BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, August 18, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #25

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

1. INVOCATION AND PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL OF MEMBERS

4. PUBLIC HEARINGS

5. RECOGNITIONS / PRESENTATIONS

5.1 Recognize Retiree Denny Wells (Hire Date: 8/17/71; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

5.2 Recognize Retiree Diane Wells (Hire Date: 8/15/72; Retire Date: 5/30/25)
Wyatt Milton - (259-0401)

5.3 Recognize Employee Jennifer Payne - Baker County High School
Wyatt Milton - (259-0401)

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

6.1 8.1.: Personnel Items, Supplemental Pay List: Approval of the Correction of First Name for Lisa Manalo from Lisa to Lara.
Wyatt Milton - (259-0401)

6.2 8.15.: Addition of the Approval of Budget Amendment #2 (BA 2) for Fiscal Year Ending June 30, 2025. (General Fund 100)
Teri Ambrose - (259-0418)

6.3 8.16.: Addition of the Approval of Budget Amendment #3 (BA 3) for Fiscal Year Ending June 30, 2025. (Food Service Fund 410)
Teri Ambrose - (259-0418)

6.4 8.17.: Addition of the Approval of Budget Amendment #4 (BA 4) for Fiscal Year Ending June 30, 2025. (Federal Fund 420)
Teri Ambrose - (259-0418)

6.5 8.18.: Addition of the Approval of Amendment #1 to "Workforce Development Capitalization Incentive Grant (CAP)" in the Amount of $1,700,000.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

6.6 9.8.: Addition of the Approval of the Contract Between Baker County School Board and Driver Training

Solutions, LLC.
Carrie Dopson - (259-0408)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on August 18, 2025.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the July 28, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

8.3 Approval to Incorporate Form 8B into the July 28, 2025, School Board Meeting Minutes.
Wyatt Milton - (259-0401)

8.4 Approval of the Minutes of the August 4, 2025, Work Session.
Wyatt Milton - (259-0401)

8.5 Approval of the Minutes of the August 4, 2025, Work Session.
Wyatt Milton - (259-0401)

8.6 Approval of the Minutes of the August 4, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

8.7 Approval of Amendment #2 to "2024-2027 Title IX, Part A Education of Homeless Children and Youth" in the Amount of $3,368.75 with No Change in Over All Budget Total. Amendment / Federal / No Matching
Traci Wheeler - (259-6776)

8.8 Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.9 Approval of the Data Sharing Agreement with Age of Learning.
Thomas Hill - (259-0429)

8.10 Approval of Amendment #1 of the Data Sharing Agreement with University of Florida Board of Trustees.
Thomas Hill - (259-0429)

8.11 Approval of Contract for Services Agreement with Allied Instructional Services to Provide a Board Certified Teacher in Blindness and Visual Impairments, Effective July 1, 2025 - June 30, 2026.
Alice Schmitges - (259-0444)

8.12 Approval to Renew Agreement with Resolutions in Special Education, Inc. Effective July 1, 2025 - June 30, 2026. (No Changes from Previous Agreement.)
Alice Schmitges - (259-0444)

8.13 Approval of the Renewal to the Formal Quotation for Granicus, Effective September 12, 2025 - September 12, 2028.
Wyatt Milton - (259-0401)

8.14 Approval of Addendum to the Formal Quotation for Pest Control Services No. 2024-001 with Florida Pest Control Services, Effective July 1, 2025 - June 30, 2026.
Tonya Tarte - (259-4330)

8.15 Approval of Budget Amendment #2 (BA 2) for Fiscal Year Ending June 30, 2025. (General Fund 100)
Teri Ambrose - (259-0418)

8.16 Approval of Budget Amendment #3 (BA 3) for Fiscal Year Ending June 30, 2025. (Food Service Fund 410)

Teri Ambrose - (259-0418)

8.17 Approval of Budget Amendment #4 (BA 4) for Fiscal Year Ending June 30, 2025. (Federal Fund 420)
Teri Ambrose - (259-0418)

8.18 Approval of Amendment #1 to "Workforce Development Capitalization Incentive Grant (CAP)" in the Amount of $1,700,000.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of the 2025-2026 Student Progression Plan and 2025-2026 Code of Student Conduct.
Carrie Dopson - (259-0408)

9.3 Approval of the No Cost Agreement with Age of Learning.
Thomas Hill - (259-0429)

9.4 Approval to Award Bid for Macclenny Elementary School Front Door Entrance Project to Little & Williams in the Amount of $36,281.00.
Chadd Scarborough - (259-5420)

9.5 Approval of the Baker County School District Virtual School Handbook.
Carrie Dopson - (259-0408)

9.6 Approval of the Course Billing and Contract Services Related to Personalized Education Program (PEP) Scholarship.
Carrie Dopson - (259-0408)

9.7 Approval to Seek Request for Qualifications for Construction Management Services Related to the Construction of a New Middle School Facility.
Wyatt Milton - (259-0401)

9.8 Approval of the Contract Between Baker County School Board and Driver Training Solutions, LLC.
Carrie Dopson - (259-0408)

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.

11. INFORMATION AND ANNOUNCEMENTS

12. ADJOURNMENT

NOTICE: Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based.

AGENDA ITEM NO. 5.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Denny Wells (Hire Date: 8/17/71; Retire Date: 5/30/25)

AGENDA ITEM NO. 5.2

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SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Diane Wells (Hire Date: 8/15/72; Retire Date: 5/30/25)

AGENDA ITEM NO. 5.3

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SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Employee Jennifer Payne - Baker County High School

AGENDA ITEM NO. 6.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.1.: Personnel Items, Supplemental Pay List: Approval of the Correction of First Name for Lisa Manalo from Lisa to Lara.

ATTACHMENTS:
08.18.2025 Approval of the Personnel Items List_W.Milton_REV 08.18.2025.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 18, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Battles	Kiara		Resignation Accepted with Prejudice	Nutrition Services Assistant (186 Days, 3 Hours)	Baker County High School	May 28, 2025
Crews	Bryce			Paraprofessional ESE, Ages 6-21 (187 Days)	Baker County Middle School	May 28, 2025
Esterling	Sandra			Teacher, Foreign Language (197 Days)	Baker County High School	May 30, 2025
Goodwin	Sandra			Teacher, Third Grade (197 Days)	Macclenny Elementary School	June 30, 2025
Grendzinski	Mariah			Speech / Language Associate (197 Day)	Macclenny Elementary School	May 30, 2025
Harvey	Beki			Bus Driver (186 Days)	Transportation	March 3, 2025
Harvey	Chellsie			Bus Driver (186 Days)	Transportation	May 28, 2025
Wignall	Staci			Teacher, Third Grade (197 Days)	Legacy Elementary School	June 2, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Adams	Heather		Returning from One Year Leave of Absence / Replacing Kimbra Lane	Teacher, Self Contained KG (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Blake	Emily		Initial Employment / Replacing Kathryn Hunt	Teacher, Varying Exceptionalities (197 Days)	Macclenny Elementary School	July 31, 2025
Childers	Jason		Initial Employment / Replacing Sherri Decker Richard	Teacher, Science (197 Days)	Baker County High School	August 8, 2025
Cranford	Jacob		Transfer Within Same Site from Teacher, Science (197 Days) / Replacing Brianna MacFarlane	Teacher, Varying Exceptionalities (197 Days)	Baker County Middle School	August 11, 2025
Cranford	Latisha		Initial Employment / Replacing Mary Schell Hager	Bus Driver (186 Days)	Transportation	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Crews	Crystal		Initial Employment / Replacing Priscilla Ray, Unit Reassigned	Bus Driver (186 Days, 5.5. Hours)	Transportation	July 31, 2025
Crews	Sheena		Initial Employment / Replacing Mallory Brown	Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	August 7, 2025
Crews	Susie		Transfer from Custodian (261 Days, 8 Hours) at Legacy Elementary School / No Vacancy, Unit Reassigned	Custodian 261 Days, 8 Hours)	Keller Facility	August 6, 2025
Dopson	Brian		Initial Employment / Replacing Jana Teague and Andrea Smith, Unit Reassigned	Teacher on Special Assignment (197 Days)	Baker County Middle School	August 8, 2025
Egan	Sheila		Initial Employment / Replacing Brandie Adams	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Legacy Elementary School	August 6, 2025
Gray	Holly		Transfer Within the Same Site from Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26 / Replacing Destiny Daniels	Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	Amend to July 31, 2025
Higginbotham	Jenna		Transfer Within the Same Site from Paraprofessional, Kindergarten (187 Days) / Replacing Hagan Taylor	Paraprofessional, Prekindergarten (187 Days)	PreK-Kindergarten Center	July 31, 2025
Hurlbert	Rhyvonne		Initial Employment / Replacing Lisa Dyer	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	August 11, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Keast	Rebecca		Transfer Within the Same Site from Paraprofessional, ESE Ages 3-5 (187 Days) / Replacing Brooklyn Davis	Paraprofessional, Kindergarten (187 Days)	Pre-K Kindergarten Center	July 31, 2025
Kilpatrick	Robbyn		Transfer Within the Same Site Paraprofessional, Kindergarten (187 Days) / Replacing Jenna Higginbotham	Paraprofessional, Kindergarten (187 Days)	Pre-K Kindergarten Center	July 31, 2025
Ledezma	Concepion		Initial Employment / Replacing Sandra Esterling	Teacher, Foreign Language (197 Days)	Baker County High School	August 11, 2025
MacFarlane	Brianna		Transfer Within the Same Site from Teacher Varying Exceptionalities (197 Days) / Replacing Steve Boatright	Teacher, Social Studies M/J (197 Days)	Baker County Middle School	July 31, 2025
Mack	Denzel		Transfer from Custodian (261 Days, 8 Hours) at Legacy Elementary School / Replacing Christina Meisner - No Vacancy Swap	Custodian 261 Days, 8 Hours)	PreK-Kindergarten Center	August 6, 2025
Meisner	Christina		Transfer from Custodian (261 Days, 8 Hours) at PreK-Kindergarten Center / Replacing Denzel Mack - No Vacancy Swap	Custodian 261 Days, 8 Hours)	Legacy Elementary School	August 6, 2025
Morales	Jesslyn		Initial Employment / Replacing Audrey Echols	Extended Day Enrichment Program Assistant Supervisor (181 Days)	PreK-Kindergarten Center	August 11, 2025
Porter	Danielle		Initial Employment / New Position	Teacher, Varying Exceptionalities (197 Days)	PreK-Kindergarten Center	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Rhoden	Brandon		Transfer from Custodian (261 Days, 8 Hours) at Macclenny Elementary School / No Vacancy, Unit Reassigned	Custodian (261 Days, 8 Hours)	Baker County Middle School	August 6, 2025
Rodgers	Ashley		Transfer Within the Same Site from Paraprofessional, Title 1 Elem (187 Days) / Replacing Holly Gray	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Macclenny Elementary School	July 31, 2025
Royal	Beatrice		Initial Employment / Pamela Johns	Bus Aide (186 Days)	Transportation	July 31, 2025
Thigpen	Haley		Initial Employment / Tyler Roberts	Paraprofessional, Elementary (187 Days)	Macclenny Elementary School	August 7, 2025
Young	Pamela		Initial Employment / Clayton Blackshear	Teacher, Fifth Grade (197 Days)	Legacy Elementary School	July 31, 2025

REAPPOINTMENT LIST FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Adams	Heather		Teacher Self Contained KG (197 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2025-2026

