



**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.**

**May 16, 2013 - Regular Meeting**

**Invocation**

**Pledge of Allegiance**

**Call to Order**

1. Attendance

**Consent Agenda**

**Superintendent**

2. C-2 Payment of Annual Dues for 2013-2014 - Florida Association of District School Superintendents

Attachment: FADSS Dues.pdf

**School Board Members**

3. C-3 Payment of Annual Dues for 2013-2014 - Florida School Boards Association

Attachment: FSBA Dues.pdf

**Deputy Superintendent**

4. C-4 Bradford County Agreement 2013-2014

Attachment: Bradford County Agreement.pdf

5. C-5 Clay County Transportation Handbook of Operations

Attachment: Summary of Transportation Handbook.pdf

Attachment: Transportation Handbook.pdf

6. C-6 Proposed Allocation Changes for 2012-2013

Attachment: Allocation Summary - May 16,

2013 part II.pdf

7. C-7 Proposed Allocation Changes for 2013-2014

Attachment: Allocation Summary - May 16, 2013.pdf

**Human Resources**

8. C-8 Personnel Consent Agenda

Attachment: PERSONNEL CONSENT AGENDA 5 16 13.pdf

**Instruction**

9. C-9 Virtual Instruction Providers

10. C-10 Student Travel

Attachment: May 2013 - Student Travel.pdf

11. C-11 Overnight/Out of State Travel

Attachment: ffacampchowenwaw.pdf

Attachment: outofstate-univofsouthcarolina.pdf

12. C-12 Change the Adult and Community Education's Calendar from two semesters to three trimesters per year

13. C-13 PSAV Unarmed Security Guard Class Application, class to be held at Orange Park High School

Attachment: Application for Class DS Security Officer School or Training Facility License.pdf

14. C-14 2013-14 Career Pathways Consortium Articulation Agreement between St. Johns River State College and CCSD

Attachment: 2013-14careerpathwaysagreement.pdf

15. C-15 Multi-District FDLRS grant.

Attachment: FDLRS ExecSummary 13-14 Clay-Nassau.pdf

16. C-16 Interpreter services contract 2013-14.

Attachment: Interpreter services contract 13 14 Alonzo.pdf

17. C-17 Clarke School addendum for Summer 2013.

Attachment: CLARKE SCHOOL ADDENDUM for

inclusion SUMMER 2013.pdf

18. C-18 Carlton Palms contract 2013-14.

Attachment: CARLTON PALMS CONTRACT 13  
14 no name.pdf

19. C-19 Audiological services contract 2013-14.

Attachment: AUDIOLOGICAL SERVICES  
contract SHARPE 2013 2014.pdf

20. C-20 Bannerman Learning Center Placements in Lieu  
of Expulsion and ESE Alternative School Update

Attachment: BLC placements.pdf

21. C-21 2013/14 Special Pupil Requests; 2013/14 Non-  
Resident Admissions guidelines

Attachment: SPR Memorandum 2013-2014.pdf

#### **Business Affairs**

22. C-23 Writeoff Non-Sufficient Funds Checks at Schools

23. C-25 Warrants and Vouchers for April, 2013

Attachment: Warrants & Vouchers April,  
2013.pdf

24. C-26 Review 2011-12 Fiscal Year Audit

Attachment: 2013-156.pdf

25. C-27 Monthly Property Report - April, 2013 -  
Furniture/Equipment

Attachment: Furniture-Equipment Report-April,  
13.pdf

26. C-28 Monthly Property Report - April, 2013 - AV  
Materials

Attachment: Audiovisual Report-April, 13.pdf

27. C-29 Monthly Property Report - April, 2013 - Software

Attachment: Software Report-April, 13.pdf

28. C-30 Monthly Property Report - April, 2013 - Vehicles

Attachment: Vehicles Report-April, 13.pdf

29. C-31 Deletion of Certain Items Report - May, 2013

Attachment: [Deletion Report-May, 13.pdf](#)  
Attachment: [Deletion Report-\(Attachments\),  
May, 13.pdf](#)

