for the Equipment, together with these terms and conditions, form a security agreement (as defined by the UCC in the United States and as defined in the Personal Property Security Act in Canada). Customer shall keep the Equipment free of all taxes and encumbrances, shall not remove the Equipment from its original installation point, and shall not assign or transfer any interest in the Equipment until all payments due Company have been made. The purchase money security interest granted herein attaches upon Company's acceptance of Customer's order and on receipt of the Equipment described in the accepted Proposal but prior to its installation. The parties have no agreement to postpone the time for attachment unless specifically noted in writing on the accepted order. Customer will have no rights of set off against any amounts, which become payable to Company under this Agreement or otherwise.

18. Claims. Company will consider claims for concealed shortages in shipments or rejections due to failure to conform to an order only if such claims or rejections are made in writing within 15 days of delivery and are accompanied by the packing list and, if applicable, the reasons in detail why the Equipment does not conform to Customer's order. Upon receiving authorization and shipping instructions from authorized personnel of Company, Customer may return rejected Equipment, transportation charges prepaid, for replacement. Company may charge Customer any costs resulting from the testing, handling, and disposition of any Equipment returned by Customer which are not found by Company to be nonconforming. All Equipment damaged during shipment and all claims relating thereto must be made with the freight carrier in accordance with such carrier's policies and procedures. Claims for Equipment damaged during shipment are not covered under the warranty provision stated herein.

19. Export Laws. The obligation of Company to supply Equipment under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules, and regulations. Customer understands that Company and/or the Equipment are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer. Furthermore, the Customer acknowledges that the Company's Equipment are subject to export control and sanction laws and regulations, including but not limited to the U.S. Export Administration Regulations (EAR) (15 CFR 730-774) and the Foreign Asset Control Regulations (31 CFR 500) ("laws and regulations"). The Customer agrees to comply with all such laws and regulations. The Customer will not use or divert the Equipment for any prohibited end-uses, such as the proliferation of weapons of mass destruction. The Customer also agrees not to re-export or transfer the Equipment in violation of export control laws.

20. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state of New York for Equipment shipped to a U.S. location and the laws of the province to which Equipment is shipped within Canada, without regard to its conflict of law principles that might otherwise call for the application of a different state's or province's law, and not including the United Nations Convention on Contracts for the International Sale of Goods. To the extent the Equipment is being used at a site owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all

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previous understandings, commitments, or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified, or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title, or interest herein, without the written consent of the Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

21. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

22. U.S. Government Work.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that Equipment ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1).

The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow-down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the sale of the Equipment is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct, and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

23. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-4 (0326)
Supersedes 1-26.130-4(0225)

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SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.

2. HVAC Machine Data; Access to Customer Extranet and Third-Party Systems. If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
    a. Accounts. Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
    b. Systems. Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
    c. Restrictions. Unless otherwise approved by Customer in writing, Trane will not download, mirror, or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices, or servers.
    d. Account Termination. Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
    e. Third-Party Systems. Trane will provide Customer prior notice before it uses any third-party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third-party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.

4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "***Laws***").

5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("***Information Security Program***"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification, or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.

6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.

7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.

8. Information Security Contact. Trane's information security contact is Local Sales Office.

9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems, and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.

10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.

11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

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12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.

13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.

14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e., fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following:
    (i) Data backups; and
    (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.

16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.

17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

March 2026
Supersedes November 2023v2

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

6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the best practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.

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7. Method of Payment (if applicable): Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
   a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
   b. Services and/or Products, as authorized and approved by SBCC, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs)* / Flat Rate (*cost for scope of work)* / etc.
   c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable the SBCC policies.
   d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
   e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.

8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if it is determined by the SBCC that the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.

9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.

10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.

11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.

13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.

14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.

15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.

16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.

17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.

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18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to Clay County District Schools website for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

    Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.

20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.

21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

General Liability Policy:	Auto Liability Policy:	Worker's Compensation Policy:
$1,000,000.00 per occurrence	$1,000,000.00 combined single limit	$100,000
$2,000,000.00 aggregate	$5,000,000.00 (if charter or common carrier)	**Exempt, need signed WCAF*

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1 .*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC." CONTRACTOR* is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

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22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.

23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall either destroy or return to the SBCC all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.

24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
    a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
    b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
    c. Ensure that all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
    d. Upon completion of its obligations under the Agreement, transfer to the SBCC, at no cost, all Agreement Data in CONTRACTOR's possession or otherwise keep and maintain such data/records as required by law. All records transmitted to the SBCC must be provided in a format that is compatible the SBCC's information technology systems.
    e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.07(5)(a)2 and 3, Florida Statutes):
        a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.07(5)(a)6]
        b) 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]

    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: _____

School/Department Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY	**CONTRACTOR**
By: _____	By: _____
Print Name: _____	Print Name: Joe Follenweider
Title: _____	Title: General Sales Manager
Date: _____	Date: 10/30/23

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NOTIFICATION DOCUMENT

Waiver Requires Signature At Time Of Entrance On SBCC Property

Masks are Mandatory and a signed COVID-19 Waiver will be required by all Vendors, Visitors, Volunteers, Non-Employees, ETC. conducting business on our property.

COVID-19 WAIVER

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

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

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

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

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

_____ _____

Participant/Vendor/Volunteer/Parent Signature Date

_____

Printed Name

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

_____ _____

_____ _____

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Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor ("Contractor") represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the "Board" or "District"), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an "Employee" as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor's election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contactor had an opportunity to review and consult with legal counsel regarding this document.
10. Contactor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

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Name of Contractor/Vendor: Trane U.S. Inc.

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: Joe Follenweider

Title of Authorized Representative: General Sales Manager

Date: 10/30/23

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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CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, ort voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

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EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Vendor's Name: Trane U.S. Inc

Signature of Authorized Representative: _____

Print Name of Authorized Representative: Joe Follenweider

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: Trane U.S. Inc

Joe Follenweider
Printed Name

General Sales Manager
Title of Authorized Representative

Signature: _____

Date: 10/30/23

DRAFT

Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Fla. Stat., as follows:

IDENTICAL TIE BIDS – A bid or contract received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors has a drug-free workplace program. To obtain such preference, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction or plea of guilty or no contest to any violation of Chapter 893 or of any controlled substance laws of the United States or the State of Florida, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
(Title)

10/30/23
(Date)

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Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF CLAY)

My name is (*INSERT NAME* Joe Follenweider). 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* Trane U.S. 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* Trane U.S. 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 stated shall be treated as intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Trane U.S. Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Joe Follenweider
(Printed Name)

(Signature)

General Sales Manager
_ (Title)

10/30/23
(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.

Bidder must disclose in its Bid, the names of any employees who are employed by Bidder 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 Bidder's Employee	SBCC Title or Position of Bidder's Employee	SBCC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Check one of the following and sign:

☒ I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBCC.

☐ I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBCC have been identified above.