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Akins	Kristina			Working Through Planning	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	August 11, 2025 - May 22, 2026
Blake	Emily			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Burns	Megan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Canaday	Brock			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Canaday	Kylee			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Combs	Stephanie			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Cushenbery	Haley			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Davis	Jessalyn			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Eiserman	Melissa			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Hatcher	Tiffany			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Hite	Jeremy			Livestream and Technical Assistance for Football Games	Regular Hourly Rate / Maximum 75 Hours / Funding Source: General (Reimbursed by Athletics)	August 5, 2025 - December 19, 2025
Kennedy	Katherine			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Lee	Toree			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Morales	Jesslyn			Extended Day Enrichment Program Extravaganza - Sub-Worker	Regular Hourly Rate / Maximum 4 Hours / Funding Source: General	June 11, 2025
Payne	Camryn			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Porter	Danielle			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Raulerson	Hannah			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Roberts	Tyler			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Roberts	Vanessa			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Smith	Bethany			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Sowell	Jana			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Staples	Staci			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Taylor	Angela			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Waltman	Megan			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Adams	Brandie		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Akins	Kristina		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Allen	Allison		Westside Elementary School	Late Bus Duty	Board Approved Rate	2025 - 2026
Allen	Shelly	Morgan Tenaglio	Macclenny Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Auger	Kristine		Baker County Middle School	Team Leader - Eighth Grade Red	Board Approved Rate	2025 - 2026
Bennett	Andrea		Baker County High School	Girls Swim Team	Board Approved Rate	2025 - 2026
Bennett	Andrea		Baker County High School	Boys Swim Team	Board Approved Rate	2025 - 2026
Benton	Tiffany		Westside Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Bingham	Lucie		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Bryant	Johnnie		Baker County High School	Hi-Q Club - Junior Varsity	Board Approved Rate	2025 - 2026
Bryant	Johnnie		Baker County High School	Hi-Q Club - Varsity	Board Approved Rate	2025 - 2026
Buettgen	Sara		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Canaday	Brock		Baker County High School	Varsity Head Football Coach - Spring	Board Approved Rate	2025 - 2026
Canaday	Brock		Baker County High School	Varsity Head Football Coach - Fall	Board Approved Rate	2025 - 2026
Canaday	Kylee		Baker County High School	Girls Fastpitch Softball Coach	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Cassidy	Faith		Baker County Middle School	ESE Department Head	Board Approved Rate	2025 - 2026
Cinal	Jami		Westside Elementary School	Team Leader - Fifth Grade	Board Approved Rate	2025 - 2026
Clardy	Cynthia		Baker County High School	Beta Club	Board Approved Rate	2025 - 2026
Clardy	Cynthia		Baker County High School	Bus Duty	Board Approved Rate	2025 - 2026
Combs	Rebecca		Baker County Middle School	Team Leader - Sixth Grade Yellow	Board Approved Rate	2025 - 2026
Combs	Stephanie	Chelsea Hodgson	Macclenny Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Combs	Tiffany		Baker County High School	Boys Assistant Weightlifting Coach	Board Approved Rate	2025 - 2026
Combs	Tiffany		Baker County High School	Junior Class Sponsor	Board Approved Rate	2025 - 2026
Conner	Jennifer		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Craven	Morgan		Baker County Pre-K / Kindergarten Center	Director of Guidance	Board Approved Rate	2025 - 2026
Craven	Morgan		Baker County Pre-K / Kindergarten Center	Chairperson	Board Approved Rate	2025 - 2026
Crawford	Danielle		Baker County Middle School	Team Leader - Sixth / Eighth Grade Green	Board Approved Rate	2025 - 2026
Crews	Debra	Shared with Suzie Miller	Westside Elementary School	Testing Coordinator	Board Approved Rate	2025 - 2026
Crews	Debra		Westside Elementary School	Team Leader - Resource	Board Approved Rate	2025 - 2026
Crews	Heather		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Crews	Heather		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Boys Wrestling Coach	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Computer Network Manager	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Girls Wrestling Coach	Board Approved Rate	2025 - 2026
Cushenbery	Haley	Shared with Donna Ruis	Baker County High School	Sophomore Class Sponsor	Board Approved Rate	2025 - 2026
Cushenbery	Haley	Shared with Evan Ward	Baker County High School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Davis	Amy		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Davis	Beth		Baker County Middle School	Math Department Head	Board Approved Rate	2025 - 2026
Deel	Ellen		Student Services	Staffing Specialist	Board Approved Rate	2025 - 2026
Degrange	Lawrence		Baker County High School	Air Force JROTC	Board Approved Rate	2025 - 2026
Dennis	Jaime		Baker County Middle School	Team Leader - Seventh Grade Yellow	Board Approved Rate	2025 - 2026
Dennis	Jaime		Baker County Middle School	Social Studies Department Head	Board Approved Rate	2025 - 2026
Dietz	Valerie		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Driggers	Melissa	Shared with Grace Johnson	Westside Elementary School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Driggers	Melissa	Grace Johnson	Westside Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Dryden	Edward		Baker County High School	PLC Leader - History Department Chair	Board Approved Rate	2025 - 2026
Dugger	Tabitha		Westside Elementary School	Enrichment, Morning Show	Board Approved Rate	2025 - 2026
Dugger	Tabitha		Westside Elementary School	Team Leader - Third Grade	Board Approved Rate	2025 - 2026
Dunbar	Savannah	Shared with Emily McDonald	Baker County Pre-K / Kindergarten Center	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Elledge	Gretchen		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Elledge	Gretchen		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026
Finley	Blane		Baker County High School	Boys Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Gerard	Sara		Baker County High School	Drama Assistant	Board Approved Rate	2025 - 2026
Gernhard	Joyce		Baker County Middle School	Team Leader - Seventh Grade Blue	Board Approved Rate	2025 - 2026
Givens	Kelton		Baker County High School	Girls Junior Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Givens	Kelton		Baker County High School	Girls Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Gnann	Debra		Baker County High School	PLC Leader - CTE Department Chair	Board Approved Rate	2025 - 2026
Griffin	Andrea	Emily Blake	Macclenny Elementary School	Peer Teacher	Board Approved Rate - Half	2025 - 2026
Griffis	Lily		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Hall	Sabrina		Westside Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Hamel	Rena		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Hand	Daphne		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Harrell	Sandra		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Harris	Leslie		Baker County Pre-K / Kindergarten Center	Computer Network Manager	Board Approved Rate	2025 - 2026
Harrison	Mckenzie		Baker County Middle School	Team Leader - Sixth Grade Red	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	School Activities Coordinator	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	Student Council	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	Cooperative Education Club of Florida Sponsor	Board Approved Rate	2025 - 2026
Hatcher	Cassandra		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Hays	Leigh Ann		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Hays	Leigh Ann		Baker County High School	PLC Leader - Math Department Chair	Board Approved Rate	2025 - 2026
Higginbotham	Christan		Baker County High School	Health Occupation Student Association (HOSA)	Board Approved Rate	2025 - 2026
Hinkey	Brian		Baker County High School	Soccer Coach - Boys	Board Approved Rate	2025 - 2026
Hoard	Kayona		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Hokanson	Michelle		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County High School	Girls Assistant Weightlifting Coach	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County High School	Girls Volleyball Coach	Board Approved Rate	2025 - 2026
Horne	Adam		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Howell	Kymberli		Westside Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Howell	Kymberli		Westside Elementary School	Enrichment - PBIS Club	Board Approved Rate	2025 - 2026
Hyde	Amber		Baker County Middle School	Bus Duty	Board Approved Rate	2025 - 2026
Jacobs	Heather		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Johns	Michelle	Shared with Emily McDonald	Baker County Pre-K / Kindergarten Center	Enrichment - Kinder Chorus	Board Approved Rate	2025 - 2026
Johnson	Brittinie		Baker County High School	Future Homemakers of America Sponsor	Board Approved Rate	2025 - 2026
Johnson	Grace	Shared with Melissa Driggers	Westside Elementary School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Johnson	Gregory		Baker County High School	Vocational Agriculture	Board Approved Rate	2025 - 2026
Johnson	Jill		Baker County High School	PLC Leader - ESE Department Chair	Board Approved Rate	2025 - 2026
Johnson	Jill		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Johnson	Jill		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Kaiser	Monica		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Keast	Rebecca		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
Kennedy	Madison		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Kilpatrick	Robbyn		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
King	Jennifer		Baker County Pre-K / Kindergarten Center	Enrichment - STEM Club	Board Approved Rate	2025 - 2026
Kittrell	Jessica		Baker County High School	PLC Leader - ELA Department Chair	Board Approved Rate	2025 - 2026
Lauramore	Angela		Baker County Middle School	Physical Education Department Head	Board Approved Rate	2025 - 2026
Lee	Lucious		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Lee	Lucious		Baker County High School	Boys Assistant Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Boys Cross-Country Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Girls Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Boys Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Girls Cross-Country Coach	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Long	Theresa		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Lovett	Jennifer		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Manalo	~~Lisa~~ Lara		Student Services	School Psychologist	Board Approved Rate	2025 - 2026
Martin	Rachael		Baker County High School	Girls Flag Football Assistant Coach	Board Approved Rate	2025 - 2026
Mayorquin-Olivera	Ana		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
McCray	Beverly		Student Services	Case Manager	Board Approved Rate	2025 - 2026
McDonald	Stanley		Baker County High School	Boys Weightlifting Coach	Board Approved Rate	2025 - 2026
McDonald	Stanley		Baker County High School	Girls Weightlifting Coach	Board Approved Rate	2025 - 2026
McGee	Ryan		Baker County Middle School	Team Leader - Seventh Grade Red	Board Approved Rate	2025 - 2026
McHenry	Jessica		Baker County High School	PLC Leader - Science Department Chair	Board Approved Rate	2025 - 2026
Mixon	Norma		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Moore	Myles		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Moore	Myles		Baker County High School	Band Director	Board Approved Rate	2025 - 2026
Morgan	Kendra		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Morgan	Kendra		Baker County High School	Future Business Leaders of America (FBLA)	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Morgan	Pamela		Baker County Pre-K / Kindergarten Center	Wellness Coordinator	Board Approved Rate	2025 - 2026
Myer	Deanne		Student Services	Staffing Specialist	Board Approved Rate	2025 - 2026
Nash	Rhonda		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Nettles	Lisa		Baker County Pre-K / Kindergarten Center	Chairperson	Board Approved Rate	2025 - 2026
Norrell	Sonya		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Nunn	Cheryl		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Odom	Jessica		Baker County Middle School	Science Department Head	Board Approved Rate	2025 - 2026
Oros	Dan		Baker County High School	CATS Academy Paraprofessional	Board Approved Rate	2025 - 2026
O'Steen	Ruth		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Lucretia		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
Payne	Camryn		Baker County High School	Girls Tennis Coach	Board Approved Rate	2025 - 2026
Payne	Camryn		Baker County High School	Boys Tennis Coach	Board Approved Rate	2025 - 2026
Payne	Jennifer		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Payne	Jennifer		Baker County High School	Testing Coordinator	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Peterson	Joyce		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Peterson	Sylvia		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Phillips	Marlee		Baker County High School	Vocational Agriculture	Board Approved Rate	2025 - 2026
Porch	Cameron		Baker County High School	Football Offensive Coordinator - Fall	Board Approved Rate	2025 - 2026
Porch	Cameron		Baker County High School	Football Offensive Coordinator - Spring	Board Approved Rate	2025 - 2026
Porter	Danielle		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Raulerson	Caitlin		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Register	Scott		Baker County High School	Teacher Assigned Full Time to CATS Academy	Board Approved Rate	2025 - 2026
Rhoden	Cheryl		Westside Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Richerson	Kristina		Baker County Middle School	Team Leader - Eighth Grade Blue	Board Approved Rate	2025 - 2026
Roberts	Vanessa		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Rodgers	Jarrell		Baker County High School	Varsity Baseball Coach	Board Approved Rate	2025 - 2026
Roman	Ruth		Baker County High School	Foreign Language	Board Approved Rate	2025 - 2026
Rowland	Rebekah		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Ruis	Donna	Shared with Haley Cushenbery	Baker County High School	Sophomore Class Sponsor	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Russell	Lori		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Satterwhite	Cari		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Schwien	Kimberly		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Schwien	Kimberly		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Sheridan	Kathleen	Megan Burns	Westside Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Shields	Jennifer		Baker County High School	PLC Leader - PE Department Chair	Board Approved Rate	2025 - 2026
Shivers	Amanda	Abby Barber	Westside Elementary School	Peer Teacher	Board Approved Rate - Half	2025 - 2026
Smith	David		Baker County High School	Vocational Industrial Clubs of America (VICA)	Board Approved Rate	2025 - 2026
Sowell	Jana		Baker County High School	Future Educators Club Sponsor	Board Approved Rate	2025 - 2026
Staples	Staci		Baker County High School	PLC Leader - Elective Department Chair	Board Approved Rate	2025 - 2026
Staples	Staci		Baker County High School	Senior Class Sponsor	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Varsity Cheerleading Coach - Basketball	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Varsity Cheerleading Coach - Football	Board Approved Rate	2025 - 2026
Taylor	Kim		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Taylor	Kim		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Tracer	Ana		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Trippett	Joshua		Baker County High School	Boys Assistant Wrestling Coach	Board Approved Rate	2025 - 2026
Trippett	Joshua		Baker County High School	Girls Assistant Wrestling Coach	Board Approved Rate	2025 - 2026
Volner	Brynne		Student Services	Case Manager	Board Approved Rate	2025 - 2026
Volner	Brynne		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Walters	Gina		Student Services	School Psychologist	Board Approved Rate	2025 - 2026
Ward	James Evan		Baker County High School	Video Productions	Board Approved Rate	2025 - 2026
Ward	James Evan	Shared with Haley Cushenbery	Baker County High School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Wendel	Scott		Westside Elementary School	Late Bus Duty	Board Approved Rate	2025 - 2026
West	April		Baker County Middle School	ELA Department Head	Board Approved Rate	2025 - 2026
Wheeler	Stephanie		Baker County High School	Occupational Specialist	Board Approved Rate	2025 - 2026
Whitley	Tonya		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Whitley	Tonya		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Williams	Byronelle		Baker County High School	PLC Leader - Business Department Chair	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Williams	Byronelle		Baker County High School	Technology Student Association	Board Approved Rate	2025 - 2026
Williams	Nikki		Baker County High School	Girls Assistant Track Coach	Board Approved Rate	2025 - 2026
Wingard	Stephanie		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Yonn	Jamie		Baker County High School	Wellness Coordinator	Board Approved Rate	2025 - 2026

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 18, 2025				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Burnham	Justin	High School Assistant Band Director	$1030.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Filosi	Amanda	High School Majorette Sponsor	$1030.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Hodgson	Chelsea	Teacher, Varying Exceptionalities - Macclenny Elementary School	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - TBD
McDuffie	Maci	Teacher, Language Arts M/J - Baker County Middle School	$15.00 Per Hour / As Needed / Funding Source: General	July 31, 2025 - TBD
Nipper	Phoebe	High School Choreographer	$275.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Nipper	Phoebe	High School Dance Drill Team - Basketball	$525.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Nipper	Phoebe	High School Dance Drill Team - Football	$525.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Spurlock	Kimberly	Assistant for Medically Dependent Special Needs Student	$15.00 Per Hour / Maximum 990 Hours / Funding Source: Federal	August 11, 2025 - May 22, 2026
Spurlock	Paige	Teacher, Kindergarten - Baker County Pre-K / Kindergarten Center	Amend Previously Approved $17.61 to $15.25 Per Hour / As Needed / Funding Source: General	July 30, 2025 - TBD

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Arnold	Sheri		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Babinski	Priscilla		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Baggett	Dennis		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Barton	Tiffany		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Bickerstaff	Jessica		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Canaday	Jerri		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Carr	Kristin		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Combs	Gretchen		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Combs	Rasherrio		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Combs	Sara		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Daniels	Isaac		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 4, 2025
Davis	Faye		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Dyer	Lisa		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Eldridge	Robert		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Givens	Grace		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Givens	Lucy		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Grimm	Doneita		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Haydu	Deanna		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Jefferson	Porshua		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Johns	Elizabeth		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Karpf	Heather		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Kelly	Debra		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Kilpatrick	Joyce		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Lambing	Caile		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Luczynski	Kaila		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
McDonald	Kathleen		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
McDuffie	Dorothy		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Miller	Sherry		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Mills	Kimberly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Morales	Jesslyn		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Nipper	Tonya		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Patterson	Theresa		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Perez	Lauren		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Pieri	Myrene Ainee		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Price	Abigayle		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ragan	Jennifer		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ragan	Michael		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ray	James		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Richardson	Kimberly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Skelton	Janice		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Slusser	Dori		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Smith	Bascom		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Smith	Kaylyn		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stephens	Le'Tia		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stetler	Caitlin		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stoops-Thomas	Carol		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Taylor	Natalie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Terrell	Annie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Tomlinson	Kittie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Turner	Christina		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Wimberly	Natalya		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 6.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.15.: Addition of the Approval of Budget Amendment #2 (BA 2) for Fiscal Year Ending June 30, 2025. (General Fund 100)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #2 for General Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #2

Please request Board approval of Budget Amendment #2 (BA 2) for the fiscal year ended June 30, 2025. Budget Amendment #2 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the General Fund.

If you have any questions, please let me know. Thank you for your assistance in this matter.

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_X_ General Fund
____ Special Revenue
____ Food Service
____ Debt Service
___ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: 2 **FUND 100**

	ESTIMATED REVENUE		
TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
2800	6,287,595.00	179,105.22	6,466,700.22
3100	45,000.00	(14,733.70)	30,266.30
3200	255,000.00	(26,810.44)	228,189.56
3300	37,068,214.00	(1,141,916.03)	35,926,297.97
3400	7,271,625.00	630,732.19	7,902,357.19
3630	1,564,246.68	(43,620.27)	1,520,626.41
3741	0.00	3,968.22	3,968.22
TOTAL	52,491,680.68	(413,274.81)	52,078,405.87

	APPROPRIATIONS			
FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5000	28,168,150.00			28,168,150.00
6100	3,040,175.00		41,958.30	2,998,216.70
6200	597,050.00	41,958.30		639,008.30
6300	833,572.00			833,572.00
6400	260,250.00			260,250.00
6500	360,525.00			360,525.00
7100	484,650.00			484,650.00
7200	358,750.00	43,344.21		402,094.21
7300	2,438,140.00			2,438,140.00
7400	88,000.00		43,344.21	44,655.79
7500	935,300.00			935,300.00
7600	35,000.00			35,000.00
7700	689,900.00			689,900.00
7800	2,573,615.00	48,265.35		2,621,880.35
7900	5,639,365.00		48,265.35	5,591,099.65
8100	1,224,495.00			1,224,495.00
8200	953,410.00			953,410.00
9100	376,200.00			376,200.00
2700	3,435,133.68		413,274.81	3,021,858.87
TOTAL REVISIONS	52,491,680.68	133,567.86	546,842.67	52,078,405.87

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 6.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.16.: Addition of the Approval of Budget Amendment #3 (BA 3) for Fiscal Year Ending June 30, 2025. (Food Service Fund 410)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #3 for Food Service Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #3

Please request Board approval of Budget Amendment #3 (BA 3) for the fiscal year ended June 30, 2025. Budget Amendment #3 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the School Food Service Fund - 410.

If you have any questions, please let me know. Thank you for your assistance in this matter.

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_____ General Fund
_____ Special Revenue
__X__ Food Service
_ __ _ Debt Service
_____ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: 3 **FUND 410**

ESTIMATED REVENUE

TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
3200	3,260,225.00	(34,015.59)	3,226,209.41
3300	42,000.00	(6,792.00)	35,208.00
3400	31,000.00	(4,458.38)	26,541.62
2800	1,745,241.89	(325,432.13)	1,419,809.76
TOTAL	5,078,466.89	(370,698.10)	4,707,768.79

APPROPRIATIONS

FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7600/0100	1,125,000.00			1,125,000.00
7600/0200	568,500.00			568,500.00
7600/0300	125,000.00			125,000.00
7600/0400	35,000.00			35,000.00
7600/0500	1,875,950.00	72,817.02		1,948,767.02
7600/0600	492,000.00		72,817.02	419,182.98
7600/0700	220,650.00			220,650.00
2720	636,366.89		370,698.10	265,668.79
TOTAL REVISIONS	5,078,466.89	72,817.02	443,515.12	4,707,768.79

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 6.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.17.: Addition of the Approval of Budget Amendment #4 (BA 4) for Fiscal Year Ending June 30, 2025. (Federal Fund 420)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #4 for Federal Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #4

Please request Board approval of Budget Amendment #4 (BA 4) for the fiscal year ended June 30, 2025. Budget Amendment #4 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the Federal Fund - 420.

