



**School District of Clay County  
Green Cove Springs, Florida**

**Teacher Inservice Center - Fleming Island High School  
2233 Village Square Parkway**

**Hearings for Special Actions regarding Students - 4:00 p.m.  
Regular Meeting - 7:00 p.m.**

**June 19, 2008 Regular Meeting**

**Invocation**

**Pledge of Allegiance**

**Call to Order**

1. [Attendance](#)

**Minutes:** Present: Carol Vallencourt, District No. 1; Charles Van Zant, Jr., District No. 3; Wayne Bolla, District No. 4; and Lisa Graham, District No. 5. Superintendent Owens was also present. Carol Studdard, District No. 2, was absent, attending an out-of-town conference, and Vice Chairman Charles Van Zant presided over the meeting.

**Consent Agenda  
Superintendent**

2. [C-1 Minutes of special pupil requests, student disciplinary hearings, and regular meeting on May 15, 2008](#)

Attachment: [May1508.pdf](#)

Attachment: [May1508SPR.pdf](#)

Attachment: May1508Disc.pdf (Confidential Item)

3. [C-2 Payment of Florida Association of District School Superintendents Annual Dues for fiscal year 2008-09](#)

Attachment: [2008 FADSS Dues.pdf](#)

**School Board Members**

4. [C-3 Payment of Florida School Boards Association Annual Dues for fiscal year 2008-09](#)

Attachment: [2008 FSBA Dues.pdf](#)

**Deputy Superintendent**

5. [C-4 Revision to 2008-2009 Daily Hours for Teachers and Students](#)

Attachment: [Revision to 2008-2009 Daily Hours for Teachers-Students.pdf](#)

6. [C-5 2008-2009 Bradford County Agreement](#)

Attachment: [Bradford County Agreement - 2008-2009 - 06-19-08.pdf](#)

7. [C-6 School District of Clay County's Safety & Security Self-Assessment \(Safe Passage Act\)](#)

Attachment: [Clay County Safety and Security Self-Assessment - 2007-2008.pdf](#)

8. [C-7 Advertise Amendments to CCSB Policy 6GX-10-6.01 Educational & Ancillary Facilities](#)

Attachment: [CCSB Policy 6.01 Educational and Ancillary Facilities - Advertise - 06-19-08.pdf](#)

9. [C-8 Advertise Adoption of New CCSB Policy 6GX-10-4.63 Lightning Safety and Protection](#)

- Attachment: [CCSB Policy 4.63 Lightning Safety and Protection - Advertise - 06-19-08.pdf](#)  
10. [C-9 Advertise Amendments to CCSB Policy 6GX-10-4.50 Biological Experimentation](#)  
Attachment: [CCSB Policy 4.50 Biological Experimentation - Advertise - 06-19-08.pdf](#)  
11. [C-10 Advertise Amendments to CCSB Policy 6GX-10-4.05 Drug Abuse or Weapons](#)  
Attachment: [CCSB Policy 4.05 Drug Abuse or Weapons - Advertise - 06-19-08.pdf](#)  
12. [C-11 Advertise Amendments to CCSB Policy 6GX-10-2.26 Evaluations](#)  
Attachment: [CCSB Policy 2.26 Evaluations - Advertise - 06-19-08.pdf](#)

### **Human Resources**

13. [C-13 2008 Clay Assessment System \(CAS\) Manual Revision](#)  
Attachment: [2008 CAS Manual.pdf](#)  
14. [C-14 2008-2009 Temporary Salary Schedule](#)  
Attachment: [2008 2009 TEMPORARY SALARY SCHEDULE.pdf](#)  
15. [C-15 Human Resources Development Management Plan - Revision](#)  
Attachment: [PerformanceandAppraisal.pdf](#)  
Attachment: [AppendixAttachmentTM.pdf](#)  
Attachment: [ScreeningSelection&Appointment.pdf](#)