_____ Signature

Trane U.S. Inc. Company Name

October 1, 2026 - Regular School Board Meeting

Title

C22 - Fire Main Construction Completion Documents - Ridgeview Elementary Fire Alarm Repair/Replacement Project

Description

To comply with fire code, two new fire hydrants were installed at Ridgeview Elementary School. This installation requires extending a new fire water main. The construction is now complete, and three documents are required to be signed.
1. Certificate of Construction Completion – Certifies that the construction was completed correctly.
2. Bill of Sale of Utility System – Sale of the Ridgeview Elementary School Fire Main Connection to Clay County Utility Authority for Fire Protection.
3. Developer Assignment of Warranty – Assigns the contractor's warranty to the Clay County Utility Authority for its use during the warranty period.

Gap Analysis

If no action is taken, the project will not be able to be completed.

Previous Outcomes

The School Board has approved similar construction completion documents with the Clay County Utility Authority in the past.

Expected Outcomes

It is expected that the School Board will approve these documents for the Fire Main Construction Completion Documents - Ridgeview Elementary Fire Alarm Repair/Replacement 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

Approve the required Fire Main Construction Completion Documents - Ridgeview Elementary Fire Alarm Repair/Replacement Project.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904)336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director of Facility Planning & Construction, (904)336-6852, lance.addison@myoneclay.net

Paul Bement, Supervisor of Planning and Intergovernmental Relations, (904)336-6829, paul.bement@myoneclay.net

Financial Impact

None

Review Comments

Attachments

270008 RVE Fire Bundle CONTRACT REVIEW FORM.pdf

DRAFT

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract #_____
Number Assigned by Purchasing Dept.

CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

☐ Must Have Board Approval over $100,000.00

Date Submitted:

Name of Contract Initiator: Telephone #:

School/Dept Submitting Contract: Cost Center #

Vendor Name:

Contract Title:

Contract Type: New ☐ Renewal ☐ Amendment ☐ Extension ☐ Previous Year Contract # 260044

Contract Term: Renewal Option(s):

Contract Cost:

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

Funding Source: Budget Line #_____

Funding Source: Budget Line #_____

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

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

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

_____ Completed Contract Review Form

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

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

This Statement MUST BE included in the body of the Contract:

"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

_____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = $1,000,000 Each Occurrence & $2,000,000 General Aggregate.

Auto Liability = $1,000,000 Combined Single Limit ($5,000,000 for Charter Buses).

Workers' Compensation = $100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

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

_____ COVID-19 Waiver (If Applicable)

_____ Release and Hold Harmless (If Applicable)

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

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date	_____ _____ _____
School Board Attorney Review Date	_____ _____ _____
Other Dept. as Necessary Review Date	_____ _____
PENDING STATUS: ☐YES ☐NO	**IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**
FINAL STATUS	DATE:_____

DRAFT

CERTIFICATE OF CONSTRUCTION COMPLETION

PROJECT: **Ridgeview Elementary School Fire Main Connection for Fire Protection**

OWNER'S AFFIDAVIT

I CERTIFY that the work under the above named project, including all appurtenances thereto, has been satisfactorily completed; that all charges or bills for labor or services performed or materials furnished, and other charges against the subcontractors, have been paid in full and in accordance with the terms of the contract; that no liens have attached against the property and improvements of owner; that no notice of intention to claim liens is outstanding; that no suits are pending by reason of work on the project under the contract; that all Worker's Compensation claims have been settled, and that no public liability claims have been settled and that no public liability claims are pending.

Affidavit is made for the purpose of inducing the Clay County Utility Authority to accept said construction for ownership.

SCHOOL BOARD:

SCHOOL BOARD OF CLAY COUNTY,
a political subdivision of the State of Florida

By:_____(Seal)

Erin Skipper, Board Chair

STATE OF _____

COUNTY OF_____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 1st day of October 2026, by **ERIN SKIPPER** as **BOARD CHAIR** of **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,** a political subdivision of the State of Florida, who is personally known to me or has produced _____, as identification.

_____

Print Name: _____
Notary Public
State of _____at Large
My Commission Expires:

DRAFT

BILL OF SALE OF UTILITY SYSTEM

KNOW ALL MEN BY THESE PRESENTS that **SCHOOL BOARD OF CLAY COUNTY,** a political subdivision of the State of Florida, (hereinafter "Seller") for the sum of TEN DOLLARS ($10.00) and other good and valuable considerations paid by **CLAY COUNTY UTILITY AUTHORITY**, (hereinafter "Purchaser"), the receipt of which is hereby acknowledged, that effective this 7th day of August, 2026 **(Date of Final Inspection)**, has granted, bargained, sold, transferred, set over and delivered, and by these presents does grant, bargain, sell, transfer, set over and deliver, unto the Purchaser, its successors and assigns, the water and wastewater installations, which are to be owned and maintained by Purchaser, per Developer Agreement dated February 12, 2026, and identified by the plans for the Ridgeview Elementary School Fire Main Connection for Fire Protection, prepared by Alex Acree, P.E., (hereinafter "Utility system").

(1) All easements, licenses, rights-of-way and consents owned by Seller for the construction, operation and maintenance of the Utility System.

(2) All prints, plans, record drawings, as-built drawings, engineering reports, surveys, specifications, shop drawings, equipment manuals, and other information reasonably required by Purchaser for the operation of the Utility System.

(3) All warranties by third parties respecting the Utility System, including professional engineering warranties.

Seller, its successors and assigns, hereby covenants that it is the lawful owner of the above referenced property, that the above referenced property is free and clear of all liens and encumbrances and that it has good right to, and hereby does, sell the same to the Purchaser, and that it will warrant and defend the same against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the Seller has caused this document to be duly executed this 1st day of October, 2026.

SELLER:

SCHOOL BOARD OF CLAY COUNTY,
a political subdivision of the State of Florida

By: _____ (Seal)
Erin Skipper, Board Chair

STATE OF _____
COUNTY OF_____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 1st day of October, **2026**, by **ERIN SKIPPER** as **BOARD CHAIR** of **THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA,** a political subdivision of the State of Florida, who is personally known to me or has produced _____ , as identification.

_____
Print Name: _____
Notary Public
State of _____at Large
My Commission Expires:

DRAFT

DEVELOPER ASSIGNMENT OF WARRANTY

DEVELOPER hereby assigns the **CONTRACTOR'S WARRANTY** covering the **Ridgeview Elementary School Fire Main Connection for Fire Protection,** to the **CLAY COUNTY UTILITY AUTHORITY**, for its use during the Warranty period.

DEVELOPER and CLAY COUNTY UTILITY AUTHORITY, understand and agree that the assignment of this Warranty does not reduce or eliminate the Developer's responsibility for fire protection water installations during the warranty period for the **Ridgeview Elementary School Fire Main Connection for Fire Protection**

DEVELOPER:
SCHOOL BOARD OF CLAY COUNTY,
a political subdivision of the State of Florida

By:
_____ (Seal)
Erin Skipper, Board Chair

Date: October 1, 2026

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C23 - Schematic/Preliminary/Final (Phase I, II, & III) Plans and Specifications for Lakeside Junior High School Restroom Renovation (C-40-25/26)

Description

Each phase, or a combination of phases, is submitted to the School Board for review and approval. The plans have received staff review and are complete to the Schematic/Preliminary/Final (Phase I, II, & III).