30. C-32 Budget Amendments for the Month of April, 2013

Attachment: [Impact Statement.pdf](#)  
Attachment: [budget amendments.pdf](#)

31. C-33 Bid Renewals May 2013

Attachment: [5 16 2013 Teal Tile & Carpet Letter.pdf](#)  
Attachment: [5 16 2013 The Mohawk Group Letter.pdf](#)

**Support Services**

32. C-34 2012-2013 Fire Safety Inspection Report

Attachment: [Fire Safety 1.pdf](#)  
Attachment: [Fire Safety 2.pdf](#)  
Attachment: [Fire Safety 3.pdf](#)

33. C-35 2012-2013 Casualty, Safety, Sanitation, and Relocatable Inspection Report

Attachment: [SREF Elementary 1.pdf](#)  
Attachment: [SREF Elementary 2.pdf](#)  
Attachment: [SREF Elementary 3.pdf](#)  
Attachment: [SREF Junior High.pdf](#)  
Attachment: [SREF High School.pdf](#)  
Attachment: [SREF Ancillary.pdf](#)

34. C-36 Substantial Completion of Green Cove Springs Junior High School Fire Alarm Replacement

Attachment: [GCSJH Fire Alarm Substantial Completion.pdf](#)

35. C-37 Additive Change Order #2 for Keystone Heights High School Renovation Building 1

Attachment: [CO 2 KHHS Renovation Building 1.pdf](#)

36. C-38 Additive Change Order #1 for W.E. Cherry Elementary School Panelboard/Switchgear Replacement

Attachment: [CO 1 WEC Panelboard.Switchgear Replacement.pdf](#)

37. C-39 Final Completion of Information Services Roof Replacement Building 2

Attachment: Final Completion IS Roof Replacement.pdf

38. C-40 Pre-Qualification of Contractors

Attachment: Contractor List 5,16,13.pdf

39. C-41 Town of Orange Park Drainage Easement for Orange Park Junior High School

Attachment: Utility Easement, OPJ.pdf

**Adoption of Consent Agenda**

40. Adoption of Consent Agenda

**Minutes:**

Prior to the vote, the following speakers addressed items on the consent agenda:

Keith Nichols - Spoke to Item C-5, Clay County Transportation Handbook of Operations

Udo Stillmayer - Spoke to Item C-8, Personnel Consent Agenda

**Motions:**

Approve the Consent Agenda. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Janice Kerekes

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**Recognitions and Awards**

41. Introduction of Florida Blue - Dr. Copeland

**Minutes:**

Dr. Copeland introduced the following representatives from Florida Blue:

- Jimmy Kelly, Senior Strategic Account Executive
- Karla, Logston, R.N. Senior Manager, Health and Wellness
- Patty Jones, Account Manager

Dr. Copeland reminded the Board of the Insurance Workshop on June 6, 2013, 3:30 p.m., to review all employee benefits.

42. Recognize Nabeel Farooq, 8th Grade student at Orange Park Junior High, who will represent Florida at the National History Bee in Atlanta on June 1, 2013 - Mrs. Studdard

**Minutes:** Mrs. Studdard recognized Nabeel Farooq, an 8th grade student at Orange Park Junior High. Nabeel is the first student from Clay County to ever represent Florida at the National History Bee.

43. Recognize National Merit Scholarship Award winners - Mrs. Studdard

**Minutes:**

Mrs. Studdard recognized the following students receiving National Merit Scholarships:

Bailey Anderson (RHS) - National Merit Rose-Hulman Institute of Technology Scholarship

Cody B. Boyer (RHS) - National Merit Corporate (CSX) Scholarship

Nicolas S. de Leon (FIHS) - National Merit Scholarship

44. Recognition of CTE Programs - Superintendent Van Zant

**Minutes:** Chereese Stewart recognized Paul Parker, retiring on May 31, 2013, as the district's Director of Career and Technical Education. Mr. Parker spoke briefly about the Ford-PAS Program. Superintendent Van Zant congratulated Mr. Parker on his retirement and presented him with a military Challenge Coin from Special Operations Task Force East. Mrs. Stewart concluded the presentation by sharing her vision for the school district's Career and Technical Education program as the new Director.