### **Instruction**

16. [C-17 Bannerman Learning Center Placements in Lieu of Expulsion and ESE Alternative School Update](#)  
Attachment: [BLC placements.pdf](#)  
17. [C-18 Co-Enrollee list for May 2008](#)  
Attachment: [Co-Enrollee list for May 2008.pdf \(Confidential Item\)](#)  
18. [C-19 District Technology Plan 2008](#)  
Attachment: [Tech plan 6-3-08 - final for Board with cover.pdf](#)  
19. [C-20 Contract between the School Board of Clay County and Lewis H. Fischer, Licensed School Psychologist for psychological services](#)  
Attachment: [Fischer, L.pdf](#)  
20. [C-21 Addendum to the 2007-2008 Contract between the School Board of Clay County and SeaSide Health Services](#)  
Attachment: [Seaside Health Addendum.pdf](#)  
21. ~~C-22 Affiliation Agreement between the School Board of Clay County and the University of Houston – Clear Lake School of Human Sciences and Humanities School Psychology Program~~  
Attachment: ~~UHCL Affiliation Agreement.pdf~~  
22. [C-23 Agreement between the School Board of Clay County and Timothy Bell, Law Enforcement Officer for the Clay County Sheriff's Office](#)  
Attachment: [Tim Bell.pdf](#)  
23. [C-24 Contract between the School Board of Clay County, the Orange Park Town Council, the Town of Orange Park, and the Orange Park Police Department](#)  
Attachment: [OPPD.pdf](#)  
24. [C-25 Quarterly Log of Student Travel](#)  
Attachment: [Field Trip Log for Board Agenda \(3-Month Log\)April-June-2008.pdf](#)  
25. [C-26 Interinstitutional Articulation Agreement \(Dual Enrollment\)](#)  
Attachment: [20080604131356574.pdf](#)  
Attachment: [20080604131433230.pdf](#)  
Attachment: [20080604131543658.pdf](#)  
26. [C-27 Contracting for Speech Clinicians' services from outside providers at a rate not to exceed \\$78.00 per hour during the school year 2008-2009.](#)  
Attachment: [SPEECH THERAPY SERVICES CONTRACT 08 09 BLANK.pdf](#)  
27. [C-28 MACs contract with School Board of Seminole County, 2008-2009](#)  
Attachment: [Seminole MACS contract 08 09.pdf](#)  
28. [C-29 Letter of Agreement between the School Board of Clay County and Health-Tech Consultants, Inc.](#)  
Attachment: [Health-Tech SDFS.pdf](#)  
29. [C-30 2008-2009 Title X Education for Homeless Children and Youth Program Grant](#)

Attachment: [Homeless Grant.pdf](#)

30. [C-31 Contracting for Audiological services during school year 2008-2009](#)

Attachment: [Audiological Services Contract 08 09 Sharpe.pdf](#)

31. [C-32 Contracting for Interpreter \(Sign-Language\) services school year 2008-2009.](#)

Attachment: [INTERPRETERS SERVICES \(Sign Language\) CONTRACT 08 09.pdf](#)

32. [C-33 Continue Training in the Safe Crisis Management Program for ESE employee's school year 2008-2009.](#)

33. [C-34 Pay mileage at .505 cents/mile to have parents or group homes transport certain ESE students for student school year 2008-2009.](#)

34. [C-35 Renew Multi-District Agreement with Duval County to serve low incidence ESE students for school year 2008-2009.](#)

35. [C-36 Renew Clay Behavioral Health Contract for 2008-2009.](#)

Attachment: [Clay Behavioral Mental Health contract 08 09.pdf](#)

36. [C-37 Memorandum of Understanding between the School District of Clay County and Episcopal Children's Services/HEADSTART 2008-2009](#)

Attachment: [Episcopal Children's Head Start Contract 08 09.pdf](#)

37. [C-38 Federal Entitlement Grant application for IDEA Part B, IDEA PreK for 2008-2009.](#)

38. [C-39 Multiagency Network for Severely Emotionally Disturbed Students \(SEDNET\) Grant for IDEA, Part B funding from July 1, 2008 to August 31, 2009, and General Revenue funding July 1, 2008 to June 30, 2009.](#)

Attachment: [SEDNET Grant 2008-2009.pdf](#)

39. [C-40 Renew Contractual Agreement between School District of Clay County and Challenge Enterprises of North Florida, Inc. to serve Birth-3 year old PreK students for school year August 20, 2008 to June 30, 2009](#)

Attachment: [Challenge Enterprises Birth to Three 08 09 \(2\).pdf](#)

40. [C-41 Renew Contractual Agreement between School District of Clay County and Challenge Enterprises of North Florida, Inc. to serve ESE 3-5 year old PreK students for school year August 20, 2008 to August 13, 2009.](#)

Attachment: [Challenge Enterprises Three to Five 08 09 \(2\).pdf](#)

## **Business Affairs**

41. [C-42 Amendments to the CCSB Internal Accounts Manual](#)

Attachment: [Internal Acct20080609104656239.pdf](#)

42. [C-43 Approval of petty cash and change fund checks for Cafeteria Managers, Food & Nutrition Services Coordinators and Food & Nutrition Services director for the 2008-2009 school year.](#)

Attachment: [PettyCash20080609104702965.pdf](#)