Gap Analysis

N/A

Previous Outcomes

Individual departments have the opportunity to express needs during plan review in order to design a project that will meet user's expectations.

Expected Outcomes

Schematic, preliminary, and final plan review allows for participation from a variety of departments to ensure any program changes are incorporated into the design.

Strategic Plan Goal

Ensure fiscal responsibility through the effective management of district operations in an effort to maximize available resources necessary to provide an environment that is safe, efficient, and conducive to learning.

Recommendation

Approve Schematic/Preliminary/Final (Phase I, II, & III) plans and specifications for Lakeside Junior High School Restroom Renovation.

Contact

Bryce Ellis, Assistant Superintendent for Operations, (904) 336-6853, bryce.ellis@myoneclay.net

Lance Addison, Director for Facility Planning and Construction, (904) 336-6852, lance.addison@myoneclay.net.

Financial Impact

As budgeted in the Educational Facilities Plan. The architect's estimated construction cost is $250,000.00.

Review Comments

Attachments

DRAFT

October 1, 2026 - Regular School Board Meeting

Title

C24 - Final Completion of Doctor's Inlet Elementary School Fire Alarm Repair/Replacement (C-57-25/26)

Description

Establish final completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached final completion on August 14, 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 C-57-25_26 - Final Completion Form 26_27 - DIS FA R-R - 2026.08.14 (1).pdf

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School District of Clay County
Certificate of Final Completion

Having completed all requirements as outlined within the project specifications and drawings, I certify that the project listed below has reached final completion and has been constructed in accordance with said documents.

Project Title:	Fire Alarm Repair/Replacement
School:	Doctors Inlet Elementary School
CCDS Project Number:	C-57-25/26
OEFIS Project Number:	N/A
Project Architect:	MSA Professional Services, Inc.
Project Contractor:	T&M Electric of Clay County, LLC
Date of Final Completion:	August 14, 2026

Jerry Anderson
Signature: Contractor — Date : 9/10/2026

Signature: Architect/Engineer — Date: 9/9/2026

Signature: CCDS Project Manager — Date: 9/9/2026

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SSD-1-5013
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C25 - Substantial Completion of Rideout Elementary School Fire Alarm Repair/Replacement (C-76-25/26)

Description

Establish substantial completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached substantial completion on July 29, 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 C-76-2526 Substantial Completion Form 26_27 - ROE Fire Alarm R-R - 2026.07.29 (1).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:	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 Substantial Completion:	July 29, 2026

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Jerry Anderson
Signature: Contractor — Date: 8-4-2026

Signature: Architect/Engineer — Date: 8-4-2026

Signature: CCDS Project Manager — Date: 8-4-2026

SSD-1-5012
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C26 - Substantial Completion of Lakeside Junior High School HVAC & Roof Repair/Replacement (C-72-24/25)

Description

Establish substantial completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached substantial completion on July 30, 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 C-72-2425 Substantial Completion Form 26_27 - LJH HVAC_Roof - 2026.07.30_PBK.pdf

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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 & Roof Repair/Replacement
School:	Lakeside Junior High School
CCDS Project Number:	C-72-24/25
OEFIS Project Number:	N/A
Project Architect:	PBK Architects
Project Contractor:	Premier American Construction
Date of Substantial Completion:	July 30, 2026

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Date: 7/30/2026

Signature: Contractor

Digitally signed by Dattatraya Sonavadekar

Date: 7/30/2026

Signature: Architect/Engineer

Date: 7/30/2026

Signature: CCDS Project Manager

SSD-1-5012
E 04/21/2009

October 1, 2026 - Regular School Board Meeting

Title

C27 - Change Order #3 for Shadowlawn Elementary School Fire Alarm Repair/Replacement (C-61-25/26)

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 is for connecting the fire alarm to the existing Bi-Directional Amplifier (BDA) system in order to comply with radio frequency codes for Emergency Responder Radio Coverage (ERRC).

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

This change order will increase the contract amount by $3,952.45. Architect/Engineer fees, contracted at 8%, will increase by $316.20 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

RB C-61-2526 FA R-R CO#3 & Justification.pdf

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 3

CCDS PROJECT NAME: Shadowlawn Elementary School Fire Alarm Repair/Replacement
CCDS PROJECT NO: C-61-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated: April 2, 2026.

ORIGINAL CONTRACT AMOUNT: $ 410,485.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 269,343.64

Change(s) and reason(s) for this Change Order: Additional scope of work for monitoring of the existing BDA system.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is **September 15, 2026**. Final Completion date is **October 15, 2026**.

For these changes: **ADD to** the Contract, in accordance with the conditions of the Contract, the sum of: Three thousand nine hundred fifty-two dollars and forty-five cents.

CURRENT CONTRACT AMOUNT: $ 269,343.64
ADDITION TO CONTRACT: $ 3,952.45
DEDUCTION TO CONTRACT: $ 0.00
REVISED CONTRACT AMOUNT: $ 273,296.09

ARCHITECT / ENGINEER CERTIFICATION: In my considered professional opinion, as Project Architect/Engineer, the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature	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.

ACCEPTED:

Contractor Signature	Printed Name	Date
Jerry Anderson	Jerry Anderson	9-14-2026

CCDS PM Signature	Printed Name	Date
Robbie Bumpers	Robbie Bumpers	9/14/2026

APPROVED:

School Board Chair Signature	Printed Name	Date
	Erin Skipper	

REV:_____

DRAFT

SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 3

CCDS PROJECT NAME: Shadowlawn Elementary School – Fire Alarm Repair/Replacement

CCDS PROJECT NO: C-61-25/26

ADDITIONAL INFORMATION

1. COP #2 – Additional scope of work for monitoring of the existing BDA system.	**$ 3,952.45**
TOTAL CHANGE ORDER AMOUNT:	**$ 3,952.45**

COMMENTS: Zero (0) additional calendar days will be needed for this change order. The Substantial Completion date is September 15, 2026 and the Final Completion date is October 15, 2026.

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October 1, 2026 - Regular School Board Meeting

Title

C28 - Final Completion of Rideout Elementary School Classroom Addition (Site) (C-43-23/24)

Description

Establish final completion dates for audit purposes and as required by the State Requirements for Educational Facilities (SREF) and Florida Statutes. The project, as determined by the project manager and project architect/engineer, reached final completion on September 2, 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 C-43-23_24 - ROE Classroom Addition - Final Completion Form (1).pdf

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School District of Clay County
Certificate of Final Completion

Having completed all requirements as outlined within the project specifications and drawings, I certify that the project listed below has reached final completion and has been constructed in accordance with said documents.