If you have any questions, please let me know. Thank you for your assistance in this matter.

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_____ General Fund
__X__ Special Revenue
___ _ Food Service
_ __ _ Debt Service
_____ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: 4 **FUND 420**

ESTIMATED REVENUE

TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
TOTAL			

APPROPRIATIONS

FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5000	2,685,400.00		138,558.43	2,546,841.57
6100	346,924.00	138,558.43		485,482.43
6300	524,078.00			524,078.00
6400	551,408.00			551,408.00
6500	3,300.00			3,300.00
7200	186,250.00			186,250.00
7300	13,805.00			13,805.00
7700	38,187.00			38,187.00
7800	109,800.00		6,302.92	103,497.08
7900	0.00	6,302.92		6,302.92
TOTAL REVISIONS	4,459,152.00	144,861.35	144,861.35	4,459,152.00

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 6.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	8.18.: Addition of the Approval of Amendment #1 to "Workforce Development Capitalization Incentive Grant (CAP)" in the Amount of $1,700,000.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching

ATTACHMENTS:
08.18.2025 Approval of the Workforce Development Capitalization Incentive_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Workforce Development Capitalization Incentive Grant (Cap Grant)*

TYPE OF GRANT:
☐ New ☐ Continuation ☒ Amendment ☐ Entitlement ☐ Competitive

CONTACT PERSON:	*Carrie Dopson, Director of Adult Education*

CONTACT PHONE NUMBER:	*(904) 259-0408*

AMOUNT REQUESTED:	*$1,700,000.00*

SOURCE: ☒ Federal ☐ State ☐ Other: _____

LOCAL MATCHING FUNDS REQUESTED:
☒ No
☐ Yes . . . If yes, please specify: ☐ Monetary Amount $_____
☐ In-Kind Amount $_____

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION ***(If additional space is needed, attachments may be used)***
Workforce Development Capitalization Incentive Program/AgTech Acceleration

HOW WILL FUNDS BE USED ***(If additional space is needed, attachments may be used)***
These funds will be used to renovate and expand four main areas in the Agriculture Department at Baker County High School to include the renovation and expansion of the barn, greenhouse, AgTech lab for welding, and chicken and swine barns. These projects will greatly enhance student learning and project-based actitives. These funds will be used to purchase the needed equipment to make these programs become state of the art and help prepare students for all career paths.

SUBMITTED BY: _____ **DATE:** _____

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-92510-5SC01
3 PROJECT/PROGRAM TITLE Workforce Development Capitalization Incentive Grant (Cap Grant) **TAPS 25B178**	**4 AUTHORITY** **1011.801, F.S. 24-25 General Appropriations Act L.I. 120 USDE or Appropriate Agency** **FAIN#:**
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget Increase/Extension Effective Date: 04/04/2025	**6 PROJECT PERIODS** Budget Period: 07/01/2024 - 06/30/2027 Program Period: 07/01/2024 - 06/30/2027
7 AUTHORIZED FUNDING Current Approved Budget: $196,125.00 Amendment Amount: $1,700,000.00 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $1,896,125.00	**8 REIMBURSEMENT OPTION** Quarterly Advance to Public Entity

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2027
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2027
- Last date for receipt of proposed budget and program amendments: 05/30/2027
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date :

10 DOE CONTACTS **Program**: Claudia Campagnola Phone: (850) 245-9081 Email: Claudia.Campagnola@fldoe.org **Grants Management**: Unit B (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.
- In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other:

12 APPROVED:

Charles D. Feehrer
Authorized Official on behalf of the Commissioner of Education

5/27/2025
Date of Signing

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.

2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).

3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.

4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.

5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.

6 Project Periods: The periods for which the project budget and program are in effect.

7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).

8 Reimbursement Options:

Federal Cash Advance –On-Line Reporting required monthly to record expenditures.

Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.

10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.

11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)

12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	Baker County School District	Date Received **04/04/2025**
B) Program Name: Workforce Development Capitalization Incentive Program/ AgTech Acceleration **TAPS Number: 25B178**		**Project Number (DOE Assigned)** **020-92510-5SC01**

C) Amendment Type	D) Amendment Request Contact Information	
☐ Program ☒ Budget **Amendment Number: ~~2~~ 1 JW**	Contact Name: Carrie Dopson	Telephone Numbers: **(904)259-0408**
	Mailing Address: **270 S Blvd E**	E-mail Addresses: Carrie.dopson@bakerk12.org

E) Required Signature and Certification

I, John Wyatt Milton, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.

J. Wyatt Milton — Signature of Agency Head

Superintendent — Title

4/15/25 — Date

F) Narrative

This amendment is to add funds for the expansion of the Agritechnology, Horticulture Science and Services and Technical Agriculture Operations programs at Baker County High School in the amount of 1,700,000.00. These funds will be appropriated to renovate and expand four main areas of the Agriculture Department to include the renovation and expansion of the barn, greenhouse, AgTech lab for welding, and chicken and swine barns. These projects will greatly enhance student learning and project-based activities. These funds will be used to purchase the needed equipment to make these programs become state of the art programs and help prepare students for all career paths.

From: Campagnola, Claudia <Claudia.Campagnola@fldoe.org>
Sent: Thursday, May 15, 2025 8:01 AM
To: Starling, Paula <Paula.Starling@fldoe.org>
Cc: Goodman, Tara <Tara.Goodman@fldoe.org>
Subject: RE: CAP Grant TAPS XXB178 Non-Cost Extension Submission Process

Good morning, Paula:

Please find attached the list of agencies that were recommended for a no-cost extension for both **24B178** and **25B178**.

Per your request, each file contains the project number, length of the extension, new project period, new award end date, new last date for expenditures, new liquidation date, and new last date for amendments.

Let me know if you have any questions or need anything else to process these extensions.

Thank you!

Have a nice day!

Claudia Campagnola, EdD, CPM, FCCM

Educational Program Director

Florida Department of Education | Division of Career, Technical, and Adult Education

325 West Gaines Street | Tallahassee, FL 32399

Office: (850) 245-9081



2024-25 Workforce Development Capitalization Incentive Grant

Executive Summary and Business Case

Provide a brief executive summary of your concept proposal and how funds will be used to expand opportunities for high school students in your region or statewide. (1,000-word limit)

The Baker County School District is excited to apply for the DOE CAP grant through the Department of Education. Our proposal aims to expand and modernize our Agriculture Programs by embedding cutting-edge technology and entrepreneurial skills into our curriculum. This initiative is driven by the identified needs within our region identified by our workforce partners in collaboration with our instructional staff. Through consultations and collaborations with local agricultural businesses, industry experts, and educational institutions, we identified the skills and knowledge gaps that need to be addressed to prepare students for the evolving agricultural industry. These partners provided valuable insights into the latest industry trends, technological advancements, and workforce demands, ensuring that our programs are aligned with real-world needs.

The programs and needs in our region were identified through a comprehensive assessment of the current state of our agricultural education facilities, equipment and curriculum. Key areas of focus include:

1. Advanced Agricultural Machinery and Equipment:
   The acquisition of UTVs, tractors with implements, trailers, skid steer, and Grain Drill are essential for providing students with hands-on experience in operating and maintaining equipment commonly used in the farming industry. Funds will be used to purchase a Ford F250 Fleet Model Ag Truck to pull trailers, haul animals and equipment to county fairs. Funds will be used to purchase a 15-passenger van to transport students to various agriculture events, conferences, expos and experiential learning. Each piece of equipment will support practical lessons in soil management, crop production, livestock management, animal care and farm safety. Implementing advanced irrigation systems will allow students to learn about water management and conservation. Our plan is to partner with colleges/universities, research institutions, and professionals in Agriculture to conduct joint projects. The estimated cost of this category is $340,000.
2. Expanded Barn Area and Livestock Facilities:
   The current barn area requires significant upgrades to serve as a functional and safe learning space. The planned renovations aim to create a multi-purpose facility that supports livestock management and cattle/swine grooming stations, enabling more students to participate in supervised agricultural experiences (SAE). Through this project we plan to increase the capacity to house more animals and create a small veterinary clinic for hands-on learning in animal health and care. We would also expand our existing chicken coop to incorporate layers and broilers for student projects. Our goal is to host events to showcase student projects and engage the community in agricultural education. The estimated cost of this project is $530,000.
3. Enhanced Greenhouse and Horticulture Facilities:
   The existing greenhouse has deteriorated and poses a safety risk. Updating this facility to use hydroponic equipment and providing space for a student-run plant sale will foster a more immersive learning experience and encourage students to develop business models for flower and vegetable sales. Students would have the opportunity to develop gardens to provide food for our community and participate in local farm share projects in conjunction with local churches. Our horticulture program would develop landscape plans for a schoolyard green space and work to maintain a sustainable garden. These projects would include extracting

the glass and replacing it with plastic and steel; removal of the irrigation system and fans and replacing it with new. This project would include other equipment such as a refrigerator and ice machine, weed eaters and blowers and grow span hydroponics system. The estimated cost of this project is $360,500.

4. Creation of an Ag Tech/ Ag Mechanics lab through the installation of 5 pull down overhead doors to enclose the building. This building is attached to the classroom setting and in currently infested with birds. By enclosing this setting, it can be used by students in both the Ag Mechanics and Ag Tech programs. This project would include purchasing electric pipe tube bender, Tig Welder; Utility band saws, hand tools, Plasma cutter, clean station, inverter generator, dust collector and replacing duct work that no longer functions. Tables, chairs, stainless steel pre & worktables would also be included in this project. The estimated cost of this project is 260,000.
5. Comprehensive Teacher Training and Professional Development:
   To keep pace with technological advancements in agriculture, specialized teacher training programs are necessary. This will ensure our educators are well-versed in the latest agricultural technologies, sustainable practices, and entrepreneurial techniques, ultimately enriching the curriculum and preparing students for careers in agriculture. This project would fund additional certification programs for teachers and provide teachers with opportunities to attend state and national conferences and workshops. These funds would provide a substitute for when the instructor is out of the classroom, testing, and assisting with major projects. It also covers the cost of an administrative assistant managing the grant. The estimated cost of this project is $123,500.
6. Student Engagement and Experiential Learning:
   Organizing exploration trips to leading agricultural facilities at UF, tech-integrated farms, and agribusiness enterprises such as Jax Zoo and Epcot and student trips to Ag expos will provide students with firsthand exposure to modern agricultural operations and industry trends, broadening their understanding of potential career paths. Our goal would be to establish an internship program with local farms and agribusinesses to allow students to gain hands-on work experience. We would also like to equip our classrooms with the latest technology, including interactive tv, chromebooks, computers and agricultural software, for students to experience various agricultural scenarios and practices. We would also provide industry certification testing in all classes for all students to have the opportunity to earn a post-secondary credential. The estimated cost of this project is $200,000.

By integrating advanced agricultural practices, technology and entrepreneurial skills into our curriculum, we aim to cultivate a new generation of agricultural professionals who are adept in both technological applications and entrepreneurial thinking. This alignment with industry needs will enhance students' employability and contribute to the growth and sustainability of the agricultural sector in our region. We plan to significantly enhance the educational experience for our students and better prepare them for successful careers in this industry.

DO NOT EXCEED TWO PAGES – 1,000 WORDS

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at: http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml. . (1,000-word limit)

2024-25 Workforce Development Capitalization Incentive Grant

The Baker County School District's AgTech Accelerator project is designed to modernize and expand our Agriculture program. This initiative aligns with the State of Florida's strategic plan in all four goals.
Our project aims to elevate student achievement by providing a comprehensive and modern agricultural education that integrates technology and hands-on learning experiences. This includes acquiring UTVs, tractors, vehicles and automated irrigation systems so that students can experience hands-on learning. Students will obtain understanding of soil management, crop production, livestock management and farm safety that will lead to higher academic performance and practical skills. By renovating the barn and rebuilding the greenhouse with hydroponic capabilities, students will be able to engage in immersive learning experiences that require critical thinking and problem-solving. Teacher training and professional development will equip our instructor's knowledge in agricultural technologies and practices, ultimately boosting student achievement. Highest student achievement will also be increased by student exploration trips. These experiences broaden their understanding and inspire them to pursue excellence in their studies.

Our project will also promote seamless articulation and maximum access by creating pathways for students to transition to higher education and the workforce. Students will have the opportunity to acquire industry recognized certification in agriculture that a recognized by employers and higher education institutions. By partnering with local agricultural businesses, industry experts and educational institutions, our programs will be aligned with real-world needs and will create opportunities for dual enrollment and internships for our students. Our project is designed to be inclusive, providing access for all students, including those from underserved populations.

The third goal is skilled workforce and economic development and our AgTech project will benefit this goal by integrating advanced agricultural practices, technology and prepare students for careers in agriculture and agribusiness. Students will develop business models for plant and vegetable sales, livestock management and entrepreneurial thinking. By hosting agricultural events that showcase student projects, we will engage the community in agricultural education and promote awareness of its importance in our local economic activity.

Our project emphasizes the delivery of quality and efficient services through the implementation of smart classrooms, professional development, resource management and data-driven decision making. Our goal of equipping classrooms with the latest technology and professional development for our instructors will ensure students receive a high-quality education. Implementing irrigation systems and composting and waste management systems teaches students about efficient resource management and will promote sustainability and cost-effectiveness.

The Baker County School District's AgTech Accelerator project is an initiative that aligns with the State of Florida's strategic plan goals. By focusing on highest student achievement, seamless articulation and maximum access, skilled workforce and economic development and quality efficient services, we aim to provide students with a modern, technology-integrated education that prepares them for successful careers in agriculture and agribusiness. This project not only benefits our students but also contributes to the growth and sustainability of the agricultural sector in our region.

2024-25 Workforce Development Capitalization Incentive Grant

Assurances

Applicants must thoroughly read the assurances to determine whether to submit an application for the grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

- The agency understands that the grant is a one-time, non-recurring grant to be used to create or expand eligible programs.
- Funding sources for this equipment have been evaluated. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.
- The equipment will be purchased, installed and available for use by students by the earlier possible date.
- If fixed capital outlay expenditures are included, the agency confirms that all facilities impacted are owned and operated by the fiscal agent.
- If the agency is responsible for charter schools, these entities have been contacted regarding the availability of these funds and have been permitted to participate in the district's application.
- The agency agrees to comply with all applicable rules for expenditure of state funds as well as any conditions in the Request for Application upon award.

2024-25 Workforce Development Capitalization Incentive Program (CAP Grant)

Concept Proposal Part 2: Workbook for 9-12 CTE Programs

Program Detail

List all new or expanded programs information, school name and location, anticipated date for first student enrollment and planned program capacity.
For use of funds for a 9-12 career preparatory or technology education program, **one** of the conditions must be met:
1. The district currently offers three courses in the program in the school where the expansion is planned
2. The district agrees to offer three courses in the program for new program development in a school

All eligible programs **must** lead to an industry certification on the CAPE Industry Certification Funding List.
Note: Industry Certification **must** be linked to the proposed program.

Instructions: Enter the program information as instructed. Blue headers with shaded cells will be auto-populated with your program information, do not overwrite.