43. [C-44 Permission to write off NSF checks at various schools for Food & Nutrition Services from the 2006-07 school year totaling \\$1,577.50](#)

Attachment: [SFSNSF20080609104707476.pdf](#)

44. [C-45 Monthly Financial Report for the Month of May, 2008](#)

Attachment: [Monthly Financial Stmt-May.pdf](#)

45. [C-46 Budget Amendments for the Month of May, 2008](#)

Attachment: [May 2008 Impact Stmt BA Report.pdf](#)

46. [C-47 Monthly Property Report - May, 2008 - Furniture/Equipment](#)

Attachment: [Furniture-Equipment Report-May, 08.pdf](#)

47. [C-48 Monthly Property Report - May, 2008 - AV Materials](#)

Attachment: [Audiovisual Report-May, 08.pdf](#)

48. [C-49 Monthly Property Report - May, 2008 - Software](#)

Attachment: [Software Report-May, 08.pdf](#)

49. [C-50 Monthly Property Report - May, 2008 - Vehicles](#)

Attachment: [Vehicles Report-May, 08.pdf](#)

50. [C-51 Deletion of Certain Items Report - June, 2008](#)

Attachment: [Monthly Deletion Report-June, 08.pdf](#)

Attachment: [Monthly Deletion Report \(Attachments\)-June, 08.pdf](#)

51. [C-52 Warrants and Vouchers for MAY, 2008](#)

Attachment: [Warrants and Vouchers May, 2008.pdf](#)

52. [C-53 Write-Off of "Missing" Property Items for 2007-2008](#)

Attachment: [Missing Property Report-FY 2007-2008.pdf](#)

Attachment: [Missing Property Report \(Letters\)-FY 07-08.pdf](#)

53. [C-54 Petty Cash Funds for the 2008-2009 Fiscal Year](#)

54. [C-55 Write Off NSF Checks at Schools](#)

55. [C-56 Bid to Be Awarded June 2008](#)

56. [C-57 Bid Renewals June 2008](#)

### **Support Services**

57. [C-58 Submission to the State's Fire Marshal the District required 2007-2008 Fire Safety Annual Inspection Report for the School District's Educational Facilities.](#)

Attachment: [Fire Safety 2008 Cover Page.pdf](#)

Attachment: [AGE, CEB, CHE, DIS, FIE, GPE FIRE INSPECTION REPORTS.pdf](#)

Attachment: [KHE, LAE, LSE, MRE, MBE FIRE INSPECTION REPORTS.pdf](#)

Attachment: [MCE, OPE, PES, ROE & RVE FIRE INSPECTION REPORTS.pdf](#)

Attachment: [SBJ, SPCE, TBE, TES, WEC, WES FIRE INSPECTION REPORTS.pdf](#)

Attachment: [BLC, GCSJH, LAJH, LSJH, OPJH, WJH FIRE INSPECTION REPORTS.pdf](#)

Attachment: [CHS, FHS, KHHS, MHS, OPHS, RHS FIRE INSPECTION REPORTS 27.pdf](#)

Attachment: [ANCILLARY FIRE INSPECTION REPORTS.pdf](#)

58. [C-59 Pre-Qualification of Contractors](#)

Attachment: [Contractor List June.pdf](#)

59. [C-60 Deductive Change Order #1 to Re-Roof Buildings 1 and 2 at Keystone Heights High School](#)

Attachment: [CO 1 KHH Roof 001.pdf](#)

60. [C-61 Change Order #2 \(Direct Purchasing\) to Re-Roof Buildings 1 and 2 at Keystone Heights High School](#)

Attachment: [CO 2 KHH Roof DP 001.pdf](#)

61. [C-62 Change Order #1 \(Direct Purchasing\) to Re-Roof Buildings 1, 2, 3 & 4 at Lake Asbury Elementary School](#)

Attachment: [CO 1 LAE Roof 001.pdf](#)

62. [C-64 Change Order #5 \(Direct Purchasing\) for OakLeaf Village Elementary School](#)

Attachment: [OLV CO 5.pdf](#)

63. [C-65 Change Order 4 for Plantation Oaks Elementary School Z](#)

Attachment: [CO 4, Z.pdf](#)

64. [C-66 2006/2007 Class Size Reduction Program Funding Distribution](#)

Attachment: [Class Size Reduction.pdf](#)

65. [C-67 Resolution to dispose of relocatable building, CI #30 at Middleburg Transportation](#)

Attachment: [Resolution CI #30.pdf](#)

66. ~~C-68 Appraisal, Survey, Environmental Study and Quit Claim Deed for Donation of 30 acres adjacent to Elementary School Y~~