**Scheduled Citizen Requests**

45. Keith Nichols - Integrity Matters

**Minutes:** Mr. Nichols spoke about "integrity" in relation to the emergency item brought before the School Board last month and how perception matters.

46. Stanley Pfenning - Proposed Amendments to CCSB Policy 6GX-10-1.02, The District School Board

**Minutes:** Mr. Pfenning spoke about citizens' freedom of speech and proposed amendments to Policy 1.02.

**Presenters**

47. Green Cove Springs Friends of the Library - Sandi Dunnivant

**Minutes:** Mrs. Dunnivant is President of the Green Cove Springs Friends of the Library. She spoke about the summer youth activities provided by Clay County public libraries for students. She would like the school district to help get this information out to all students.

**Discussion Agenda**

**Superintendent**

48. C-1 Minutes of Workshop Meeting on April 9, 2013, and Student Hearings and Regular Meeting on April 18, 2013 (Item pulled by Mrs. Bullock)

Attachment: April 9, 2013 Minutes.pdf

Attachment: Disciplinary Minutes-2013 April 18.pdf (Confidential Item)

Attachment: Minutes 2013 April 18.pdf

**Minutes:**

Mrs. Bullock asked for the April 9, 2013, Workshop Meeting minutes to be amended to reflect Mr. Gottshalk's opening comments.

Regarding the April 18, 2013, Regular Meeting minutes, Mrs. Kerekes asked for confirmation of the 5-0 vote on Item 38. The 5-0 vote was verified as correct. Mrs. Kerekes also asked for the April 18, 2013, Regular Meeting minutes to be amended for Item 44 and her comments under School Board Requests.

**Motions:**

Approve the minutes with the additions to be made by Mr. Bickner and Mrs. Bush. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

- Tina Bullock - Aye
- Lisa Graham - Aye
- Janice Kerekes - Aye
- Johnna McKinnon - Aye
- Carol Studdard - Aye

49. D-1 Review and Approval of Proposed District Office Administrative Allocations for 2013-2014

Attachment: District Office Administrators Allocation Summer.pdf

**Minutes:** Mrs. Adams gave a brief introduction and Board discussion followed.

**Motions:**

Approve District Office Administrators allocations with the following exceptions: - PASS

- exclusion of 1.0 Administrator on Assignment in the Business Affairs Division
- exclusion of 1.0 Supv. of Career & Tech. Educ./Supv. III (0.2 6300/1443 and 0.8)
- exclusion of 1.0 Information Services Coordinator (100/1853) Coord. II

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

- Tina Bullock - Aye
- Lisa Graham - Aye
- Janice Kerekes - Aye
- Johnna McKinnon - Aye
- Carol Studdard - Aye

**School Board Members**

50. D-2 Public Hearing on amendments to CCSB Policy



6GX-10-1.03 (C), The Superintendent of Schools (Mrs. Studdard)

Attachment: 1.03C for Public Hearing 5-16-13.pdf

**Minutes:** The Chairman opened the Public Hearing. With no one present to speak to the item, the hearing was closed.

**Motions:**

Superintendent recommends - PASS approval.

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

51. D-3-A Approve Settlement Agreement to withdraw Petition for Writ of Certiorari filed in the Circuit Court in Clay County (Mrs. Studdard)

Attachment: 5-16-13 Settlement Agreement for Writ of Certiorari.pdf

**Minutes:**

Bruce Bickner, School Board Attorney, referred to Florida Statute 120.525 and stated for the record that good cause existed to add this item to the agenda due to resolution having been reached late on Thursday, May 9, 2013, after the agenda had been finalized and published. The good cause was that the issue was detrimental and not in the best interest of the children of Clay County. The Chairman opened the Public Hearing.

Stan Pfenning spoke to this item. Being no one else present to speak to the item, the Public Hearing was closed.