Program Number *Enter the appropriate program number or use the dropdown box*	Program Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Industry Certification Code *Enter the appropriate certification code number as listed in the MCL or use the dropdown box*	Industry Certification Title (Auto-populate)	School Name and Address *Enter the high school name and physical address*	Month and Year for Anticipated New/Expanded Enrollment	Current Capacity *Enter the program current capacity at this location*	New Capacity *Enter the program augmented capacity at this location*	Program Capacity (Auto-populate)
Example: 8115110	**Veterinary Assisting**	**8111510**	**Veterinary Assisting 1**	**8111540**	**Veterinary Assisting 2**	**8111550**	**Veterinary Assisting 3**	**FLVMA002**	**Certified Veterinary Assistant (CVA)**	**Gulf HS 305 Atlantic Blvd Fort Lauderdale, FL 33009**	**August 2025**	**20**	**30**	**50**
8106800	Agritechnology	8106810	Agriscience Foundations 1	8106820	Agritechnology 1	8106830	Agritechnology 2	FLFBR001	Agritechnology Specialist Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	92	100	192
8121600	Horticulture Science and Services	8106810	Agriscience Foundations 1	8121510	Introductory Horticulture 2	8121520	Horticultural Science 3	DUCKS001	Ecology Conservation and Management Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	39	100	139
8005100	Technical Agriculture Operations	8106810	Agriscience Foundations 1	8005110	Technical Agricultural Operations 2	8005120	Technical Agricultural Operations 3	FLFBR004	Agricultural Mechanics Specialist Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	23	50	73
If needed add rows above this one												**154**	**250**	**404**

Economic Outcome

Evaluation of High Skill, High Wage Program Impact

Complete the following economic outcome table with information on the proposed programs.

For each program listed in the "Program Detail" tab, provide information on occupational linkages and a brief summary of the economic impact of these occupations in Florida's economy for the students who complete these programs.

Resources:

1. Florida Commerce – Current Employment Projections
2. Florida Commerce – Local Targeted Occupations List
3. Labor Market Estimating Conference
4. Master Credentials List (for SOC code linkages to postsecondary programs)

Instructions: Enter the program information, SOC codes, projected employment and expected wages for listed programs. Use multiple rows to include more than one occupation per program.
The blue header column with shaded cells has a dropdown menu option, do not overwrite.

Program Name *Use the dropdown arrow to select a program from the list. Note: Program must be listed In the "Program Detail" tab*	**Occupation(s) to which the program is linked** *Insert SOC number here*	**Occupation(s) to which the program is linked** *Insert SOC Title here*	**Annual Growth in your service area** *This may include neighboring counties if applicable*	**Annual Openings in Florida** *(if available)*	**Annual Openings in your service area** *This may include neighboring counties if applicable*	**Is this occupation considered HSHW in your service area?**	**Entry Hourly Wage**	**Mean Hourly Wage**	**High Hourly Wage**	**Data Source**
Example: Animal Science and Services	**31-9096**	**Veterinary Assistants and Laboratory Animal Caretakers**	**3.10%**	**1212**	**90**	**No**	**$ 14.73**	**$ 16.45**	**$ 18.81**	**Career Source Florida**
Agritechnology	19-4011	Agricultural and Food Science Technicians	6.40%	13150	5	No	$ 14.79	$ 20.76	$ 31.47	US Bureau of Labor Statistics
Horticulture Science and Services	37-1012	First-Line Supervisors of Landscaping, Lawn Service and Groundskeeping	8.60%	126020	145	Yes	$ 17.01	$ 24.65	$ 25.27	2024-2025 Regional Target Occupations List; US Bureau of Labor Statistics; Data USA. Io
Technical Agriculture Operations	49-3041	Farm Equipment Mechanics and Service Technicians	1.40%	36830	160	Yes	$ 16.76	$ 23.66	$ 34.83	US Bureau of Labor Statistics; indeed.com; https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Farm%20Equipment%20Mechanics%20and%20Service%20Technicians&onetcode=49304100&location=Jacksonville,%20FL
Technical Agriculture Operations	45-2091	Agricultural Equipment Operators	3.70%	28910	201	No	$ 14.45	$ 20.12	$ 26.23	US Bureau of Labor Statistics; indeed.com; https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Farm%20Equipment%20Mechanics%20and%20Service%20Technicians&onetcode=49304100&location=Jacksonville,%20FL
If needed add rows above this one										

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) Baker County School District/020
District/Agency Name

B) 020-92510-5SC01/ TAPS: 25B178
Project Number/TAPS Number

C) ~~2~~ 1 JW
Amendment Number

D) Total Project Amount Currently Approved

$	196,125.00

E) Total Project Amount resulting from this Budget Amendment

$	1,896,125.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5300	120	Salary: Extra duty hours for teacher(s) to work summer hours to complete trainings, travel, projects within the scope of grant.		$ 6,500.00	
5300	160	Administrative Assistant responsible for researching, ordering, receiving, and completing all paperwork necessary for grant management.	**0.3**	$ 17,950.00	
5300	210	Retirement: for Administrative Assistant, substitutes and extra duty hours for teacher @ 13.57%		$ 23,298.00	
5300	220	FICA/ Medicare for Administrative Assistant @ 7.65%		$ 4,390.00	
5300	230	Group Insurance: employer portion for administrative assistant (prorated by percentage) $100 X 27 months		$ 2,700.00	
5300	330	Travel: Includes costs for transportation, meals, hotels, registration fees and other expenditures associated with Ag programs or FFA (CTSO). Includes travel to convention, events, Fairs, conferences, trainings, and other Ag related events.		$ 20,000.00	

5300	510	Supplies: consumable supplies - fence repair supplies(t posts $2700; 100 ft wire rolls @ $60each), rubber stall mats(20@ $140), plastic and drip tape (3 @ $199), horticulture project supplies (seeds 750 @ $10, mulch 4 pallets @ $400 each, germinating mixes100 @ $30, soil 100 bags @ $40) chicken coop supplies (large metal chicken coop - $1000, lumber - $1000,feed (10 pallets @ $800 ea, 15 pallets cow feed @ $650 each), nails & screws (100lbs each @ $5 per lb.), tin roof $1000, chickens 500 @ 75 for 10),hay 100 @ $50,Hen Nesting pads 25 @ $30 ,) Steel for welding (250 @ $70 Welding Rods $17,500),6 5ft Feeding Troughs @ $200; fan bracket hangers (15 - $3000), white board - 500, Grooming supplies (clippers, soaps, brushes, adhesives, hair conditioning, blades $3000), , gloves & helmets for welding 20 X $150), hoses for compressors and garden $2000; head tie attachments - $500; piping - $1000; saw blades - $3000; couplings (2way and 3way - $500); supplies for water tanks, water fountains, and feeding troughs - $1000; Shelving and brackets - $1000; halters, neck ties, ropes, show halters - $5000; fill dirt - 5100; electrical supplies - $10,400; extension cords - $1000; hand tool accessories (drill bits, blades, etc - $1000) Cleaning supplies 3years - $8000; classroom supplies - 3 years - $9000. **Please note that these are estimates and we will not exceed the amount allocated.**		$ 130,000.00	
5300	520	Textbooks: expenditures for textbooks not furnished by the school district, including freight (also includes the cost of electronic media, e-books, workbooks) 30 Agriculture Mechanics textbooks - @ $167 plus shipping; AgriTechnology textbooks 100 @ $129 plus shipping; Introductory Horticulture 50 @ $172 each plus shipping)**Total = 26,500. Remaining funds will be used for shipping and tax.**		$ 30,000.00	
5300	590	Other Materials and Supplies: Livestock (cows, chicken, pigs)		$ 15,000.00	
5300	630	Buildings and Fixed equipment: cost for addition of Deep South Pole Barns (Swine & Cow barns at Baker County High School)		$ 75,000.00	

5300	641	Capitalized furniture, fixtures, equipment - equipment over $750: Skid Steer, Tractors (with implements),Grain drill, UTV, 7X16 Alcon trailer, stock trailer, utility trailer, dump trailer, Gooseneck trailer, 7.5 grooming chutes(3), Renegade show boxes, Electric Pipe Bender, Hog Scale and Sheep Crate plus accessories,Plasma table, Tig Welder, Utility Band Saw (2), Rolling cultivator, 70 bushel Creep gate, 3 ton gravity tender,Liberty left hand, gates and panals set, Freedom right hand, Inverter 7000 Watt generator, Ge Refrigerator, water fountain system, hoof trimming table, calf table, Air compressor - $3300		$ 338,500.00	
5300	642	Non-capitalized furniture, fixtures and equipment - equipment under $750 - Air express 111 blower/dryer, 10 24 in turbo fans, 4 20 in turbo fans (including brackets and stands), padded floor, head tie attachment, 72'round commercial tables (20), 8' tables (20), folding chairs 100, hand tools, stall and corral feeders(hog, cow, chicken), water tanks, troughs, retractable extension cords, heavy duty shelves, stainless steel prep tables, weed eaters, blowers; locking cabinets for tools and equipment; 2X 2200 watt honda generator, pressure washer; semen tank		$ 80,000.00	
5300	643	Capitalized Computer hardware and technology over $750. Teacher computer, interactive TV,		$ 55,000.00	
5300	644	Non-capitalized computer hardward and technology under $750 - 30 chromebooks		$ 23,000.00	
5300	651	Buses: 15 passenger van to transport students to events, conference, fair grounds, and FFA competitions.		$ 75,000.00	

5300	652	Other Motor Vehicles: F250 gas 4 door, short bed, all terrain tires, truck. This vehicle will be used to haul farm equipment, hay, pull trailers to county fair and other farm expos. It would be used to get supplies, such as steel for the welding program and lumber for the land lab projects and repairs.		$ 80,000.00	
5300	681	Renovations and remodeling of existing barn at Baker County High School and expanding to include additional stalls, vet clinic, washroom and tack room($200000). Will include concrete slab, electrical and plumbing upgrades ($100000).Renovation of existing greenhouse (35 X60 GrowSPan Series 2000 Commercial Greenhouses - $60,000), and installling irigation system (Ebb & FLo System 4X8 (2) $8000), cooling fans and removing glass ceiling and replacing with plastic and steel($45000). Installation of 5 pulldown doors to enclose Ag Tech lab ($120,000). The enclosure will be cleaned andpainted, duct work will be installed for welding equipment, shelving will be added and electrical upgraded ($77000) . **Please note that these are estimated costs and we will not exceed the allocated amount.**		$ 610,000.00	
5300	691	Computer software to be used in the Agriculture classrooms (iCEV, My CAERT, Farm Beats, and other software for student use) Software agreements/licenses will not extend beyond the grant period.		$ 35,000.00	
5300	730	Dues and Fees: includes cost of industry certifications(3x$10000), professional registration dues and training fees(FAAE, FACTE & NAAE3 X $1800). Professional training for instructor to be included (COLT, Chapter Leadership Training, HBI Training, Certification renewals $10262)		$ 45,662.00	

5300	140	Substitute teacher: will be hired to fill in for Agriculture teacher(s) to attend training, competitions, conferences, testing, and assist with classroom projects.		$ 33,000.00	
			Total	**$ 1,700,000.00**	**$ -**

DOE 151
Revised July 2022



Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

A) **Baker County School District**
Name of Eligible Recipient

TAPS Number
25B178

B) **020-92510-5SC01**
Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
1	5300	641	Capitalized Furniture, Fixtures and Equipment	Skid Steer	Baker County High School/ AgTech	1	40,000	40000
2	5300	641	Capitalized Furniture, Fixtures and Equipment	Tractors	Baker County High School/ AgTech	1	58000	58000
3	5300	641	Capitalized Furniture, Fixtures and Equipment	Grain Drill	Baker County High School/ AgTech	1	15,000	15000
4	5300	641	Capitalized Furniture, Fixtures and Equipment	Featherlite Stock Trailer	Baker County High School/ AgTech	1	20000	20000
5	5300	641	Capitalized Furniture, Fixtures and Equipment	Alcon Enclosed Trailer	Baker County High School/ AgTech	1	9000	9000
6	5300	641	Capitalized Furniture, Fixtures and Equipment	Plasma Cutter	Baker County High School/ AgTech	1	40,000	40000
7	5300	641	Capitalized Furniture, Fixtures and Equipment	Trimming Hoof Table	Baker County High School/ AgTech	1	40000	40000
8	5300	652	Other Motor Vehicles	F250 4door diesel truck	Baker County High School/ AgTech	1	80,000	80000
9	5300	651	Other Motor Vehicles	15 passenger Van	Baker County High School/ AgTech	1	75,000	75000
10	5300	641	Capitalized Furniture,	5 x10 Southland Dump Trailer	Baker County High School/ AgTech	1	7545	7545

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
			Fixtures and Equipment					
11	5300	641	Capitalized Furniture, Fixtures and Equipment	Inverter 7000 Watt Standby Gas Generator	Baker County High School/ AgTech	2	6200	12400
12	5300	641	Capitalized Furniture, Fixtures and Equipment	Utility Task Vehicle	Baker County High School/ AgTech	1	9000	9000
13	5300	641	Capitalized Furniture, Fixtures and Equipment	Gooseneck Trailer	Baker County High School/ AgTech	1	35000	35000
14	5300	641	Capitalized Furniture, Fixtures and Equipment	7.5 Grooming chutes	Baker County High School/ Ag Tech	3	1300	3900
15	5300	641	Capitalized Furniture, Fixtures and Equipment	Renegade show boxes	Baker County High School/ Ag Tech	1	1855	1855
16	5300	641	Capitalized Furniture, Fixtures and Equipment	Electric Pipe Bender	Baker County High School/ Ag Tech	1	1300	1300
17	5300	641	Capitalized Furniture, Fixtures and Equipment	Hog Scale and Sheep Crate plus accessories	Baker County High School/ Ag Tech	1	3500	3500
18	5300	641	Capitalized Furniture, Fixtures and Equipment	Tig Welder	Baker County High School/ Ag Tech	1	1500	1500
19	5300	641	Capitalized Furniture, Fixtures and Equipment	Utility Band Saws	Baker County High School/ Ag Tech	2	750	1500
20	5300	641	Capitalized Furniture, Fixtures and Equipment	Rolling Cultivator	Baker County High School/ Ag Tech	1	1800	1800
21	5300	641	Capitalized Furniture, Fixtures and Equipment	70 bushel Creep feeder	Baker County High School/ Ag Tech	1	4400	4400
22	5300	641	Capitalized Furniture, Fixtures and Equipment	3 ton Gravity Tender	Baker County High School/ Ag Tech	1	4500	4500
24	5300	641	Capitalized Furniture, Fixtures and Equipment	Ge Refrigerator	Baker County High School/ Ag Tech	1	1500	1500

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
25	5300	641	Capitalized Furniture, Fixtures and Equipment	Water fountain system	Baker County High School/ Ag Tech	1	1500	1500
26	5300	641	Capitalized Furniture, Fixtures and Equipment	Calf Table	Baker County High School/ Ag Tech	1	3000	3000
27	5300	641	Capitalized Furniture, Fixtures and Equipment	Liberty Left Hand	Baker County High School/ Ag Tech	1	4700	4700
28	5300	641	Capitalized Furniture, Fixtures and Equipment	Freedom right Hand	Baker County High School/ Ag Tech	1	3500	3500
29	5300	641	Capitalized Furniture, Fixtures and Equipment	Gates and panels sets	Baker County High School/ Ag Tech	10	1410	14100

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above? YES x NO ___

Project Performance Accountability Form

Definition

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Purchase of Advanced Agricultural Machinery and Equipment	Purchase of large Ag Equipment that requires three bids before purchasing. Includes truck, van, and tractors	POs for proof of purchase	July 2025	$430,000
Renovation and expansion of Barn and Livestock Facility	The planned renovations aim to create a multipurpose facility enabling more students to participate in SAEs and will include a small veterinarian clinic for hands-on learning with animal care. Purchase of supplies for this project.	POs from construction companies and photos of completed project.	December 2025	$359875
Renovation and updating of AgTech/Ag Mechanics Lab	Installation of 5 pulldown doors to enclose building. Replacement of duct system and purchase of welding equipment and Plasma cutter. Purchase of supplies for this project	POs from door installation, duct system and equipment	March 2026	$319875
Renovation and expansion of Greenhouse and Horticulture Facilities	Renovate existing glass greenhouse and replace watering system, fans and glass roof. Install hydroponic equipment. Purchase of supplies for this project.	POs from renovations and equipment	July 2026	$409875
Teacher Training and Professional Development	Ongoing professional learning for 2 instructors, test prep and attending state and national FFA conventions. Hiring substitutes for days teachers are out of classrooms. Travel for instructors for convention, events, fairs, conferences, training, and other Ag related events.	POs from Teacher trainings and state and national conventions.	June 2027	$152885
Establishing a grant manager	Establish responsibilities and set goals for grant manager to work with instructor to complete all projects assigned to this funding.	PARs for employee	June 2027	27490

AGENDA ITEM NO. 6.6

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	9.8.: Addition of the Approval of the Contract Between Baker County School Board and Driver Training Solutions, LLC.