Project Title:	Rideout Elementary School Classroom Addition (Site)
School:	Rideout Elementary School
CCDS Project Number:	C-43-23/24
OEFIS Project Number:	4934-1
Project Architect:	Bhide & Hall Architects, Inc.
Project Contractor:	Ajax Building Company, Inc.
Date of Final Completion:	September 2, 2026

Nicholas Story Digitally signed by Nicholas Story DN: CN=Nicholas Story, OU=Users 11, OU=Ajax, DC=edu, DC=com Date: 2026.09.09 08:51:28-04'00'

Signature: Contractor — Date : 9/9/2026

Signature: Architect/Engineer — Date: 9.10.26

Signature: Project Manager (CCDS) — Date: 9/10/2026

SSD-1-5013
E 04/21/2009

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October 1, 2026 - Regular School Board Meeting

Title

C29 - Change Order #4 for Fleming Island High School Fire Alarm Repair/Replacement (C-49-25/26)

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 is for connecting the fire alarm to the existing Bi-Directional Amplifier (BDA) system in order to comply with radio frequency codes for Emergency Responder Radio Coverage (ERRC).

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 $2,089.45. Architect/Engineer fees, contracted at 8%, will increase by $167.16 as a result of this change order. These funds are available and budgeted in the Educational Facilities Plan.

Review Comments

Attachments

C-49-2526 CO4 form & justification.pdf

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SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 4

CCDS PROJECT NAME: Fleming Island High School Fire Alarm Repair/Replacement
CCDS PROJECT NO: C-49-25/26

The Owner authorized the Contractor to make the following change(s) in the contract dated: March 5, 2026.

ORIGINAL CONTRACT AMOUNT: $ 1,175,820.00
REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): $ 917,308.09

Change(s) and reason(s) for this Change Order: Unforeseen additional scope of work due to the need to comply with BDA monitoring system requirements.

Additional Time needed for this Change Order is Zero (0) calendar days. Contract Substantial Completion date is **January 4, 2027**. Final Completion date is **February 3, 2027**.

For these changes: **Add to** the Contract, in accordance with the conditions of the Contract, the sum of: Two thousand eighty-nine dollars and forty-five cents.

CURRENT CONTRACT AMOUNT:	$ 917,308.09
ADDITION TO CONTRACT:	$ 2,089.45
DEDUCTION TO CONTRACT:	$ 0.00
REVISED CONTRACT AMOUNT:	$ 919,397.54

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.

ACCEPTED:

Contractor Signature	Printed Name	Date
Jerry Anderson	Jerry Anderson	9-14-2026

CCDS PM Signature	Printed Name	Date
Robbie Bumpers	Robbie Bumpers	9/14/2026

APPROVED:

School Board Chair Signature	Printed Name	Date
	Erin Skipper	

REV:_____

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SCHOOL BOARD OF CLAY COUNTY
CHANGE ORDER NO. 4

CCDS PROJECT NAME: Fleming Island High School – Fire Alarm Repair/Replacement

CCDS PROJECT NO: C-49-25/26

ADDITIONAL INFORMATION

1. COP #4 – Additional scope of work for monitoring of the existing BDA system.	**$ 2,089.45**
TOTAL CHANGE ORDER AMOUNT:	**$ 2,089.45**

COMMENTS: Zero (0) additional calendar days will be needed for this change order. The Substantial Completion date is January 4, 2027 and the Final Completion date is February 3, 2027.

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October 1, 2026 - Regular School Board Meeting

Title

C30 - Architect Contract Award - Classroom Addition for Lake Asbury Elementary School (C-42-23/24)

Description

According to School Board Policy, State Requirements for Educational Facilities, and Florida Statutes, an architect is required to be appointed for this project. FLDOE encourages the reuse of existing plans where appropriate as a cost-saving measure. Florida Statutes and State Board Rules allow an appointment to an architectural firm on a reuse basis as long as the original project design being reused was advertised accordingly:

Florida Statute 287.055 (10) REUSE OF EXISTING PLANS.—Notwithstanding any other provision of this section, there shall be no public notice requirement or utilization of the selection process as provided in this section for projects in which the agency is able to reuse existing plans from a prior project of the agency, or, in the case of a board as defined in s. 1013.01, a prior project of that or any other board. Except for plans of a board as defined in s. 1013.01, public notice for any plans that are intended to be reused at some future time must contain a statement that provides that the plans are subject to reuse in accordance with the provisions of this subsection.

This is a reuse with modification of the Plans and Specifications of a Building Addition Prototype that has been competitively advertised, awarded, and/or used for prior district classroom and building additions.

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

The reuse of plans and specifications have been approved in the past.

Expected Outcomes

Upon approval by the Board, we expect the awarded architectural firm to provide quality design services for the Lake Asbury Elementary School Classroom Addition project per contract.

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 the firm, Paul Stresing Associates, Inc., at a fee of 4.75% of the construction cost for the Lake Asbury Elementary School Classroom Addition.

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

All funding necessary for the Architectural fees resulting from this contract is budgeted in the Board Approved Educational Facilities Work Plan. The estimated construction cost is $18,000,000.00.

Review Comments

Attachments

- Lake Asbury-Fee Proposal & Agreement.pdf

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AGREEMENT
BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA
AND
ARCHITECT/ENGINEER

THIS AGREEMENT made this **1st** day of **October** in the year **2026** between the SCHOOL BOARD OF CLAY COUNTY, FLORIDA, hereinafter called the OWNER, and **Paul Stresing Associates, Inc., 14617 Main Street, Alachua, Florida 32615** hereinafter called the ARCHITECT/ENGINEER,

That WHEREAS OWNER intends to **reuse plans and specifications, bid, and provide construction administration / inspections for Classroom Addition Project at Lake Asbury Elementary School** hereinafter called the PROJECT, and

WHEREAS the ARCHITECT/ENGINEER affirms he/she 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 ARCHITECT/ENGINEER for the consideration of provisions, mutual promises, covenants and conditions hereinafter set forth or recited, agree as follows:

I. The ARCHITECT/ENGINEER agrees to perform, for the above named project, professional services as herein set forth and in accordance with the GENERAL TERMS AND CONDITIONS of this AGREEMENT.

II. THE OWNER agrees to compensate the ARCHITECT/ENGINEER for professional services rendered in accordance with the GENERAL TERMS AND CONDITIONS of this AGREEMENT as follows:

A. Fees for Basic Services as set forth in the GENERAL TERMS AND CONDITIONS OF THIS AGREEMENT shall be based on: **4.75% of construction cost.**

B. Period of Service: The ARCHITECT/ENGINEER shall commence work on the date of this contract and shall complete the Schematic/Preliminary Design Phases prior to **October 5, 2026** and the Final Design Phase prior to **November 16, 2026**. The time schedules for each Phase will be mutually agreed to and attached to this contract.

C. For the ARCHITECT/ENGINEER'S Additional Services (as described in the GENERAL TERMS AND CONDITIONS), a fee computed as described below. Consideration for payment must include a time log documenting the hours per individual and indicate the task involved.