*(Original signed Settlement Agreement on file in Official Minute Book #20.)*

**Motions:**

Superintendent recommends approval. - PASS

**Vote Results**

Motion: Johnna McKinnon

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

52. D-3 Public Hearing on amendments to CCSB Policy 6GX-10-1.02, The District School Board (Mrs. Studdard)

Attachment: POLICY 1.02 for Public Hearing 5-16-13.pdf

**Minutes:**

The Chairman opened the Public Hearing. The following individuals spoke to this item:

Stan Pfenning, Tracy Butler, Gwen Shangle

Following speaker comments, the Public Hearing was closed.

**Motions:**

Superintendent recommends disapproval. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Nay

Janice Kerekes - Aye

Johnna McKinnon - Nay

Carol Studdard - Aye

**Human Resources**

53. D-4 Human Resources - Special Action A

Attachment: HR Special Action A 5 16  
13.pdf (Confidential Item)

**Minutes:**

Bruce Bickner, School Board Attorney, clarified that this item was not a hearing but a recommendation for action based on information gathered. Mr. Ford will be afforded the opportunity to request a due process hearing.

The following individuals spoke to this item.

April Martin, Kimberly Duncan, Tom Balchandani, Smitty Huffman, Curtis Oliver, Crystal Weidner, Janet Rowe, Mary Ann Steinberg, John Steinberg, Randy Lefko, Bryce Roderick, Jerry Polen, Leslie Klein Thompson

At the request of the Chairman, Mr. Bickner reviewed the process for disciplinary actions.

**Motions:**

Approve the action as presented. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Lisa Graham

Tina Bullock - Nay

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Nay

Carol Studdard - Aye

54. D-5 Human Resources - Special Action B

Attachment: HR Special Action B 5 16  
13.pdf (Confidential Item)

**Motions:**

Approve the action as presented. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Johnna McKinnon

Tina Bullock - Aye

Lisa Graham - Aye  
Janice Kerekes - Aye  
Johnna McKinnon - Aye  
Carol Studdard - Aye

55. D-6 Human Resources - Special Action C

Attachment: Human Resources Special Action C.pdf (Confidential Item)

**Minutes:**

The following individuals were present to speak to this item.

Angela Ace, Teresa Ace

**Motions:**

Approve the action as presented. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Johnna McKinnon

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**Instruction**

56. D-8 Deferral Agreement between the School Board of Clay County and the Orange Park Performing Arts Academy, charter applicant

Attachment: Charter App Deferral Agreement 5-16-13.pdf

**Minutes:**

*(Original signed on file in Official Minute Book #20.)*

**Motions:**

Superintendent recommends approval of the Agreement. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Lisa Graham

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

57. D-7 Review Common Core in Clay

**Minutes:**

Elaine Weistock and Monique Thomas spoke to this item.

Diane Kornegay, Assistant Superintendent for Instruction, stated the speaker was supposed to be a teacher who would talk about some of the training and the great things going on in the school district with regard to Common Core, but she could not be at the meeting tonight. This review was delayed to the June board meeting agenda.

58. C-22 Consultant Fee for Murray Banks (Item pulled by Mrs. Kerekes)

Attachment: [AEI Speakers Agreement.pdf](#)

Attachment: [Bio for Murray Banks.pdf](#)

**Minutes:**

Gwen Shangle spoke to this item.

Mrs. Kerekes pulled this item because she was concerned about the amount of the fee.

Mrs. Kornegay introduced Dr. Emily Weiskopf, the new Supervisor of Professional Development, who explained the importance of the keynote speaker. Following staff presentation, discussion ensued by the Board.

**Motions:**

Approve consultant agreement - FAIL  
as submitted.

**Vote Results**

Motion: Lisa Graham

Second: Johnna McKinnon

Tina Bullock - Nay

Lisa Graham - Aye

Janice Kerekes - Nay

Johnna McKinnon - Aye

Carol Studdard - Nay

**Business Affairs**

59. C-24 Internal Fund Auditors for the 2012-2013 Fiscal Year (Item pulled by Mrs. Kerekes)

Attachment: BOARD BACKUP FOR APPOINTMENT OF AUDITORS, FY13.pdf

**Minutes:**

Mrs. Kerekes pulled the item to commend staff for the great audit comments.