ATTACHMENTS:
08.18.2025 Approval of the Contract with Driver Training Solutions, LLC_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Tech Education
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 15, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached contract between the Baker County School Board and Driver Training Solutions. This contract is for the purchase, delivery, and installation of a PatrolSim 8 Law Enforcement Driving Simulator to be used in the Criminal Justice Program at Baker County High School. The cost of this project is $97,600 and includes equipment, installation, 2 on site days of training for instructors, customized software, skillset assessment software, lifetime support and Full-service warranty. This purchase will be fully covered by a Workforce Capitalization grant award for our Criminal Justice program. Driver Training Solutions, LLC is the sole manufacturer of this type of equipment.

Please do not hesitate to contact me with any questions that you may have about this contract and purchase.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning
904-259-0408

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Date: 8/13/2025

Reference Number:
Internal Reference: DTS-TNTF-1657 r1

Subject: Baker County High School

Seller:

Supplier Name: Driver Training Solutions, LLC.
Address: 2961 W. California Ave, Salt Lake City, UT 84104
POC:

- **Name**: Bradford Trent
- **Title**: Program Manager
- **Email**: bradford.trent@acronaviation.com
- **Phone:** (801) 738-5644

Buyer:

Buyer Name: Baker County High School
Address: 1 Wildcat Drive, Glen St Mary, FL 32040
POC:

- **Name**: Johnny Byrd
- **Title**:
- **Email**: johnny.byrd@bakerk12.org
- **Phone**: (904) 838-7790

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Table of Contents

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Proprietary Statement:

The data contained in this submission represents in its entirety "proprietary data" of Driver Training Solutions, LLC. This document is to be used solely for the limited purpose for which it is made available. Neither it nor the information contained therein is to be transmitted for any purpose except with the written permission.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Statement of Work

Driver Training Solutions, LLC is pleased to provide this fixed price proposal for the following:

-

Related software, hardware, content packages, and services will also be priced. The delivery and installation of the product will occur on dates mutually agreed upon based on the standard lead time—noted in the assumptions section of this document.

Our solutions focus on post-incident safety training, safety refresher skills training, effectively assessing driver skills, pre- screening new drivers and advanced skills and career development for experienced drivers. We want to ensure that each student is given the best opportunity to learn all that is required to safely operate a vehicle regardless of skill level or experience. We are committed to serving our customers through best-in-class solutions that provide unparalleled value.

Special Notes:

Below we will detail any special notes that the Buyer may want or need to know. After reading the section, or if it is blank, please continue to the pricing.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Simulator Pricing:

Units	Description	Part Number	Unit Price	Subtotal	Discount	Price
	Training Systems					
1	**Instructor Operator System (IOS)**	UT09022	$7,500	$7,500	15%	$6,375
1	**PatrolSim 8 Law Enforcement Driving Simulator** Fully-shrouded, realistic driver compartment/cabin Powerful image generation processing platform: Intel i7 4.9 GHz processor, super fast NVM3 SSD, GeForce RTX 4070 video and graphics Replica Ford Police Interceptor Dashboard, Seat, Radio, MDT Automotive OEM seat, restraint, steering wheel, pedals, brake controls and transmission controls mirrors, virtual pan, and optional over-the shoulder view), presented on 4K Ultra High-Definition displays Realistic, software-defined instrumentation Operator touch-screen interface for driver scenario and instruction control and unique vehicle interfaces Ford OEM transmission control 5.1 Surround Sound with tactile vibration and "rumble" sound transducer Force-feedback braking Force-feedback, realistic steering OEM, responsive and realistic pedals Advanced Unreal Engine graphics, with industry-best realism and detail Exclusive automotive physics engine with real vehicle behavior Baseline Urban, Suburban, Rural, Freeway, Skid pad, Mountain, Snow virtual environments Hundreds of simulated impeding conditions, obstacles and malfunctions including fog, snow, rain, wind, ice, glare, intoxication, rail crossing, pedestrians, animals, tire blow-out, brake failure, etc. >120+ included pedagogically rigorous scenarios Driver Training Solutions Scenario-Builder™ software for custom user customization and build-from-scratch curriculum Complete scenario recording and playback with "DVR" functionality Baseline, single-page individual assessment and scoring Learning Management System for full control of lesson plans, scenario presentation and student database. Law Enforcement Bundle Law Enforcement Vehicles PIT Maneuver Skills Range / Driving Track EVP 2 Scenarios POST Certified Scenarios Novice Driving Scenarios DUI Scenarios EMS Vehicles & Scenarios Virtual Environments Expansion Package (1 per IOS) Advanced airport, coal mine, construction site, desert, dirt road, indoor trucking course, mountain forest, oil field, swamp virtual environments and more.	UT09876	$96,500	$96,500	15%	$82,025
	Software Options					
1	**Driver Training Solutions Scenario-Builder™** software for custom user customization and build-from-scratch curriculum	UT09926	$2,500	$2,500	100%	$0
1	**Skillset Assessment Software (no cost option, 1 per IOS)** Advanced Skillset™ assessment software with additional metrics, student evaluation and extended reporting continuously monitoring more than 40 driving behavior parameters.	UT04462	$5,000	$5,000	100%	$0
	Hardware Options					
	Unless otherwise noted all hardware purchases after original delivery will require minimum 2-Day Field Services					
1	**D-Box Gen3 Motion Base Series 8** One per simulator.	UT09895	$18,000	$18,000	20%	$14,400
	Content Packages					
1	**2021 LE Pursuit Course (8)**	UT09670	$2,500	$2,500	100%	$0
	Services					
1	**Standard Installation (included)** Installation (one site, coincides with training)	UTINSTALL	$5,000	$5,000	100%	$0
1	**Operations Training - On-Site** Two (2) days of training Day 1 Training: Operations Training. (Coincides with Installation) 1 HR Executive Presentation Day 2 Training. Virtual Training, up to 8 hrs. (Scheduled with customer within 60 days after install) Up to four (4) people	UTSTRAINING	$2,500	$2,500	100%	$0
1	**Lifetime Customer Support (Per Simulator)** during work hours. Software updates included.	UTSWARRANTY	$2,500	$2,500	100%	$0
1	**Premium Full-Service Warranty (Per Simulator)** service maintenance. Priority shipment. Software updates and remote installation	UTSWARRANTY	$9,500	$9,500	100%	$0
1	**Shipping & Handling (CONUS for single site only)** Packing and shipping costs to continental United States	UTSSHIPPING	$5,000	$5,000	100%	$0
	Promotional Discount		**Sim Price**	**Discount**		
5%	**Customer Referral Discount** contact in internal notes.	UTDISCOUNT	$104,000	$5,200		-$5,200
	Total Price:					$97,600

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Acceptance of Offer:

Buyer to complete billing and shipping information below:

Billing Contact:	Megan Waltman	**Shipping Contact:**	Megan Waltman
Billing Address:	418 S Eighth St, Macclenny, FL 32063	**Shipping Location:**	1 Wildcat Dr, Glen St. Mary, FL 32040
Billing Phone:	904-259-0403	**Shipping Phone:**	904-259-0403
Billing Email:	megan.waltman@bakerk12.org	**Shipping Email:**	megan.waltman@bakerk12.org

Tax Exemption:

I certify that our organization qualifies for tax exemption. **If yes, attach certificate.**

X Yes No

Signatures:

Buyer Acceptance:	**Seller Acceptance:**
Name Carrie Dopson	Name JITTE VAN DEN BOUT
Title Executive Director of Teaching & Learning	Title Head of Commercial, CTS
Organization Baker County School Board	Organization Driver Training Solutions, LLC
Date 8/15/2025	Date 8/14/2025
Tax ID No. 85-8015982665C-9	Tax ID No. 33-4081072
Signature	Signature DocuSigned by: JITTE VAN DEN BOUT 9E58E449AF13441...

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

General Terms and Conditions

Assumptions:

1. The Seller will complete the delivery, installation, and training services utilizing Buyer's simulator, onsite:
    a. Installation & training will be provided for up to the following number of days:
        i.
    b. Delivery
        i. Facility & Delivery Logistics
            1. Simulator installation will be completed on the ground level.
            2. Facility doorways/openings are at least 52" wide and 80" tall.
            3. Facility has a loading dock or drop-off location that is accessible by a delivery semi- truck.
            4. Equipment will be delivered by a third-party freight forwarder. The Equipment may arrive in advance of installation & training. Buyer may need to store equipment in interim between delivery and installation & training.
        ii. Fees
            1. Advanced Installation Fee
                a. The Seller will provide a site-survey prior to scheduling the installation. Buyer will complete the site survey to identify the installation logistics. If a completed site-survey is not returned by the Buyer, or if the site-survey does not reflect the facility logistics, see clause 1(b)(i) in this section, a fee may be assessed if installation requires unplanned effort or resources, anticipated to be $2,000.
            2. Location Change Fee
                a. The Seller will deliver Goods to the location listed in "Shipping Location(s)" field or if left blank to the "Billing Address" listed in Offer Letter. Any changes to shipping location will need to be mutually agreed between the parties and may incur additional charges assessed to the Buyer. Changes to the shipping address within 30 days of shipping will result in a minimum $2,000 Shipping Address Change Fee.
        iii. Lead Time
            1. Lead time for shipment is ninety (90) to one hundred twenty (120) days.
    c. Training
        i. Number of Students
            1. Training will be provided for up to four (4) students.
        ii. Training Curriculum
            1. Our Operations Training course covers driver simulation products and services, including hardware and software familiarization, environmental and safety requirements, maintenance, and integration of simulation technologies into existing training plans.
        iii. Cancellations
            1. Cancellations of training dates without prior mutual agreement of the Seller will be billable at the contracted rate.
2. Warranty
    a. The Warranty and Support coverage shall consist of the following type and shall be provided for the following period (apart from our "Lifetime Customer Support"):
        i. Type:
        ii. Duration:
    b. The Warranty and Support coverage shall commence upon delivery of the Product by the Seller to the Buyer and shall be provided in accordance with Exhibit B – Standard Conditions of Warranty.

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Conditions:

1. Price
    a. All prices are stated in U.S. Dollars (US$). Price is based on order of quantity(s) and total amounts stated. the seller reserves the right to update pricing if quantity(s) are changed. All items must be ordered at the same time and not on a line-by-line basis.
    b. Tax is not included in the calculations seen above.
    c. The pricing in this proposal is provided in accordance with the specific requirements set forth in the request for proposal associated with this effort and is consistent with the Seller's estimating system.
2. Additional Terms and Conditions
    a. External Documents
        i. Exhibit A – Standard Conditions of Sale
        ii. Exhibit B – Standard Conditions of Warranty
    b. Acceptance of the Conditions in Exhibit A and Exhibit B represents a binding contract between the Buyer and Seller. Upon receipt of this signed agreement from the Buyer, an authorized representative of the Seller will review, countersign, and return the final agreement to Buyer for reference of contract execution. Any changes to the attached referenced terms must be made in writing and accepted, in writing, by both parties.
3. Validity
    a. This proposal is valid for the following amount of time:
        i.
4. Miscellaneous
    a. Data Items: No Data Items are included in this estimate.
    b. No liquidated damages will apply to this proposal.
    c. No offsets or Industrial Participation Requirements will apply to this proposal.

Please review this information and forward to the appropriate personnel. Please feel free to contact the sales personnel below or the POC listed on the cover page if you would like to discuss this information.

- **Name:** Richard Griffin
- **Phone:** (385) 226-7475
- **Email:** Richard.griffin@l3harris.com

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Payment Terms:

All payments are to be paid to the Seller. Payments can be made by either: Check or wire transfer:

a. **Check payments:**
For check payment details, request them specifically

b. **Payments may also be wired directly to: Bank Name**: JPMorgan Chase Bank, N.A. **Bank Address**: 1 Chase Manhattan Plaza, New York City, NY 10081, US
ABA (ACH): 071000013
Routing (Domestic Wire): 021000021
Swift (Intl): CHASUS33
Beneficiary: Driver Training Solutions, LLC
Account#: 727110454

c. All payments are to be made in U.S. dollars and without expense to.

d. Buyer agrees to pay any expenses incurred in collecting any unpaid balance of the purchase price, or in recovering possession of goods including reasonable attorney's fees.

e. Balance of contract will be paid in full net 30 days from invoice.

Taxes:

Prices stated do not include local or state taxes. Buyer shall provide a copy of their sales tax-exempt certificate if claiming tax exempt status. If Buyer does not have a valid tax exemption, then Buyer is responsible for all sales taxes, use taxes, duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract. Buyer shall pay to the Seller any applicable tax imposed on any part of this transaction and the Seller will remit the amount to the appropriate tax authorities. Buyer further agrees to defend, indemnify, and hold the Seller harmless from and against the aforesaid taxes, duties, and charges because of performance hereunder, and all reasonable legal fees, costs, and expenses incurred in connection therewith.

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Exhibits

Please see any exhibits as attachments below.

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STANDARD CONDITIONS OF SALE ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

By agreeing to purchase these selected Goods, Services or other items (collectively the "Products") Buyer agrees and confirms its acceptance of these Conditions of Sale and this Agreement shall govern the terms of said purchase to the exclusion of any other terms and conditions, standard or otherwise, upon which Buyer accepts or purports to accept the quotation including any terms and conditions contained on the applicable Purchase Order.

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Terms & Conditions

It Is Hereby Agreed as follows:

1. Interpretation:

1.1. "Goods" means the goods detailed in the applicable proposal as referenced in Buyer's order including but not limited to simulation training devices, hardware only sales, associated software, repairs and spares.

1.2. "Services" means the services detailed in the applicable proposal including but not limited to technical query resolution and the delivery of upgrades to an in-service simulation training device and/or the manufacture, delivery, and installation of new simulation training devices, as referenced in Buyer's order.

1.3. "Products" means collectively the Goods, Services and any other items which DTS offers to Buyer on the terms contained herein.

1.4. To the extent that DTS provides a proposal referencing this Agreement said proposal takes precedence in the event of an inconsistency between this Agreement and the terms of the proposal.

1.5. In this Agreement words importing the singular only also include the plural and vice versa and, where the context requires, words importing persons include firms and corporations.

1.6. The use of the term DTS is interpreted to include DTS employees and contracted personnel (including sub-contractors).

2. Orders:

2.1. All Orders are subject to acceptance and confirmation of delivery schedule by DTS.

2.2. DTS reserves the right to charge cancellation fees on any order which following acceptance pursuant to 2.1 is cancelled by Buyer.

2.3. The commencement date for the provision of Services is the date of receipt of the initial payment in cleared funds and not the date that the order is accepted pursuant to clause 2.1.

2.4. Buyer may request changes to the order within the general scope of work. DTS will notify Buyer of any adjustment to any dependencies impacted by the requested change and is not obligated to implement any requested changes until Buyer provides written confirmation of its acceptance of said adjustment.

3. Payment and Price:

3.1. Unless otherwise agreed in the terms of the contract Buyer shall pay invoices within thirty (30) days from receipt of the relevant invoices by electronic transfer in the invoiced currency. Payments are not subject to any deductions, set off, or discounts for early payment.

3.2. DTS will issue invoices either on achievement of the relevant Service milestones or on dispatch of the Goods.

3.3. All prices are expressed exclusive of VAT, unless otherwise stated.. Buyer will pay VAT if is it applicable. VAT will be invoiced in addition to prices, if VAT is applicable.