1. Principal's time for the Architect/Engineer and the Architect/Engineer's consultants shall be at a fixed rate not to exceed one hundred sixty dollars ($160.00) per hour. For the purpose of this Agreement, the Principals are limited to one (1) person from the Architect/Engineer and one (1) person from each of the Architect/Engineer's consultants. The principals are identified as follows: **Paul Stresing with Paul Stresing Associates, Inc. and David Martin with Kasper Architecture & Development, Inc.**

2. Employees' time computed at a multiple of two and one-half (2-1/2) times the direct payroll cost for the particular employee. (Not to exceed $120.00 per hour.)

D. For Travel beyond the confines of Clay County, performed at the request of and for the sole benefit of the OWNER, and not otherwise required in performing the services contracted for, the OWNER shall reimburse the ARCHITECT/ENGINEER for travel and per diem in accordance with the allowance authorized for employees of THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA, at the time travel is performed.

III. The ARCHITECT/ENGINEER certifies that his/her wage rates, unit costs and other factual data which may have been furnished to the OWNER to support the compensation are accurate, complete, and current at the time of entering into this Agreement. It is also mutually understood between the ARCHITECT/ENGINEER and the OWNER that the original fee and any additions thereto shall be adjusted within one year following the end of this Agreement to exclude any significant sums wherein the OWNER determines the fee was increased due to inaccurate, incomplete or non-current wage rates, unit costs and other factual data which may have been furnished by the ARCHITECT/ENGINEER.

IV. The ARCHITECT/ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ARCHITECT/ENGINEER, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the ARCHITECT/ENGINEER, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

V. The ARCHITECT/ENGINEER and OWNER agree that the GENERAL TERMS AND CONDITIONS of the AGREEMENT, pages four through eighteen, revised June 30, 2019, are hereby made a part of this Agreement as is included herein.

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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: _____
BOARD CHAIR

WITNESSES (As to School Board)

_____

_____

By: _____ Sept 11, 26
ARCHITECT/ENGINEER

WITNESSES (As to Architect/Engineer)

Nancy Stresing
NANCY STRESING 9-11-26

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GENERAL TERMS AND CONDITIONS OF AGREEMENT BETWEEN THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA AND ARCHITECT/ENGINEER

ARTICLE I

RESPONSIBILITIES OF THE ARCHITECT/ENGINEER

A. The Architect/Engineer shall apply the reasonable and proper skills, judgment and care which are customary and normal to professional practice. He/she shall adhere to approvals granted during the various stages of the work for all aspects of planning, exterior and interior design, structural systems, and proposed materials, and will not incorporate any significant deviation from such approvals without written approval by the Owner .

B. Approvals by the Owner, the State Department of Education or other governmental authority of any of the plans, drawings, specifications or other work performed under this Agreement shall be deemed to be an approval of the scheme as a whole and of the general features of such plans, drawings, specifications, documents or other work only. Such approvals shall not relieve the Architect/Engineer of responsibility for the sufficiency, practicability of details, except for such features therefore upon which the Owner has specifically instructed or overruled the Architect/Engineer in writing, and to which modification the Architect/Engineer has specifically objected in writing.

C. The Architect/Engineer shall comply with all directives and instructions issued by the Owner and shall incorporate them into the Project if within the terms of this Agreement. He/she shall further comply with the State Requirements for Educational Facilities (SREF) of the State Board of Education and building codes applicable to the construction of school plants in Clay County, Florida in effect at the time of entering into this Agreement.

D. The Architect/Engineer shall retain at his/her expense professional engineers and other qualified consultants acceptable to the Owner as advisors for the structural, air conditioning, mechanical, electrical, sanitation, and civil engineering portions of the Project as necessitated by its scope. Each such consultant shall be listed on the cover sheet of the final plans.

E. The Architect/Engineer shall advise the Owner of the necessity for conducting soil borings, tests and other necessary operations for determining subsoil, air and water conditions. Geotechnical, hydrological, consumptive use, and other necessary testing services may be separately contracted by the Owner to the Engineering firm of its choice.

F. The Architect/Engineer will be responsible for all permitting requirements from any governmental agency pertaining to storm water treatment and/or retention, potable water, except consumptive use, and sewage treatment systems. The above permitting

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requirements shall be included within the basic services rendered by the Architect/Engineer. All other permitting requirements shall not be included in the basic services and shall be separately compensated in a lump sum method mutually agreed to in writing between the Architect/Engineer and the Owner's designee.

G. The Basic Services to be rendered by the Architect/Engineer consist of the following:

1. Phase I Documents, Schematics

a. Based on the Owner's designee statement of the requirements of the Project, the Architect/Engineer shall prepare Schematic Design studies consisting of drawings and other documents illustrating the scale and relationship of Project components. He/she shall continue this process until one schematic is selected by the Owner or their designee.

b. The Architect/Engineer shall, during this phase, analyze as necessary the major aspects of State Board of Education requirements, requisite building codes, methods of providing utilities service, types of mechanical systems, and other appropriate factors having major effect on the Project. The analyses shall be directed toward compliance with applicable standards and developing cost/benefit alternatives.

c. The Schematic Design and analyses performed per Article I.G.1 a. & b. above shall be presented together with a Statement of Probable Construction Costs to the Owner's designee for decisions as necessary and approval.

d. The Architect/Engineer shall be available for School Board presentation of Schematic Plans.

2. Phase II Documents, Preliminaries

a. The Architect/Engineer shall prepare from the approved Schematic Design Document the Preliminary Documents to fix and describe the size and character of the entire Project as to structural, mechanical, and electrical systems, materials and such other essentials as may be appropriate.

b. The Architect/Engineer shall submit completed Preliminary Documents to the Owner together with a further statement of Probable Construction Cost. The probable construction costs shall be subdivided into architectural, civil, mechanical, and electrical costs.

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c. The Architect/Engineer shall be available for School Board presentation of preliminary plans.

3. Phase III Documents, Finals

a. The Architect/Engineer shall prepare from the approved Preliminary Documents the Final Documents (working drawings and specifications) setting forth in detail the requirements for the construction of the Project.

b. The Architect/Engineer shall exercise the standard of professional care generally required of Architects and Engineers in his/her efforts to comply with codes, regulations, ordinances, and laws in effect as of the date of this contract.

c. Documents shall be prepared with professional care. The various portions of the Work shall be checked, one against the other, to provide compatibility and, where conflicts may arise, drawings of adequate scale and detail to explain anticipated conditions shall be furnished. Professional attention to the detail necessary to achieve such coordination and accuracy shall be provided.

d. The Architect/Engineer shall not, except with the written permission of the Owner, knowingly specify for the Project, or use terms which imply the requirements of any article, product, material, fixtures, form or type of construction which limits or restricts competition to a specific brand, type, or style as to which monopoly exists, or which is the exclusive property of any firm or group of firms.

e. The Architect/Engineer shall furnish with Final Documents any adjustments to previous statements of Probable Construction Costs.

f. The Architect/Engineer shall ensure that all mandatory Plan Review comments are satisfied to the Code Enforcement Department in a timely manner.

g. The Architect/Engineer shall include in Final Documents the requirement that the Contractor maintain in current status during the course of construction, drawings showing the status of the construction as it is constructed. He shall further require that the Contractor forward the completed "as built" drawings with the final Application for Payment.

h. The Architect/Engineer shall be available for School Board presentation of Final Documents.

