



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

**Superintendent's Conference Room
900 Walnut Street
Green Cove Springs
SPECIAL MEETING - 4:00 P.M.**

October 13, 2011 Special Meeting

Call to Order (4:00 p.m.)

1. Attendance

Minutes:

Members present: Carol Studdard, District 2; Charles VanZant, Jr., District 3 and Lisa Graham, District 5. Superintendent Wortham was also present.

Frank Farrell and Janice Kerekes were out of town and not present at this meeting.

Agenda Items

2. Proposed Staff Allocation Changes for 2011-2012

Attachment: [Allocation Summary - Current Backup October 13, 2011.pdf](#)

Minutes:

Denise Adams, Deputy Superintendent, gave a brief explanation of the changes. Most of the proposed changes and costs were in response to meeting the Class Size requirements.

Superintendent Wortham explained the reason for the Administrator on Assignment item. That assignment will end on December 16th.

Motions:

Approve staff allocation changes as submitted. - PASS

Vote Results

Motion: Charles Van Zant, Jr.

Second: Lisa Graham

- Frank Farrell - Not Present
- Lisa Graham - Aye
- Janice Kerekes - Not Present
- Carol Studdard - Aye
- Charles Van Zant, Jr. - Aye

3. Appointments, Transfers, and Redesignations of Out-of-Field Teachers

Minutes:

Neil Sanders, Director of Instructional Personnel, informed the Board that in order for us to collect FTE, these Out-of-Field teachers must be properly appointed by the School Board prior to the end of the FTE week. Mr. Sanders reported that there were 167 Category 1 Primary Language Arts/Reading Teachers and 50 Non-ESOL Teachers who were out-of-field. Most of the out-of-field teacher status is due to changes in the laws for teacher certification.

Motions:

Approve the out-of-field designations as presented. - PASS

Vote Results

Motion: Charles Van Zant, Jr.

Second: Lisa Graham

- Frank Farrell - Not Present
- Lisa Graham - Aye
- Janice Kerekes - Not Present
- Carol Studdard - Aye
- Charles Van Zant, Jr. - Aye

4. Job Description Changes

Attachment: Job Description Changes 10-13-11.pdf

Minutes: Mrs. Toni McCabe, Assistant Superintendent for Human Resources, briefly reviewed the revisions to the duties for Director of Food and Nutrition Services, Coordinator of Purchasing/Warehouse and Coordinator of Accounting and Internal Accounts in order for more

efficiency in these areas.

Motions:

Approve the job description changes. - PASS

Vote Results

Motion: Charles Van Zant, Jr.

Second: Lisa Graham

Frank Farrell - Not Present

Lisa Graham - Aye

Janice Kerekes - Not Present

Carol Studdard - Aye

Charles Van Zant, Jr. - Aye

5. 2011-2012 Administrative Salary Schedule Table Revision

Attachment: ADMIN - Table I Update 10-13-11.pdf

Minutes: Mrs. McCabe clarified the revisions to the salary schedule due to job description and title changes.

Motions:

Approve the item as presented. - PASS

Vote Results

Motion: Lisa Graham

Second: Charles Van Zant, Jr.

Frank Farrell - Not Present

Lisa Graham - Aye

Janice Kerekes - Not Present

Carol Studdard - Aye

Charles Van Zant, Jr. - Aye

6. Administrative Reassignment

Minutes: Mrs. McCabe explained the need for the requested allocation to be in place for the Board to approve the reassignment of an administrator.

Motions:

Approve the reassignment as stated. - PASS

Vote Results

Motion: Lisa Graham

Second: Charles Van Zant, Jr.

Frank Farrell - Not Present

Lisa Graham - Aye

Janice Kerekes - Not Present

Carol Studdard - Aye

Charles Van Zant, Jr. - Aye

Superintendent's Requests (None)

School Board's Requests (None)

Adjournment (4:15 p.m.)

Superintendent

Chairman