Dr. Copeland briefly reviewed the report.

**Motions:**

Approve of the firms recommended to perform the internal fund audits. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Janice Kerekes

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

60. D-9 Review "Conference Report 2013-14"

**Minutes:** Dr. Copeland reviewed this item in conjunction with the monthly financial report.

61. D-10 Monthly Financial Report for April, 2013

Attachment: PAGE 1 MONTHLY FINANCIAL-Sum Cash-APRIL, 2013.pdf

Attachment: PAGE 2 MONTHLY FIN-APRIL 2013 GREV.pdf

Attachment: PAGE 3 MONTHLY FIN-APRIL, 2013-GREXP.pdf

Attachment: PAGE 4 MONTHLY FIN-APRIL,2013-DSREVEXP.pdf

Attachment: PAGE 5 MONTHLY FIN-APRIL,2013-CPF.pdf

Attachment: PAGE 6 Capital Projects By Project APRIL,2013.pdf

Attachment: PAGE 7 MONTHLY FIN-APRIL,2013-FOOD SERVICE.pdf

Attachment: PAGE 8 MONTHLY FIN-APRIL, 2013-SPREV42X.pdf

Attachment: PAGE 9 MONTHLY FIN-APRIL,2013- ARRA-SPREV43X.pdf

Attachment: PAGE 10 MONTHLY FIN-APRIL,2013-INSURANCE.pdf

Attachment: 5-16-13 Powerpoint Presentation - Revenue Expenses .pdf

**Minutes:** Dr. Copeland reviewed the 4th calculation for the 2012-2013 school year and the 2013-2014 Conference Report. Dr. Copeland stated that after adjustments are made at the end of the year, the district's fund balance may be under 3%. See attached Budget slides presented in the meeting.

**Motions:**

Approval of the monthly financial report for April, 2013, as presented. - PASS

**Vote Results**

Motion: Janice Kerekes

Second: Johnna McKinnon

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**Support Services**

62. D-11 Adopt Updated Educational Impact Fee Technical Report and Resolution for Transmittal to the Board of County Commissioners

Attachment: Impact Fee Technical Report.Resolution.pdf

**Minutes:** Mr. Connell reviewed the Technical Report and the recommended Impact Fee amounts.

**Motions:**

Approve the recommended Impact Fee amounts and authorize submission of the Resolution to the Board of County Commissioners. - PASS

**Vote Results**

Motion: Lisa Graham

Second: Tina Bullock

Tina Bullock - Aye

Lisa Graham - Aye

Janice Kerekes - Aye

Johnna McKinnon - Aye

Carol Studdard - Aye

**Presentations from the Audience**

63. Speakers

**Minutes:** Stanley Pfenning spoke about secretarial services to the School Board Attorney.

**Superintendent Requests**

64. Comments

**Minutes:**

An Executive Session was scheduled for Wednesday, May 29, 2013, at 4:00 in Green Cove Springs to discuss collective bargaining issues.

Math Field day will be held at 8:00 a.m. at Fleming Island Elementary School. The awards ceremony will take place at 11:45.



Mr. Voss will be contacting the Board to set up a date for the Communications Audit review.

**School Board's Requests**

65. Comments

**Minutes:**

Mrs. Kerekes commented on the Transportation Handbook. She asked about displaying student artwork at the TTC.

Mrs. Bullock thanked the deputies who work the Board meetings and reported on events she attended for Special Olympics and FFA.

Mrs. Studdard reported on events that she had attended over the last month.

Mrs. McKinnon stated she was concerned about the negative publicity surrounding the School Board and expressed her support of the Superintendent. She wished David McGuffin well on his pending retirement from Ridgeview High School as band director and announced he will host a final concert tomorrow evening (May 17).

**Attorney's Requests** (There were none.)

**Adjournment** (12:15 a.m.)

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**Superintendent**

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**Chairman**