3.4. If Buyer fails to make payment on the due date, then, without prejudice to any other right or remedy available, DTS reserves the right to:

3.4.1. withhold or suspend delivery of the Products;

3.4.2. charge Buyer interest on the amount unpaid, at a rate of 8% over the United States Prime Rate, until payment is made in full.

3.5. Prices stated do not include local or state taxes. Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract, unless Buyer has a valid tax exemption.

3.6. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties, and charges as a result of performance hereunder, and all reasonable legal fees, costs, and expenses incurred in connection therewith.

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4. Delivery of Goods:

4.1. Unless otherwise stated Goods will be delivered FCA (DTS).

4.2. DTS will pack and mark the Goods in accordance with industry standard practices given the nature of the Goods. In the event that Buyer requests unique or special packaging and/or marking such request will be considered in accordance with clause 2.4.

4.3. Quoted dispatch or delivery date is DTS best estimate of the Goods availability date and DTS will in no event be in default for any failure to deliver the Goods on the stated delivery date.

4.4. DTS reserves the right to deliver the Goods early without penalty or incurring any additional charges.

5. Acceptance:

5.1. Buyer shall inspect the Goods immediately on receipt and the goods will be deemed accepted five (5) days from delivery.

5.2. DTS will prior to the commencement of the Services, provide Buyer with a schedule of approved baseline checks for in-service equipment.

6. BFE, Data & Parts:

6.1. Buyer shall deliver Buyer Furnished Equipment (BFE) at no cost to DTS at the times and places agreed by the Parties.

6.2. Unless expressly stated Buyer is responsible for the purchase of all parts and OEM data license fees ("Parts and Data") required to support the Product and such Parts and Data shall be included as BFE.

6.3. Buyer shall ensure that all necessary agreements, authorizations and/or licenses which may be required by the OEM, including but not limited to the relevant manufacturer, to support the supply, delivery, and use of the Product by DTS and Buyer, have been entered into in a timely manner following acceptance of the DTS proposal.

6.4. For the avoidance of doubt DTS is not liable for any delay caused as a result of Buyer failing to comply with the obligations contained in clause 6.3.

7. Access to Buyer's Premises and Equipment:

7.1. Buyer shall provide timely access to any premises, equipment, staff and/or facilities that may reasonably be required to support delivery of the Services by DTS.

7.2. If Buyer fails to permit performance of the Services then, without prejudice to any other right or remedy available to DTS, DTS may invoice Buyer for any and all additional costs incurred by DTS as a result of such failure.

8. Force Majeure and Consequences of Force Majeure:

8.1. Force Majeure means and is limited to the circumstances set forth in clause 8.2.1 through

8.2.12. below but only if and to the extent:

8.1.1. Such circumstances are not within the control of DTS, or its subcontractors;

8.1.2. Such circumstance, despite the exercise of reasonable diligence cannot be prevented, avoided or removed by DTS or its subcontractors;

8.1.3. Such event materially adversely affects the ability of the DTS to perform its major obligations under this Agreement;

8.1.4. DTS has taken reasonable precautions, due care of reasonable alternative measures to avoid the effect of such event on its ability to perform its obligations under this Agreement and to mitigate the consequences of such circumstance, and;

8.1.5. Such event is not the direct or indirect result of the failure of DTS or its subcontractors to perform any of their obligations under this Agreement;

8.1.6. DTS has given Buyer a written notice as set forth in clause 25.

8.2. Subject to the clauses 8.1. and 8.3., Force Majeure means any of the following occurrences outside the control of DTS preventing or delaying

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its timely performance of obligations under this Agreement:

8.2.1. any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, rebellion, riot, insurrection, civil commotion, act or campaign of terrorism, or sabotage;

8.2.2. any government acts or omissions;

8.2.3. radioactive contamination or ionizing radiation;

8.2.4. nationwide legal and general strikes affecting the performance of the contractual obligations;

8.2.5. labor or material shortages that could not have been reasonably foreseen;

8.2.6. any Buyer failure, whether through act or omission, to perform any of its obligations under the Contract;

8.2.7. any lightning, earthquake, hurricane, drought, tsunami, monsoon, tempest, flood, storm, cyclone, volcano, mudslide, typhoon, tornado, or other unusually severe weather or act of nature;

8.2.8. fire, explosion or chemical contamination;

8.2.9. epidemic, pandemics, blight, famine, quarantine or plague, including but not limited to COVID-19;

8.2.10. any transportation accidents while transportation of Goods;

8.2.11. suspension of flight operations due to inclement weather while transportation of Goods;

8.2.12. delays of suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both DTS and its supplier.

8.3. If DTS is prevented or delayed in the performance of any of its obligations under this Agreement by an occurrence of Force Majeure, then it shall give prompt written notice and, in any event, within thirty (30) days of the occurrence specifying:

8.3.1. The occurrence constituting Force Majeure and the date of the occurrence;

8.3.2. The obligation or obligations the performance of which is thereby prevented or delayed;

8.3.3. The further period for which it is estimated that such prevention or delay will continue;

8.3.4. The reasonable proof of the nature of such delay issued by the relevant Official Authority(ies) confirming the accuracy of the particular contained in such notification;

8.3.5. Precautions taken to avoid the effect of such event and to mitigate the consequences of such circumstance;

8.4. If by reason of Force Majeure the affected Party suffers delay in fulfilling its obligations under this Agreement, it shall be granted a reasonable extension of time.

8.5. By reason of Force Majeure, DTS will not be entitled to claim indemnity and have the right to claim price difference, excepting in the event a replacement source of supply is required due to a Force Majeure event.

8.6. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment to DTS under clause 3 hereof by reason of Force Majeure Events.

8.7. In the event that DTS is by virtue of Force Majeure as defined in this clause 8, excused for a continuous period of one hundred and eighty (180) days from performance of its obligations under this Agreement, within that one hundred and eighty (180) day period, if permitted, the Parties shall meet to review the situation with a view to attain means of achieving a resumption of performance but in the absence of any such agreement Buyer may terminate this Agreement as per clause Termination for Default (clause 12).

9. Intellectual Property Rights ("IPR"):

9.1. Buyer agrees that the ownership of all intellectual property rights in the Product remain the exclusive property of DTS and/or the relevant third-party supplier as applicable.

9.2. Upon acceptance of the Product in accordance with clause 5, DTS grants to Buyer a non- exclusive, non-transferable, license to use the Product for the sole purpose of operating and maintaining the Product and any associated equipment as long as Buyer operates the Product at Buyer's site and

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complies with the terms and conditions of this Agreement, including the right to:

9.2.1. make one (1) copy only of the software to be used solely for back-up or archiving purposes; and

9.2.2. make copies of any documentation provided as are reasonably necessary for the purpose of providing simulation training to a maximum of three (3) copies.

9.3. Buyer shall not:

9.3.1. copy (other than in accordance with clause 9.2.1 and 9.2.2), modify, export, or derive training material and/or devices from, nor reverse engineer, decompile, disassemble from the or translate nor create derivative works based on the Product; or

9.3.2. use the Product to manufacture or enable the manufacture of any Products and/or of any part, component, system, or element of the Equipment; or

9.3.3. disclose any Confidential Information regarding the Product or any part thereof to any other persons or companies without DTS prior written approval.

9.3.4. refer to DTS' Products by name or likeness to market Buyer products or services, without express written permission from DTS.

9.4. In the event that an arbitration award or a court decision having the authority of a final conclusive judgement duly concludes that DTS's Product infringes a third party's intellectual property rights then DTS indemnifies, defends, and holds harmless Buyer against all reasonably incurred legal proceedings and costs resulting from such infringement except and to the extent that any such infringement is based upon:

9.4.1. any act or omission of Buyer in its use of the Product; or

9.4.2. the claim relates to a third-party supplier's Product and DTS shall use reasonable efforts to obtain from such third parties the most favorable patent indemnity protection for Buyer hereunder.

9.5. DTS is not responsible for any settlement made by Buyer without DTS's prior written consent.

9.6. Notwithstanding clause 12.2 any breach of this clause 9 by Buyer will be considered a substantial material breach of this Agreement and DTS will be entitled to terminate this Agreement with immediate effect.

10. Warranty and Support:

10.1. Unless otherwise stated in the applicable proposal, Warranty and Support will be provided in accordance with STANDARD CONDITIONS OF WARRANTY.

11. Liability & Indemnity:

11.1. Buyer is responsible for and shall defend, indemnify, and hold harmless DTS, its servants, agents, and subcontractors from and against all claims, losses, damages, costs (including reasonable legal costs), expenses, and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from any negligent acts or omissions or the willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

11.2. DTS is not liable for any loss, destruction, or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction, or damage is a direct result of DTS's willful misconduct.

11.3. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE, OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT, OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

11.4. IN NO EVENT WILL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE OR THE AMOUNT ACTUALLY

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PAID FOR BY BUYER FOR THE PRODUCT, WHICHEVER IS LESS.

11.5. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision will be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

11.6. Nothing in this clause excludes or limits either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

12. Default:

12.1. Either Party may terminate all or a portion of this Agreement for default which is defined as a substantial breach of material obligations by the other Party.

12.2. In the event of termination for default, the Party shall give the other Party fifteen (15) days prior written notice to cure or to commence to cure the alleged breach.

12.3. In addition, either Party may terminate the contract if the other becomes insolvent, makes an assignment for the benefit of creditors, is adjudged bankrupt, or if a receiver is appointed for the whole or any part of its assets.

12.4. DTS is entitled to payment for Products delivered prior to termination including work in progress undertaken.

13. Insurance and Title:

13.1. Both Parties shall obtain and maintain, at their expense, policies of insurance of a coverage and scope sufficient for the purposes of the obligations contained in this Agreement.

13.2. Failure to obtain sufficient insurances is not a defense against recovery of any amounts due by Buyer to DTS for claims under this Agreement.

13.3. Title to the Product, as applicable, will pass to Buyer upon receipt of payment in full of the price.

13.4. Risk of Loss for items will transfer to Buyer on delivery.

14. Confidentiality:

14.1. Each Party shall treat all information ("Confidential Information") belonging to the other Party as confidential and safeguard it accordingly and shall not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party, except to such extent as may be necessary for the performance of this Agreement or where disclosure is otherwise expressly permitted by the provisions of this clause 14.

14.2. The provisions of this clause 14 shall not apply to any Confidential Information received by one Party from the other which:

14.2.1. Is or becomes public knowledge (otherwise than by breach of this clause);

14.2.2. was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

14.2.3. is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;

14.2.4. is independently developed without access to the Confidential Information; or

14.2.5. must be disclosed pursuant to a statutory or legal obligation placed upon the Party making the disclosure.

15. Data Protection

15.1. For the purposes of this clause 15 the following phrases are interpreted as: "Data Laws" mean any data protection legislation which may govern either Party's personal data and any amendment, replacement, or re-enactment thereof, and any statutes or regulations made thereunder. "Data Subject" means an identified or identifiable natural person. "Personal Data" means any information relating to a Data Subject received by one party (the Recipient) from or on behalf of the other party (the Discloser) in connection with the performance of the Recipient's obligations under this agreement.

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15.2. The Parties acknowledge that in the course of carrying out their obligations in respect of this Agreement they may collect certain Personal Data which is protected by the Data Laws.

15.3. Both Parties shall undertake to only use or store such Personal Data in compliance with its obligations under this Agreement and in accordance with the Data Laws.

15.4. The Parties warrant and represent that:

15.4.1. they shall comply with all Data Laws in connection with the exercise and performance of its rights and obligations under this Agreement;

15.4.2. it has implemented technical and organizational measures that meet the requirements of the Data Laws.

15.5. In the event that either Party receives a Subject Access Request, as defined in the Data Laws, it shall notify the other Party without undue delay and said other Party shall provide such reasonable assistance to the receiving Party as it may reasonably require to ensure its compliance with the receiving Party's obligations under the Data Laws.

15.6. Buyer shall fully indemnify, defend, and hold harmless, DTS and its affiliates, directors, officers, employees, agents, and representatives from and against any and all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, awards, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs and any costs or expenses incurred to support Subject Access Requests), whether or not involving a third-party claim, which arise out of, relate to, or result from the violation or breach of any of your covenant, representation, warrant, provision or other obligation or duty under this clause 15 or under applicable law, including but not limited to the unlawful or improper processing of the personal data.

16. Export Control:

16.1. Unless otherwise implied by the delivery terms stated in the applicable proposal Buyer is responsible for procuring all necessary import or export licenses required to support delivery of the Goods and is solely responsible for any duties payable in respect of the same.

16.2. Buyer shall fully comply with all applicable import, export or re-export regulations (including, but not limited to, any US Government export control requirements) applicable to the Goods or piece of equipment bound to the Goods, and shall hold harmless and indemnify DTS against any claim, liability, losses, costs, damages, and expenses (including without limitation attorney's fee) of whatsoever nature or kind or amount, based upon or resulting from any action or claim raised by any third party (including without limitations any entity, whether incorporated or not, state agency, governmental authority) due to a failure by Buyer, or any of its agents, assignees, and/or transferees and/or sub-licensees to comply with any and all export/re- export regulations.

17. Severability:

17.1. The provisions of this Agreement are severable and the invalidity, illegality, or unenforceability of any one or more of its provisions does not affect the validity and enforceability of any other provisions.

17.2. If any provision of this Agreement is declared to be invalid, illegal, or unenforceable the parties agree that the court of competent jurisdiction should substitute a valid and enforceable provision that, to the maximum extent possible in accordance with all applicable law and preserves the legal and economic positions of each party as intended in this Agreement.

18. Anti-Bribery and Corruption:

18.1. In entering this Agreement, each Party warrants that it has not done, and in performing its obligations under this Agreement, it will not do, any act or thing that contravenes the Bribery Act 2010 (UK), US Foreign Corrupt Practices Act, or any other applicable anti-bribery or anti-money laundering laws and/or regulations.

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Terms & Conditions

19. Disputes and Law:

19.1. In any dispute arising between DTS and Buyer, the parties shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

19.2. Nothing prevents the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

19.3. This Agreement is governed by the laws of the State of New York exclusive of its conflict of law provisions and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

20. Waiver:

20.1. The waiver by either Party of any breach of any term of the Agreement will not prevent the subsequent enforcement of that term and will not be deemed a waiver of any subsequent breach.

21. Sole Remedy:

21.1. The Parties agree that the rights and remedies arising by virtue of the operation of this Agreement are the sole and exclusive rights and remedies between the Parties in relation to any of the matters arising under this Agreement or otherwise and no Party is entitled to claim any right or remedy against the other which does not arise by virtue of the operation of this Agreement.

22. Assignment:

22.1. Each Party shall not assign to any third party any or all of its rights and obligations under this Agreement, without prior written consent of the other Party, such consent not to be unreasonably withheld, except and to the extent that DTS reserves the right to refuse consent to any assignment to a direct competitor in the design and manufacture of simulation training devices and/or the provision of simulation training services.

23. No Agency:

23.1. The relationship of the Parties hereunder is one of buyer and seller of the Equipment. No relationship of agency, joint venture, or partnership exists or will be deemed to exist between the Parties in particular, it is expressly understood that Buyer does not have the authority to bind DTS in any way.

24. Third Party Rights:

24.1. A person who is not a Party to the Agreement may not enforce any of its terms under any applicable laws and/or regulations.

25. Notices:

25.1. Any notice or communication given under this Agreement will be given in writing and will be regarded as properly served:

25.1.1. By email – on receipt of a "Received Receipt";

25.1.2. By post – forty-eight (48) hours after dispatch by Guaranteed Next Day Delivery.

26. Variations:

26.1. No variation to this Agreement will be binding unless agreed in writing between the Parties.

26.2. Notwithstanding clause 26.1, DTS reserves the right to update this Agreement in line with operational requirements.

27. Agreement:

27.1. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes and merges all prior or contemporaneous proposals, negotiations, understandings, and agreement, whether oral or written, relating to the subject matter hereof.