~~Attachment: Y Donation Appraisal Summary.pdf~~

~~Attachment: Y Donation Enviro.pdf~~

~~Attachment: Y Donation Deed.pdf~~

67. [C-69 Clay Electric Cooperative, Inc. Right-of-Way Easement for Plantation Oaks Elementary School](#)

Attachment: [Easement, Z.pdf](#)

68. [C-70 Award the Construction Contract to the low bidder meeting specifications for Group Toilet Facility at Bannerman Learning Center](#)

Attachment: [Bid Tab BLC Group Restroom.pdf](#)

### **Adoption of Consent Agenda**

69. [Adoption of all remaining Consent Items](#)

**Minutes:** Consent Items C-12, C-16 and C-63 were moved to Discussion. Consent Items C-22 and C-68 were withdrawn by staff.

**Motions:**

Approve the Consent Items as presented, with the exception of those moved to Discussion or deleted. - PASS

### Vote Results

Motion: Carol Vallencourt

Second: Lisa Graham

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

### Recognitions and Awards

70. [Recognize Lake Asbury Junior High student with perfect attendance K-8 \(Superintendent Owens\)](#)

**Minutes:** The Superintendent presented Ashley Michelle Kushner with a perfect attendance certificate for being present in school every day for nine years (K-8).

71. [District Media Festival Awards \(Karen Robinson\)](#)

#### Minutes:

Gr. K-2 Best in Show winner: Morgan Groover, Clay Hill Elementary School

Gr. 3-5 Best in Show winners: Allison Robertson and Maura Owens, Clay Hill Elementary

72. [Recognize 2008 State Science Fair Winners \(Brenda Weeks\)](#)

Attachment: [2008 State Science Fair Winners.pdf](#)

**Minutes:** See attachment for a list of winners.

73. [Recognize 2008 International Science and Engineering Fair Participants \(Sharon Chapman\)](#)

**Minutes:** The Board recognized Joseph Roney and Mitchell Stecker who represented the school district at the 2008 International Science and Engineering Fair.

### Scheduled Citizen Requests

#### Presenters

74. [Clay County Fair Association to present Blue Ribbon Resolution \(Pete Sutton\)](#)

Attachment: [2008 Blue Ribbon Resolution.pdf](#)

**Minutes:** On behalf of the Clay County Fair Association, Mr. Sutton thanked the School District for its significant contributions and for being an integral partner with the Fair Association in achieving the Blue Ribbon Fair award for 2008.

### Discussion Agenda

#### School Board Members

75. [Discuss need for Impact Fee Workshop](#)

**Minutes:** Following discussion, general agreement was that the workshop meeting scheduled for June 26, 2008 was no longer needed.

76. [Discuss request from the Board of County Commissioners to appoint one citizen member to](#)

[serve on the 2008 Value Adjustment Board](#)

Attachment: [VAB2008.pdf](#)

**Minutes:** Mr. Bickner read from recently approved legislation, the required qualifications for the citizen member. Following discussion, it was determined that nominations should be submitted to Mr. Van Zant prior to the next regular meeting and the item will be reagendaed for approval of the citizen member as well as the School Board appointee at the July 17th meeting.

**Deputy Superintendent**

77. [Public Hearing - Amendments to CCSB Policy 6GX-10-5.08 Food and Nutrition Services](#)

Attachment: [CCSB Policy 5.08 Food-Nutrition Services - Public Hearing 06-19-08.pdf](#)

**Minutes:** The public hearing was held with no one to speak to the item.

**Motions:**

Approve policy as submitted. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Carol Vallencourt

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

78. [Public Hearing - Amendments to CCSB Policy 6GX-10-2.18 Retirement and Resignations](#)

Attachment: [CCSB Policy 2.18 Retirement and Resignations - Public Hearing 06-19-08.pdf](#)

**Minutes:** The public hearing was held with no one to speak to the item.

**Motions:**

Approve policy as submitted. - PASS

**Vote Results**

Motion: Carol Vallencourt

Second: Lisa Graham

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

79. [Public Hearing - Amendments to CCSB Policy 6GX-10-2.24 Personnel File and Release of Information](#)

Attachment: [CCSB Policy 2.24 Personnel File-Release of Info - Public Hearing 06-19-08.pdf](#)

**Minutes:** The public hearing was held with no one to speak to the item.

**Motions:**

Approve policy as submitted. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Wayne Bolla

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

80. [C-12 \(Bolla\) Amendments to the 2008-2009 Staff Allocations](#)