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i. The Architect/Engineer shall not include in any documents a provision for arbitration of any claims or disputes arising out of the construction contract.

4. Bidding Phase

a. The Architect/Engineer shall be responsible for the development of bid advertisements for all addendums, bid clarifications, development of bid tabulations, attendance at bid opening, and for attendance at the School Board meeting of contract award.

b. The Architect/Engineer shall prepare the bid documents for a base bid and alternate bids as may be necessary and/or appropriate. The base bid should constitute the original intent of the project and the project budget. Alternates are for those items which are not deemed absolutely necessary to the project at the time of award. The Architect/Engineer will be reimbursed through seventy percent (70%) of the design fees for all tasks completed through the Final Design stage. The Architect/Engineer will further receive five percent (5%) of their fees for bidding any component of the bid proposal be it base bid or alternates. Further, the Architect/Engineer will receive twenty-five percent (25%) of his/her fee for contract administration on all components of the bid awarded by the Owner.

Should the Owner, for whatever reason, not award a base bid and/or alternates and the base bid did not exceed the final budgeted amount by more than ten percent (10%), the Architect/Engineer will receive compensation based upon the amount known at the time of bid opening. This compensation will be equal to the phase completed; be it design, bidding or construction administration. If the Owner later rebids the same project, compensation will be based upon the amount awarded regardless of the previous bids known values except the first bidding phase will be maintained on the original bid amount.

If, during the time from the original bid to the rebid, additional permitting is required due entirely to the time span. Costs for additional permitting shall be agreed to in advance and covered under Article III "Mutual Responsibilities."

c. If the lowest bona fide Base bid taken exceeds the final budgeted amount by more than 10%, the Owner, may accept the proposal, or may require the Architect/Engineer to change the Documents, at the Architect/Engineer's expense, to reduce the cost to an amount within the budget plus 10%. It shall be understood that changes in scope or quality will be approved, in advance in writing, by the Owners. In the

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event it becomes necessary to reject all bids and change the Documents due to the design costing more than 10% of the final budgeted amount, the Architect/Engineer shall bear the cost of all prints necessitated by the change, including those for rebidding purposes.

d. The Architect/Engineer shall prepare and provide all necessary construction contract documents and shall also prepare and provide in connection with each such contract all of the information and documents that shall be required for construction of the contract after consultation with the School District or their designee.

5. Construction Phase

a. The construction phase may only be commenced after all contract, bond, and insurance requirements have been met, and will be commenced thereafter with an "Official Notice to Proceed" from the Owner.

b. The Architect/Engineer shall provide Administration of the Construction Contract as set forth in the General, Supplemental, and Special Conditions of the Contract and the extent of his/her duties and responsibilities and the limitations of his/her authority as assigned thereunder shall not be modified without his/her written consent.

c. The Architect/Engineer, as the representative of the Owner during the Construction Phase, shall advise and consult with the Owner's designee, and act on behalf of Owner to the extent provided in the General Conditions unless otherwise modified in writing.

d. The Architect/Engineer shall at all times have access to the work wherever it is in preparation or progress.

e. The Architect/Engineer shall make routine visits to the site to familiarize his/her self generally with the progress and quality of the work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of his/her on-site observations, he/she shall endeavor to guard against defects and deficiencies in the Work of the Contractor. The Architect/Engineer shall not be required to make exhaustive or continuous on-site inspections but shall be required to make visits at least once per week. It shall also be required of the Architect's/Engineer's consultants, retained per Article I, Paragraph D, to make regular site visits in order to observe the work in progress as often as necessary to guard against defects and deficiencies and to observe testing of all equipment and systems. The Architect/Engineer as well as the consultants shall be required to submit progress reports to the

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Owner's designee on a monthly basis stating any observed contract deficiencies, the percentage completion, construction procedures or other general information that might be necessary to keep an accurate and updated file. The Architect/Engineer shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, and shall not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents, unless any such failure is due to negligence of the Architect/Engineer in the performance of his/her responsibilities.

f. Based on such observations at the site and on the Contractor's Application for Payment, the Architect/Engineer shall determine the amount owing to the Contractor and shall certify payment in such amounts. The issuance of a Certificate for Payment shall constitute a representation by the Architect/Engineer to the Owner, based on his/her observations at the site as provided in Article I.G.5.e. above, and on the data comprising the Application for Payment that the Work has progressed to the point indicated; that to the best of his/her knowledge, information and belief the quality of the Work is in accordance with the Contract Documents (subject to an evaluation of the Work as a whole upon Substantial Completion to the results of any subsequent tests required by the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the Certificate for Payment); and that the Contractor is entitled to payment in the amount certified. By issuing a Certificate of Payment, the Architect/Engineer shall not be deemed to represent that he has made any examination to ascertain how and for what purpose the Contractor has used the monies previously paid on account of the Contract Sum.

g. The Architect/Engineer shall review the "as built" drawings as being correct to the best of his/her knowledge and belief, and shall forward them to the Owner with the Certificate for Final Payment.

h. The Architect/Engineer shall be, in the first instance, the interpreter of the requirements of the Contract Documents and the impartial judge of the performance thereunder by both the Owner and Contractor relating to the execution and progress of the Work and on all other matters or questions relating thereto.

i. The Architect/Engineer shall have authority to reject Work which does not conform to the Contract Documents. Whenever, in his/her reasonable opinion, he/she considers it necessary or advisable to ensure the proper implementation of the intent of the Contract Documents, he/she has

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authority to require special inspection or testing of any work in accordance with the provisions of the Contract Documents whether or not such work be then fabricated, installed or completed. He/she shall advise the Owner's designee to require the Contractor to stop the Work whenever in his/her reasonable opinion it may be necessary for the proper performance of the contract. The Architect/Engineer shall not be liable to the Owner for the consequences of any decision made by him/her in good faith either to exercise or not to exercise his/her authority to reject Work, unless such decision was made negligently.

j. The Architect/Engineer shall review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. All such submissions will be reviewed expeditiously to avoid delay of the Work. The Architect/Engineer shall maintain a transmittal log for shop drawings and other submissions requiring Architect/Engineer approval. This log is to have the description of the submittal, date it was received, date it was approved or disapproved, reason for disapproval and a date sent back to the Contractor.

k. During the Construction Phase the Architect/Engineer or his/her designee shall attend Construction Conferences with the Contractor as required by the Owner's designee for the purpose of coordinating details of the Project.

l. Changes in the Project affecting cost, time or substitution regardless of character or magnitude, shall be authorized by Change Order only, in consultation with the Owner or their designee.

m. The Architect/Engineer shall be compensated at the basic services rate as identified in Paragraph II. A. for all work occasioned by the preparation of change orders resulting from (1) the Owner's or their designee requests; (2) errors in the information furnished to the Architect/Engineer by the Owner or their designee; (3) revisions to other governmental agency rules after the project was bid; or (4) other circumstances not within the Architect/Engineer's control, including the Contractor's operations. Change orders shall always be considered on an additive basis for the Architect/Engineer. While deductive change orders are not common, the Architect/Engineer shall not have his/her basic service fees reduced as a result of a deductive change order, or deductive change order item within an additive change order.