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STANDARD CONDITIONS OF WARRANTY- LIFETIME ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

Driver Training Solutions, LLC, a Delaware corporation, with offices at 2961 West California Avenue, Salt Lake City, UT 84104 ("DTS") and Buyer enter into this Full-Service Warranty Contract (the "Contract") for the support of DTS's Simulator products (referred to collectively as "Product" herein) beginning on the Coverage Start Date set forth below. Subject to this Contract, DTS agrees to provide the following support services with respect to DTS's Simulator Products contained herein:

- Customer Service & Support: 8:00AM to 5:00PM MDT Monday - Friday less applicable holidays or other scheduled closures.
- Remote diagnostics via internet connectivity between DTS customer service and Buyer's simulator. (Buyer must provide voice and high-speed internet connection at the simulator).
- Software and hardware updates are included as defined in Section 5.

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Terms & Conditions

In consideration of the mutual agreement as set out in this Contract, the parties hereby agree:

1. Coverage Start & Expiration Dates:

1.1 Coverage starts and expires as indicated in the offer.

2. Requesting Service & Service Hours:

2.1. To initiate and/or request service, Buyer may call 1-800-595-5740, 24 hours a day, seven (7) days a week. Technicians are available between the hours of 8 AM and 5 PM Mountain time Monday through Friday or by appointment. All calls received outside regular business hours will be returned at the earliest possible time.

3. Troubleshooting and Repair:

3.1. When Buyer calls DTS regarding a technical problem with their simulator, Buyer and Customer Service technician will troubleshoot the problem. It is the responsibility of Buyer to maintain a voice and high-speed internet connection at the simulator(s) at the time of the troubleshooting effort, for use to diagnose the problem. Once DTS diagnoses simulator over the phone and determines the failure, DTS will ship replacement part(s). When Buyer receives the part(s), Buyer will call DTS Customer Service (800-595-5740) and DTS will provide telephone assistance to repair Buyer's simulator. This process enables efficient repair of the simulator.

4. Moving Your Covered Product to a New Location:

4.1. Buyer may change its service address at any time by notifying DTS in writing at the address set forth above. Damage incurred by moving Buyer's covered product is not covered under this Contract, unless the move is managed by DTS. Cost of a DTS-managed move is not covered under this contract.

5. Updates:

5.1. Software and hardware updates (if applicable to this product) will be defined by DTS. These updates (where applicable) may be provided free of charge to Buyer.

6. Service Contract Cancellation:

6.1. DTS may cancel this Contract if any of Buyer's obligations, agreements or promises contained in this Contract are breached, in which case, Buyer will be refunded a pro-rata amount of the Contract price, less (1) the costs incurred by DTS in making any repairs and/or rendering any service pursuant to this Contract, and (2) any other costs or expenses incurred by DTS on account of such breach.

7. Service Contract Limitations:

7.1. Non-Original Manufacturer and Re- Manufactured Parts - Genuine factory parts will be used whenever possible, however, this Contract only allows use of non-original manufacturer and re-manufactured parts when authorized by DTS.

7.2. Buyer shall be responsible for and shall defend, indemnify and hold harmless DTS, its servants, agents and subcontractors from and against all claims, losses, damages, costs (including reasonable legal costs), expenses and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from the negligence or willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

7.3. DTS is not liable for any loss, destruction or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction or damage is a direct result of DTS's willful misconduct.

7.4. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

7.5. IN NO EVENT SHALL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING

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DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE FOR THE PRODUCT.

7.6. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision shall be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

7.7. Nothing in this clause shall exclude or limit either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

8. What is NOT Covered Under This Contract:

8.1. Repair or replacement of Product(s) or parts upon Buyer's noncompliance with any part of this agreements.

8.2. Coverage, components, products or items not specifically listed herein, or Products whose serial numbers have been removed or altered.

8.3. Any loss, damage or failure of any components or peripherals not installed by DTS, an authorized representative of DTS or under the direction of DTS.

8.4. Any loss, damage or failure resulting from improper use, storage or operation.

8.5 Consumer replaceable items, including but not limited to batteries, tapes, ribbons, bulbs, air filters, fuses, belts, etc.

8.6 Loss, damage or failure resulting from unauthorized repairs, additions, or modifications performed by Buyer or third parties.

8.7 Any loss, damage or failure of the cabinet, housing, case or frame of the Product or any non-operating part, such as any plastic or decorative parts masks, or glass.

8.8. Any loss, damage or failure caused by conditions beyond DTS's control, such as normal wear and tear, inadequate plumbing, wiring or electrical/power supply, power surge, rust, corrosion, infestation, negligence, abuse, misuse, theft, vandalism, acts of God, environmental conditions (e.g., fire, floods, sand, dirt, windstorm, hail, earthquake, or exposure to weather conditions), failure to follow DTS's required maintenance, leaking batteries, excessive humidity or dampness.

8.9. Any loss, damage or failure of any software (other than software manufactured by DTS).

8.10. Service outside of the United States and Canada is covered for the original delivery destination. First-level support for outside the US and Canada starts with telephone support. Replacement parts, shipping, taxes, duties, etc. are covered under the provisions of this contract. On-site support will be provided at the discretion of DTS in order to resolve technical issues that arise.

9. Your Promises and Assurances:

9.1. In order for this Contract to remain in full force and effect during its term, Buyer promises and assures to: (1) fully cooperate with DTS, DTS technicians and authorized representatives during diagnosis of the Product, (2) Report any problem or defect associated with the Product promptly upon Buyer's discovery of such defect or problem to the customer service department. (1-800-595-5740), and (3) maintain in good operating condition (at Buyer site) a voice and high-speed internet connection required by DTS for compatibility with the telecommunication equipment and software at DTS's facility for support under this Contract.

10. Taxes:

10.1. Prices stated do not include local or state taxes. If Buyer does not have a valid tax exemption, then Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract.

10.2. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties and charges as a result of performance hereunder, and all reasonable legal fees, costs and expenses incurred in connection therewith.

11.Governing Law:

11.1. In any dispute arising between DTS and Buyer, the parties each shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

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11.2. Nothing shall prevent the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

11.3. This Agreement is governed by the State of New York laws and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

12. Force Majeure:

12.1. Neither Party shall be liable for nor deemed to be in default on account of delays in performance of any of its obligations under this Agreement which are due directly or indirectly to any event or circumstance or combination of events or circumstances that is beyond the reasonable control of the affected Party and materially and adversely affect DTS the performance by such Party of all or a part of its obligations under or pursuant to this Agreement. ("Force Majeure Event.")

12.2. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment associated with Services milestones achieved prior to the occurrence of a Force Majeure Event.

12.3. The affected Party shall give the other party timely notice after it becomes aware of any Force Majeure Event, which notice shall, to the extent practicable, specify the length of the delay anticipated and any additional costs, incurred or likely to be incurred, by reason of such Force Majeure Event and the Parties shall agree to amend Buyer's order.

12.4. If a Force Majeure Event continues for a period of one hundred and eighty (180) consecutive days then this Agreement shall automatically terminate unless the Parties agree otherwise in writing.

13.Contract Renewal:

13.1 At the end of this Full-Service Warranty Contract, DTS has the option to renew and propose a Full-Service Warranty extension or Maintenance Agreement for one (1) additional year. The renewal contract must be purchased thirty (30) days or more prior to warranty expiration. If this Contract has lapsed prior to renewal, the simulator may be eligible for a warranty renewal if Buyer pays an evaluation fee to assess the condition of the simulator, Buyer pays for any necessary repairs to attempt bringing simulator up to full operating condition, and simulator passes DTS inspection.

14. Entire Contract:

14.1. These Terms and Conditions together with any subsequent purchase order shall comprise the exclusive terms, conditions, and agreements of the Parties with respect to the sale of Goods and/ or Services described herein and supersede any provisions on the face and reverse side of Buyer's purchase order or any prior agreement inconsistent with the provisions hereof. Any terms or conditions set forth on any documents or forms utilized by Buyer, including, but not limited to, pre-printed terms and conditions on purchase order documents, and any communications (written or oral) between the Parties that are inconsistent with, or are not included within, the Terms and Conditions contained herein, shall be of no force or effect, unless expressly otherwise mutually agreed between the Parties. Acceptance by Buyer of such Goods and/ or Services covered hereunder shall, absent a contrary agreement in writing signed by Seller, constitute acceptance of these Terms and Conditions. The invalidity of the whole or in part of any provisions hereof shall not affect the validity of any other provision. The headings of the sections herein have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions hereof.

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STANDARD CONDITIONS OF WARRANTY- PREMIUM ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

Driver Training Solutions, LLC, a Delaware corporation, with offices at 2961 West California Avenue, Salt Lake City, UT 84104 ("DTS") and Buyer enter into this Full-Service Warranty Contract (the "Contract") for the support of DTS's Simulator products (referred to collectively as "Product" herein) beginning on the Coverage Start Date set forth below. Subject to this Contract, DTS agrees to provide the following support services with respect to DTS's Simulator Products contained herein:

- Repair or replacement of defective parts & components.
- The costs for shipping parts out and bringing them back from Buyer's location.
- On-Site field service support for labor and repairs.
- Customer Service & Support: 8:00AM to 5:00PM MDT Monday - Friday less applicable holidays or other scheduled closures.
- Remote diagnostics via internet connectivity between DTS customer service and Buyer's simulator. (Buyer must provide voice and high-speed internet connection at the simulator).
- Software and hardware updates are included as defined in Section 5.

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Terms & Conditions

In consideration of the mutual agreement as set out in this Contract, the parties hereby agree:

1. Coverage Start & Expiration Dates:

1.1 Coverage starts and expires as indicated in the offer.

2. Requesting Service & Service Hours:

2.1. To initiate and/or request service, Buyer may call 1-800-595-5740, 24 hours a day, seven (7) days a week. Technicians are available between the hours of 8 AM and 5 PM Mountain time Monday through Friday or by appointment. All calls received outside regular business hours will be returned at the earliest possible time.

3. Troubleshooting and Repair:

3.1. When Buyer calls DTS regarding a technical problem with their simulator, Buyer and Customer Service technician will troubleshoot the problem. It is the responsibility of Buyer to maintain a voice and high-speed internet connection at the simulator(s) at the time of the troubleshooting effort, for use to diagnose the problem. Once DTS diagnoses simulator over the phone and determines the failure, DTS will ship replacement part(s). When Buyer receives the part(s), Buyer will call DTS Customer Service (800-595-5740) and DTS will provide telephone assistance to repair Buyer's simulator. This process enables efficient repair of the simulator.

3.2. If the simulator is not repairable by Buyer with the remote assistance of the DTS technician, then DTS will schedule a Field Service Engineer to visit Buyer's site to repair and service the simulator. DTS shall bear all travel-related costs (e.g., airfare, rental car, gas, lodging and meals) it incurs with respect to this Contract. DTS will provide on-site service during normal business hours at Buyer's address. DTS will determine the need for the on-site visit.

3.3. After the simulator has been repaired, Buyer will return the defective part(s) and any other unused part(s) within ten (10) business days to DTS using the instructions and return shipping labels provided. If the part(s) are not received at DTS within ten (10) business days after the problem has been resolved, Buyer will be billed for the cost of the part(s).

3.4. Carry-in Service - Periodically, Buyer's Product may need to be removed and repaired at a DTS authorized repair center, in which case, Buyer is responsible for delivering the product to and from the DTS authorized repair center, located at 2961 West California Avenue, Salt Lake City, Utah 84104. If "carry-in" service is required or requested by Buyer, Buyer is responsible for delivering its product to and from the authorized repair center.

4. Moving Your Covered Product to a New Location:

4.1. Buyer may change its service address at any time by notifying DTS in writing at the address set forth above. Damage incurred by moving Buyer's covered product is not covered under this Contract, unless the move is managed by DTS. Cost of a DTS-managed move is not covered under this contract.

5. Updates:

5.1. Software and hardware updates (if applicable to this product) will be defined by DTS. These updates (where applicable) may be provided free of charge to Buyer.

6. Service Contract Cancellation:

6.1. DTS may cancel this Contract if any of Buyer's obligations, agreements or promises contained in this Contract are breached, in which case, Buyer will be refunded a pro-rata amount of the Contract price, less (1) the costs incurred by DTS in making any repairs and/or rendering any service pursuant to this Contract, and (2) any other costs or expenses incurred by DTS on account of such breach.

7. Service Contract Limitations:

7.1. Non-Original Manufacturer and Re- Manufactured Parts - Genuine factory parts will be used whenever possible, however, this Contract only allows use of non-original manufacturer and re-manufactured parts when authorized by DTS.

7.2. Buyer shall be responsible for and shall defend, indemnify and hold harmless DTS, its servants, agents and subcontractors from and against all claims, losses, damages, costs (including reasonable

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legal costs), expenses and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from the negligence or willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

7.3. DTS is not liable for any loss, destruction or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction or damage is a direct result of DTS's willful misconduct.

7.4. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

7.5. IN NO EVENT SHALL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE FOR THE PRODUCT.

7.6. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision shall be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

7.7. Nothing in this clause shall exclude or limit either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

8. What is NOT Covered Under This Contract:

8.1. Repair or replacement of Product(s) or parts upon Buyer's noncompliance with any part of this agreements.

8.2. Coverage, components, products or items not specifically listed herein, or Products whose serial numbers have been removed or altered.

8.3. Any loss, damage or failure of any components or peripherals not installed by DTS, an authorized representative of DTS or under the direction of DTS.

8.4. Any loss, damage or failure resulting from improper use, storage or operation.

8.5 Consumer replaceable items, including but not limited to batteries, tapes, ribbons, bulbs, air filters, fuses, belts, etc.

8.6 Loss, damage or failure resulting from unauthorized repairs, additions, or modifications performed by Buyer or third parties.

8.7 Any loss, damage or failure of the cabinet, housing, case or frame of the Product or any non-operating part, such as any plastic or decorative parts masks, or glass.

8.8. Any loss, damage or failure caused by conditions beyond DTS's control, such as normal wear and tear, inadequate plumbing, wiring or electrical/power supply, power surge, rust, corrosion, infestation, negligence, abuse, misuse, theft, vandalism, acts of God, environmental conditions (e.g., fire, floods, sand, dirt, windstorm, hail, earthquake, or exposure to weather conditions), failure to follow DTS's required maintenance, leaking batteries, excessive humidity or dampness.

8.9. Any loss, damage or failure of any software (other than software manufactured by DTS).

8.10. Service outside of the United States and Canada is covered for the original delivery destination. First-level support for outside the US and Canada starts with telephone support. Replacement parts, shipping, taxes, duties, etc. are covered under the provisions of this contract. On-site support will be provided at the discretion of DTS in order to resolve technical issues that arise.

9. Your Promises and Assurances:

9.1. In order for this Contract to remain in full force and effect during its term, Buyer promises and assures to: (1) fully cooperate with DTS, DTS technicians and authorized representatives during diagnosis and repair of the Product, (2) make the Product accessible to DTS; (3) provide a non-threatening and safe environment for DTSs on- site technicians, (4) provide the presence of a responsible person during the service, (5) Report any problem or defect associated with the Product promptly upon Buyer's discovery of such defect or

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problem to the customer service department. (1-800-595-5740), (6) return, at DTS's expense, failed part(s) within 10 business days, and (7) maintain in good operating condition (at Buyer site) a voice and high-speed internet connection required by DTS for compatibility with the telecommunication equipment and software at DTS's facility for support under this Contract.

10. Taxes:

10.1. Prices stated do not include local or state taxes. If Buyer does not have a valid tax exemption, then Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract.

10.2. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties and charges as a result of performance hereunder, and all reasonable legal fees, costs and expenses incurred in connection therewith.