Attachment: [Proposed Allocation Changes - 06-19-08.pdf](#)

**Motions:**

Approve staff allocations as submitted. - PASS

**Vote Results**

Motion: Wayne Bolla

Second: Lisa Graham

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

**Human Resources**

81. [C-16 \(Bolla\) Personnel Consent Agenda](#)

Attachment: [Personnel Consent Agenda June 2008.pdf](#)

**Motions:**

Approve the Personnel Consent Agenda as presented. - PASS

**Vote Results**

Motion: Wayne Bolla

Second: Carol Vallencourt

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt	- Aye
Charlie VanZant	- Aye

### Business Affairs

82. [Consider adopting a resolution authorizing the sale of Certificates of Participation, Series 2008, in a principal amount of not exceeding \\$12,000,000, for the purpose of financing the costs of construction and equipping of Oakleaf High School](#)

Attachment: [2008 COP Resolution-School Board.pdf](#)

#### Motions:

Approve the resolution authorizing the sale of Certificates of Participation, Series 2008, with the amended maturing date of July 1, 2030. - PASS

#### Vote Results

Motion: Carol Vallencourt

Second: Lisa Graham

Wayne Bolla - Nay

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

83. [Recess the Regular Meeting and convene a meeting of the Board of Directors of the Clay School Board Leasing Corporation](#)

84. [Consider adopting a resolution authorizing the sale of Certificates of Participation, Series 2008, in a principal amount of not exceeding \\$12,000,000 for the purpose of financing the costs of construction and equipping of OakLeaf High School](#)

Attachment: [2008 COP Resolution-Leasing Corp.pdf](#)

#### Motions:

Acting as the Clay School Board Leasing Corporation, adopt the resolution to authorize the sale of Certificates of Participation, Series 2008, in a principal amount of not exceeding \$12,000,000, with the amended maturing date of July 1, 2030. - PASS

#### Vote Results

Motion: Carol Vallencourt

Second: Lisa Graham

Wayne Bolla - Nay

Lisa Graham - Aye

Carol Vallencourt - Aye



Charlie VanZant

- Aye

85. [Adjourn the special meeting of the Board of Directors of the Clay School Board Leasing Corporation and reconvene the Regular Meeting](#)

**Support Services**

86. [Restated and Consolidated Interlocal Agreement for Emergency Shelters in Clay County between the Clay County School Board and the Clay County Board of County Commissioners.](#)

Attachment: [InterlocalAgreementEmergencyShelterJune19Final.pdf](#)

**Minutes:** The Agreement designates Clay High School, Keystone Heights High School and Orange Park High School as pet shelters. There was lengthy discussion in which concerns were expressed about damage resulting from animal waste, as well as health and sanitation concerns.

**Motions:**

Approve the Restated and Consolidated Interlocal Agreement for Emergency Shelters in Clay County between the Clay County School Board and the Clay County Board of County Commissioners which now contains pet friendly shelters. - FAIL

**Vote Results**

Motion: Carol Vallencourt

Second: Charlie VanZant

Wayne Bolla - Nay

Lisa Graham - Nay

Carol Vallencourt - Aye

Charlie VanZant - Aye

87. [C-63 \(Bolla\) Additive Change Order #7 for Shadowlawn Elementary School](#)

Attachment: [SLE CO 7.pdf](#)

**Minutes:** There was discussion about whether responsibility for traffic signals in close proximity to schools lies with the School Board or the Board of County Commissioners. Mr. Bickner will develop written communication to be transmitted to the County Attorney asking for interpretation of the Interlocal Agreement as it relates to traffic signals required at school sites.

**Motions:**

Approve the Change Order. - PASS

**Vote Results**

Motion: Carol Vallencourt

Second: Wayne Bolla

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant

- Aye

88. [Final \(Phase III\) Plans and Specifications for OakLeaf High School](#)

**Motions:**

Approve High School "Final Plans and Specifications. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Wayne Bolla

Wayne Bolla - Aye

Lisa Graham - Aye

Carol Vallencourt - Aye

Charlie VanZant - Aye

**Presentations from the Audience** (There were none)

**Superintendent Requests** (There were none)

**School Board's Requests**

89. [Board Member Comments](#)

**Minutes:**

- Mr. Bolla made comments about the relationship between lowering the impact fees and moving forward with the COP.
- Mrs. Vallencourt discussed the inadequate funding of public education by the Legislature.

**Adjournment** (8:35 p.m.)

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**Superintendent Chair**

**EXECUTIVE SESSION (Closed to the Public) Immediately following the Regular Meeting to discuss collective bargaining issues.**