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n. The Architect/Engineer shall not be compensated for the work occasioned by preparation of Change Orders resulting from the Architect's/Engineer's negligence.

o. The Owner shall pay for material, equipment or work only if such material, equipment or work is approved by the Owner, in the form of a Change Order and such material, equipment, or work is not a direct result of negligence on behalf of the Architect/Engineer. In the case of negligence, extra costs to the Owner for corrections or modifications, or for demolition or removal of installed Work which must be replaced because of negligence of the Architect/Engineer shall be assessed to the Architect/Engineer.

p. The Architect/Engineer shall not be responsible for the acts or omission of the Contractor, or any Subcontractor's agents or employees, or any other persons performing any of the Work, unless negligent in failing to properly perform his/her duties and responsibilities as set forth in this Agreement.

6. Project Completion

a. The Architect/Engineer shall at the time of substantial completion of the project, conduct an inspection and prepare a list of tasks needed to complete the work (substantial punch list). Substantial completion shall be defined as: A Certificate of Occupancy has been issued and the Facility/Project can be occupied and utilized for its intended purpose. All safety items are fully operational including: intercom, fire alarm, emergency lighting, emergency generation systems, water plant and sewage treatment plant are approved by the appropriate permitting agencies and are operational.

b. The Architect/Engineer shall be responsible for identifying whether the contractor has attained substantial completion in accordance with project timelines as amended by change order. This shall be established in writing by the Architect/Engineer to the Owner's or their designee.

c. The Architect/Engineer shall at the time of final completion of the project, conduct an inspection and prepare a list of tasks needed to complete the Work (final punch list). The Architect/Engineer shall at the time of final completion, confirm that the items on the substantial punch list are complete and establish any items that would be classified as warranty. The Architect/Engineer shall confirm that all systems and sub-systems are fully operational. The date of final completion shall be established by the Architect/Engineer in writing to the Owner's or their designee.

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d. The Architect/Engineer shall, upon final completion of the Project, including correction of the discrepancies on the substantial punch list and final punch list, prepare a Certificate of Final Inspection and submit to the Owner's designee. The Architect/Engineer shall furnish such other Certificates as may be required by State laws and regulations.

e. The Architect/Engineer shall require the contractor to develop operation and instructional manuals for the project. These manuals shall be thoroughly reviewed by the Architect/Engineer, and shall include all guarantees, bonds and related documents. The Architect/Engineer shall submit the as-built drawings (prepared by the Contractor and reviewed by Architect/Engineer), the operation and instruction manuals, the final application for payment, and other requirements to the Owner's designee. The Architect/Engineer shall require the contractor to certify to their correctness in writing.

f. The Architect/Engineer shall, at the completion of the Project, certify that, to the best of his/her knowledge, information and belief, the Project has been constructed in accordance with the Contract Documents, approved Change Orders, Chapter 1013 Florida Statutes and State Requirements for Educational Facilities (SREF) and appropriate codes in effect at the time.

g. The Architect/Engineer shall, if requested, accompany the representative of the Owner on an inspection of the Project at a date not less than 30 days prior to the date of expiration of the Contractor's guarantee, for the purpose of preparing a list of deficiencies that the Contractor is to correct under the conditions of the warranties and guarantees. The Owner shall schedule this inspection and require the contractor to be present.

7. Additional Responsibilities

a. In the event of malfunctioning of building systems or failure of building components (during the warranty one year period), the Architect/Engineer shall investigate to determine the cause(s) without delay using the resources of his/her office, the consultants originally retained and such other consultants as he/she may elect to retain. On completion of the investigation he/she will report his/her findings, conclusions and recommendations for corrective action to the Owner.

b. In the event of continued malfunctioning of building systems or failure of building components (during the warranty one year period), the cause(s) for which cannot be determined, an independent consultant may be retained to investigate the problem, determine causes and recommend corrective action. Consultant services shall be obtained as follows:

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(1) The Owner shall notify the Architect/Engineer in writing of the conditions of malfunctioning and/or failure, the facts and circumstances of remedies attempted, and shall request that consultant services be provided.

(2) The Architect/Engineer may conduct additional investigations to determine the causes(s) of deficiency.

(3) Alternatively the Architect/Engineer may retain an independent consultant acceptable to the Owner to conduct the requisite investigation.

(4) In the event action is not taken by the Architect/Engineer per Article I G 7c (2) and (3) above within 15 days of his/her receipt of the Owners written notification, the Owner may retain an independent consultant to investigate the problem.

(5) The Owner shall compensate independent consultants directly, whether retained by the Board or by the Architect/Engineer. The Architect/Engineer and Owner may agree on the findings of the independent consultants or jointly agree to submit the question to arbitration under Florida Statutes.

c. During the Contractor's one (1) year warranty period, the Architect/Engineer shall lend assistance to the Owner as needed to correct design deficiencies resulting from negligence of the Architect/Engineer. The corrective work shall include redesign, preparation of documents, and other work necessary for the award of a contract to correct deficiencies.

d. Should any claim or action be brought against the Owner, related directly to the professional services provided by the Architect/Engineer under this Agreement, the Architect/Engineer shall render reasonable assistance to the Owner.

e. The Architect/Engineer agrees to indemnify and hold harmless the Clay County School Board , Clay County, Florida from all loss, liability, claims, or expense including reasonable attorneys' fees, from bodily injury including death or property damage to any person or persons directly resulting from the negligence of the Architect/Engineer.

ARTICLE II

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RESPONSIBILITIES OF THE SCHOOL BOARD OF CLAY COUNTY, FLORIDA

A. The Owner shall provide the requirements of educational planning specifications for the Project, to include the scope, functional standards and material criteria to be attained.

B. The Owner shall appoint an employee to function as its single designee in all dealings between the Owner and the Architect/Engineer. The Architect/Engineer shall be entitled to rely on all instructions and the information furnished by the designee of the Owner issued in writing.

C. The Owner shall, in consultation with the Architect/Engineer, make the necessary budgetary revisions to accommodate any significant changes in educational planning specifications, scope, functional standards and/or material criteria directed by the Owner during the design process.

D. The Owner shall have the ultimate responsibility for obtaining approval by the State Department of Education for the program, for any desired deviation from mandatory standards, for Documents and for any other matter not within the scope of Basic and Additional Services of the Architect/Engineer.

E. The Owner shall furnish a certified land survey of the site giving, as applicable, grades and lines of streets, alleys, pavements, and adjoining property; right-of-way, restrictions, easements encroachments, zoning deed restrictions, boundaries, elevations and contours of the site, limits of any wetlands, locations, dimensions and complete data pertaining to existing building, other improvements and trees, and full information concerning available service and utility lines both public and private, above and below grade, including inverts and depths.

F. The Owner shall furnish the services of a soils engineer or other consultant when such services are deemed necessary by the Architect/Engineer, including reports, test borings, test pits soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistively tests, and other necessary operations for determining subsoil, air and water conditions, with appropriate professional interpretations thereof.

G. The Owner shall furnish structural, mechanical, chemical and other laboratory tests, inspections and reports as required by law or the Contract Documents.

H. The Owner shall furnish such legal accounting and insurance counseling services as may be necessary for the Project, and such auditing services as it may require to ascertain how or for what purposes the Contractor has used the monies paid to him/her under the Construction Contract.

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I. The services, information, surveys and reports required shall be furnished at the expense of the Owner and the Architect/Engineer shall be entitled to rely upon the accuracy and completeness thereof.

J. The Owner shall pay all fees for regulatory permitting.

K. For each new site, the Owner shall furnish a current environmental assessment which will address any environmental constraints on the site, such as wetlands, protected wildlife species, and/or other factors which may affect use of the site.

L. If the Owner observes or otherwise becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents, it shall give prompt written notice thereof to the Architect/Engineer.

M. The Owner shall furnish information required of it as expeditiously as necessary for the orderly progress of the Work.

N. The Owner shall furnish the Architect Engineer all approvals, changes, modifications and other instructions affecting the Work in writing.

O. The Owner shall cooperate with and participate in the user orientation as appropriate on the request of the Architect/Engineer.

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ARTICLE III

MUTUAL RESPONSIBILITIES

A. If any of the following Additional Services shall be required of the Architect/Engineer and cause the Architect/Engineer extra expense, the Owner's designee and the Architect/Engineer shall agree in writing before the services are performed as to the amount and method of compensation. Additional services shall not be defined as any work provided for within approved change orders.

1. Providing design services relative to future facilities, systems, and equipment which are not intended to be constructed as part of the Project.

2. Providing services to verify the accuracy of drawings or other information furnished by the Owner.

3. Providing interior design and other services required for or in connection with the selection of furniture and furnishings.

4. Making major revisions in Drawings, Specifications or other Documents when such revisions are inconsistent with written approvals or instructions previously given and are due to cause beyond the control of the Architect/Engineer.

5. Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing professional services as may be required in connection with the replacement of such Work.

6. Providing professional services made necessary by the default of the Contractor in the performance of the Construction Contract.

7. Providing Contract Administration and observation of construction after the Construction Contract Time has been exceeded or extended by more than twenty-five percent (25%) beyond the original. Extensions through change order are considered as part of the original construction time except time extensions due to weather, pauses in the work and other causes beyond the control of the Architect/Engineer, including the contractor's failure to complete the project on time.

8. Preparing to service or serving as an expert witness in connection with any public hearing, arbitration proceedings or legal proceeding.

9. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural or engineering practice.

B. Payments for Basic Services shall be submitted on the School Board's Standard Payment Form 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%
Bidding Phase	75%
Construction Phase	100%

C. Payments for change orders shall be included with basic service payments but identified separately. Change orders increase the project scope which in turn increases the basic services. Change orders shall not be considered as additional services.

D. Payments for Additional Services of the Architect/Engineer in accordance to Article III A (1)-(9) shall be made monthly upon presentation of a statement. Additional services shall

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be invoiced separately by the Architect/Engineer and a detailed summary of the additional services performed shall be submitted.

E. No deduction shall be withheld from the Architect/Engineer's fee on account of penalty or liquidated damages withheld from payments to Contractors.

F. Should the Owner find it necessary to abandon or suspend, in whole or in part, a project during the design phase which is under contract with an Architect/Engineer, the Architect/Engineer is to be paid for the services rendered at the time of suspension or abandonment. Such payment shall constitute final payment for that service.

G. Reinstatement of a Project abandoned or suspended shall be subject to the following conditions:

1. The Owner shall be given full credit for the Work completed.

2. The fee payable for completion of the Work shall be the unpaid amount of the lump sum fee originally agreed upon for the Project, and adjusted in accordance with current fee and any additional fee due to the changes in scope of the Project.

3. Compensation for Additional Services occasioned by changes in the scope of the Project or revisions in Work completed prior to abandonment or suspension shall be the subject of specific agreement between the Owner and Architect/Engineer at the time the Project is reinstated.

H. The numbers of documents required and their ownership are:

1. Documents shall be reproduced for bidding and construction purposes in such form and number as the Owner's designee may direct. Documents furnished for the bidding process may be partially reimbursed by prospective bidder deposit. The Architect/Engineer shall provide at no cost to the successful Contractor, six (6) complete sets of documents.

2. The Owner will require two (2) copies each of the Schematic Design Phase, Preliminary Design Phase, and Final Design Phase. These documents shall be furnished to the Owner by the Architect/Engineer at his/her expense. All documents shall be signed and sealed.

3. The Owner shall reimburse the Architect/Engineer for the actual cost of prints and printing required over and above the number of copies provided for under the preceding paragraphs, except for those sets printed for the use of the

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Architect/Engineer and his/her consultants for the purpose of bidding and construction.

I. Records of Architect/Engineer's Direct Personnel, Consultant and Reimbursable Expenses pertaining to the Project, and records of accounts between the Owner and the Contractors, shall be available to the Owner's designee at mutually convenient times.

J. This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of termination due to the fault of others than the Architect/Engineer, the Architect/Engineer shall be paid his/her compensation for services performed to termination date, including travel then due, and all terminal expenses.

K. The Owner and the Architect/Engineer each binds his/her self, his/her partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect/Engineer shall assign, sublet or transfer his/her interest in this Agreement without the written consent of the other.

L. It is understood that this is a contract for professional services of the Architect/Engineer hereinbefore named or his/her qualified representative. If, for any reason, the Architect/Engineer is unable to perform the service under this Agreement, the Owner shall have the right either to name or approve the Architect/Engineer selected to complete the performance of this Agreement. The Architect/Engineer shall be liable for any reasonable additional costs occasioned to the Owner thereby.

M. This Agreement represents the entire and integrated agreement between the School Board of Clay County, Florida and the Architect/Engineer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instruments signed by both The School Board of Clay County, Florida and Architect/Engineer.

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October 1, 2026 - Regular School Board Meeting

Title

Adoption of Consent Agenda

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

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October 1, 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

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October 1, 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

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October 1, 2026 - Regular School Board Meeting

Title

School Board Member Remarks

Description

Gap Analysis

Previous Outcomes

Expected Outcomes

Strategic Plan Goal

Recommendation

Contact

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

Financial Impact

Review Comments

Attachments

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