11.Governing Law:

11.1. In any dispute arising between DTS and Buyer, the parties each shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

11.2. Nothing shall prevent the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

11.3. This Agreement is governed by the State of New York laws and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

12. Force Majeure:

12.1. Neither Party shall be liable for nor deemed to be in default on account of delays in performance of any of its obligations under this Agreement which are due directly or indirectly to any event or circumstance or combination of events or circumstances that is beyond the reasonable control of the affected Party and materially and adversely affect DTS the performance by such Party of all or a part of its obligations under or pursuant to this Agreement. ("Force Majeure Event.")

12.2. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment associated with Services milestones achieved prior to the occurrence of a Force Majeure Event.

12.3. The affected Party shall give the other party timely notice after it becomes aware of any Force Majeure Event, which notice shall, to the extent practicable, specify the length of the delay anticipated and any additional costs, incurred or likely to be incurred, by reason of such Force Majeure Event and the Parties shall agree to amend Buyer's order.

12.4. If a Force Majeure Event continues for a period of one hundred and eighty (180) consecutive days then this Agreement shall automatically terminate unless the Parties agree otherwise in writing.

13.Contract Renewal:

13.1 At the end of this Full-Service Warranty Contract, DTS has the option to renew and propose a Full-Service Warranty extension or Maintenance Agreement for one (1) additional year. The renewal contract must be purchased thirty (30) days or more prior to warranty expiration. If this Contract has lapsed prior to renewal, the simulator may be eligible for a warranty renewal if Buyer pays an evaluation fee to assess the condition of the simulator, Buyer pays for any necessary repairs to attempt bringing simulator up to full operating condition, and simulator passes DTS inspection.

14. Entire Contract:

14.1. These Terms and Conditions together with any subsequent purchase order shall comprise the exclusive terms, conditions, and agreements of the Parties with respect to the sale of Goods and/ or Services described herein and supersede any provisions on the face and reverse side of Buyer's purchase order or any prior agreement inconsistent with the provisions hereof. Any terms or conditions set forth on any documents or forms utilized by Buyer, including, but not limited to, pre-printed terms and conditions on purchase order documents, and any communications (written or oral) between the Parties that are inconsistent with, or are not included within, the Terms and Conditions contained herein, shall be of no force or effect, unless expressly

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otherwise mutually agreed between the Parties. Acceptance by Buyer of such Goods and/ or Services covered hereunder shall, absent a contrary agreement in writing signed by Seller, constitute acceptance of these Terms and Conditions. The invalidity of the whole or in part of any provisions hereof shall not affect the validity of any other provision. The headings of the sections herein have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions hereof.

AGENDA ITEM NO. 8.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Personnel Items List for Approval on August 18, 2025.

ATTACHMENTS:
08.18.2025 Approval of the Personnel Items List_W.Milton_REV 08.18.2025 Final.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON AUGUST 18, 2025

RESIGNATIONS FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Battles	Kiara		Resignation Accepted with Prejudice	Nutrition Services Assistant (186 Days, 3 Hours)	Baker County High School	May 28, 2025
Crews	Bryce			Paraprofessional ESE, Ages 6-21 (187 Days)	Baker County Middle School	May 28, 2025
Esterling	Sandra			Teacher, Foreign Language (197 Days)	Baker County High School	May 30, 2025
Goodwin	Sandra			Teacher, Third Grade (197 Days)	Macclenny Elementary School	June 30, 2025
Grendzinski	Mariah			Speech / Language Associate (197 Day)	Macclenny Elementary School	May 30, 2025
Harvey	Beki			Bus Driver (186 Days)	Transportation	March 3, 2025
Harvey	Chellsie			Bus Driver (186 Days)	Transportation	May 28, 2025
Wignall	Staci			Teacher, Third Grade (197 Days)	Legacy Elementary School	June 2, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Adams	Heather		Returning from One Year Leave of Absence / Replacing Kimbra Lane	Teacher, Self Contained KG (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Blake	Emily		Initial Employment / Replacing Kathryn Hunt	Teacher, Varying Exceptionalities (197 Days)	Macclenny Elementary School	July 31, 2025
Childers	Jason		Initial Employment / Replacing Sherri Decker Richard	Teacher, Science (197 Days)	Baker County High School	August 8, 2025
Cranford	Jacob		Transfer Within Same Site from Teacher, Science (197 Days) / Replacing Brianna MacFarlane	Teacher, Varying Exceptionalities (197 Days)	Baker County Middle School	August 11, 2025
Cranford	Latisha		Initial Employment / Replacing Mary Schell Hager	Bus Driver (186 Days)	Transportation	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Crews	Crystal		Initial Employment / Replacing Priscilla Ray, Unit Reassigned	Bus Driver (186 Days, 5.5. Hours)	Transportation	July 31, 2025
Crews	Sheena		Initial Employment / Replacing Mallory Brown	Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	August 7, 2025
Crews	Susie		Transfer from Custodian (261 Days, 8 Hours) at Legacy Elementary School / No Vacancy, Unit Reassigned	Custodian 261 Days, 8 Hours)	Keller Facility	August 6, 2025
Dopson	Brian		Initial Employment / Replacing Jana Teague and Andrea Smith, Unit Reassigned	Teacher on Special Assignment (197 Days)	Baker County Middle School	August 8, 2025
Egan	Sheila		Initial Employment / Replacing Brandie Adams	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Legacy Elementary School	August 6, 2025
Gray	Holly		Transfer Within the Same Site from Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26 / Replacing Destiny Daniels	Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	Amend to July 31, 2025
Higginbotham	Jenna		Transfer Within the Same Site from Paraprofessional, Kindergarten (187 Days) / Replacing Hagan Taylor	Paraprofessional, Prekindergarten (187 Days)	PreK-Kindergarten Center	July 31, 2025
Hurlbert	Rhyvonne		Initial Employment / Replacing Lisa Dyer	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	August 11, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Keast	Rebecca		Transfer Within the Same Site from Paraprofessional, ESE Ages 3-5 (187 Days) / Replacing Brooklyn Davis	Paraprofessional, Kindergarten (187 Days)	Pre-K Kindergarten Center	July 31, 2025
Kilpatrick	Robbyn		Transfer Within the Same Site Paraprofessional, Kindergarten (187 Days) / Replacing Jenna Higginbotham	Paraprofessional, Kindergarten (187 Days)	Pre-K Kindergarten Center	July 31, 2025
Ledezma	Concepion		Initial Employment / Replacing Sandra Esterling	Teacher, Foreign Language (197 Days)	Baker County High School	August 11, 2025
MacFarlane	Brianna		Transfer Within the Same Site from Teacher Varying Exceptionalities (197 Days) / Replacing Steve Boatright	Teacher, Social Studies M/J (197 Days)	Baker County Middle School	July 31, 2025
Mack	Denzel		Transfer from Custodian (261 Days, 8 Hours) at Legacy Elementary School / Replacing Christina Meisner - No Vacancy Swap	Custodian 261 Days, 8 Hours)	PreK-Kindergarten Center	August 6, 2025
Meisner	Christina		Transfer from Custodian (261 Days, 8 Hours) at PreK-Kindergarten Center / Replacing Denzel Mack - No Vacancy Swap	Custodian 261 Days, 8 Hours)	Legacy Elementary School	August 6, 2025
Morales	Jesslyn		Initial Employment / Replacing Audrey Echols	Extended Day Enrichment Program Assistant Supervisor (181 Days)	PreK-Kindergarten Center	August 11, 2025
Porter	Danielle		Initial Employment / New Position	Teacher, Varying Exceptionalities (197 Days)	PreK-Kindergarten Center	July 31, 2025

EMPLOYMENT FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Rhoden	Brandon		Transfer from Custodian (261 Days, 8 Hours) at Macclenny Elementary School / No Vacancy, Unit Reassigned	Custodian (261 Days, 8 Hours)	Baker County Middle School	August 6, 2025
Rodgers	Ashley		Transfer Within the Same Site from Paraprofessional, Title 1 Elem (187 Days) / Replacing Holly Gray	Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26	Macclenny Elementary School	July 31, 2025
Royal	Beatrice		Initial Employment / Pamela Johns	Bus Aide (186 Days)	Transportation	July 31, 2025
Thigpen	Haley		Initial Employment / Tyler Roberts	Paraprofessional, Elementary (187 Days)	Macclenny Elementary School	August 7, 2025
Young	Pamela		Initial Employment / Clayton Blackshear	Teacher, Fifth Grade (197 Days)	Legacy Elementary School	July 31, 2025

REAPPOINTMENT LIST FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Adams	Heather		Teacher Self Contained KG (197 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2025-2026

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Akins	Kristina			Working Through Planning	Regular Hourly Rate / Maximum 180 Hours / Funding Source: General	August 11, 2025 - May 22, 2026
Blake	Emily			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Burns	Megan			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Canaday	Brock			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Canaday	Kylee			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Combs	Stephanie			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Cushenbery	Haley			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Davis	Jessalyn			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Eiserman	Melissa			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Hatcher	Tiffany			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Hite	Jeremy			Livestream and Technical Assistance for Football Games	Regular Hourly Rate / Maximum 75 Hours / Funding Source: General (Reimbursed by Athletics)	August 5, 2025 - December 19, 2025
Kennedy	Katherine			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Lee	Toree			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025

EXTRA DUTY FOR APPROVAL ON AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Morales	Jesslyn			Extended Day Enrichment Program Extravaganza - Sub-Worker	Regular Hourly Rate / Maximum 4 Hours / Funding Source: General	June 11, 2025
Payne	Camryn			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Porter	Danielle			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Raulerson	Hannah			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Roberts	Tyler			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Roberts	Vanessa			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Smith	Bethany			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Sowell	Jana			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Staples	Staci			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026
Taylor	Angela			Curriculum Development	$31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General to be Reimbursed by NEFEC GROW Grant	July 14, 2025 - August 29, 2025
Waltman	Megan			Gatekeeper for 2025-2026 BCHS Athletic Events	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - May 30, 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Adams	Brandie		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Akins	Kristina		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Allen	Allison		Westside Elementary School	Late Bus Duty	Board Approved Rate	2025 - 2026
Allen	Shelly	Morgan Tenaglio	Macclenny Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Auger	Kristine		Baker County Middle School	Team Leader - Eighth Grade Red	Board Approved Rate	2025 - 2026
Bennett	Andrea		Baker County High School	Girls Swim Team	Board Approved Rate	2025 - 2026
Bennett	Andrea		Baker County High School	Boys Swim Team	Board Approved Rate	2025 - 2026
Benton	Tiffany		Westside Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Bingham	Lucie		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Bryant	Johnnie		Baker County High School	Hi-Q Club - Junior Varsity	Board Approved Rate	2025 - 2026
Bryant	Johnnie		Baker County High School	Hi-Q Club - Varsity	Board Approved Rate	2025 - 2026
Buettgen	Sara		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Canaday	Brock		Baker County High School	Varsity Head Football Coach - Spring	Board Approved Rate	2025 - 2026
Canaday	Brock		Baker County High School	Varsity Head Football Coach - Fall	Board Approved Rate	2025 - 2026
Canaday	Kylee		Baker County High School	Girls Fastpitch Softball Coach	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Cassidy	Faith		Baker County Middle School	ESE Department Head	Board Approved Rate	2025 - 2026
Cinal	Jami		Westside Elementary School	Team Leader - Fifth Grade	Board Approved Rate	2025 - 2026
Clardy	Cynthia		Baker County High School	Beta Club	Board Approved Rate	2025 - 2026
Clardy	Cynthia		Baker County High School	Bus Duty	Board Approved Rate	2025 - 2026
Combs	Rebecca		Baker County Middle School	Team Leader - Sixth Grade Yellow	Board Approved Rate	2025 - 2026
Combs	Stephanie	Chelsea Hodgson	Macclenny Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Combs	Tiffany		Baker County High School	Boys Assistant Weightlifting Coach	Board Approved Rate	2025 - 2026
Combs	Tiffany		Baker County High School	Junior Class Sponsor	Board Approved Rate	2025 - 2026
Conner	Jennifer		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Craven	Morgan		Baker County Pre-K / Kindergarten Center	Director of Guidance	Board Approved Rate	2025 - 2026
Craven	Morgan		Baker County Pre-K / Kindergarten Center	Chairperson	Board Approved Rate	2025 - 2026
Crawford	Danielle		Baker County Middle School	Team Leader - Sixth / Eighth Grade Green	Board Approved Rate	2025 - 2026
Crews	Debra	Shared with Suzie Miller	Westside Elementary School	Testing Coordinator	Board Approved Rate	2025 - 2026
Crews	Debra		Westside Elementary School	Team Leader - Resource	Board Approved Rate	2025 - 2026
Crews	Heather		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Crews	Heather		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Boys Wrestling Coach	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Computer Network Manager	Board Approved Rate	2025 - 2026
Crews	Richard		Baker County High School	Girls Wrestling Coach	Board Approved Rate	2025 - 2026
Cushenbery	Haley	Shared with Donna Ruis	Baker County High School	Sophomore Class Sponsor	Board Approved Rate	2025 - 2026
Cushenbery	Haley	Shared with Evan Ward	Baker County High School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Davis	Amy		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Davis	Beth		Baker County Middle School	Math Department Head	Board Approved Rate	2025 - 2026
Deel	Ellen		Student Services	Staffing Specialist	Board Approved Rate	2025 - 2026
Degrange	Lawrence		Baker County High School	Air Force JROTC	Board Approved Rate	2025 - 2026
Dennis	Jaime		Baker County Middle School	Team Leader - Seventh Grade Yellow	Board Approved Rate	2025 - 2026
Dennis	Jaime		Baker County Middle School	Social Studies Department Head	Board Approved Rate	2025 - 2026
Dietz	Valerie		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Driggers	Melissa	Shared with Grace Johnson	Westside Elementary School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Driggers	Melissa	Grace Johnson	Westside Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Dryden	Edward		Baker County High School	PLC Leader - History Department Chair	Board Approved Rate	2025 - 2026
Dugger	Tabitha		Westside Elementary School	Enrichment, Morning Show	Board Approved Rate	2025 - 2026
Dugger	Tabitha		Westside Elementary School	Team Leader - Third Grade	Board Approved Rate	2025 - 2026
Dunbar	Savannah	Shared with Emily McDonald	Baker County Pre-K / Kindergarten Center	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Elledge	Gretchen		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Elledge	Gretchen		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026
Finley	Blane		Baker County High School	Boys Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Gerard	Sara		Baker County High School	Drama Assistant	Board Approved Rate	2025 - 2026
Gernhard	Joyce		Baker County Middle School	Team Leader - Seventh Grade Blue	Board Approved Rate	2025 - 2026
Givens	Kelton		Baker County High School	Girls Junior Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Givens	Kelton		Baker County High School	Girls Varsity Head Basketball Coach	Board Approved Rate	2025 - 2026
Gnann	Debra		Baker County High School	PLC Leader - CTE Department Chair	Board Approved Rate	2025 - 2026
Griffin	Andrea	Emily Blake	Macclenny Elementary School	Peer Teacher	Board Approved Rate - Half	2025 - 2026
Griffis	Lily		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Hall	Sabrina		Westside Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Hamel	Rena		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Hand	Daphne		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Harrell	Sandra		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Harris	Leslie		Baker County Pre-K / Kindergarten Center	Computer Network Manager	Board Approved Rate	2025 - 2026
Harrison	Mckenzie		Baker County Middle School	Team Leader - Sixth Grade Red	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	School Activities Coordinator	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	Student Council	Board Approved Rate	2025 - 2026
Hartley	Mark		Baker County High School	Cooperative Education Club of Florida Sponsor	Board Approved Rate	2025 - 2026
Hatcher	Cassandra		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Hays	Leigh Ann		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Hays	Leigh Ann		Baker County High School	PLC Leader - Math Department Chair	Board Approved Rate	2025 - 2026
Higginbotham	Christan		Baker County High School	Health Occupation Student Association (HOSA)	Board Approved Rate	2025 - 2026
Hinkey	Brian		Baker County High School	Soccer Coach - Boys	Board Approved Rate	2025 - 2026
Hoard	Kayona		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Hokanson	Michelle		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County High School	Girls Assistant Weightlifting Coach	Board Approved Rate	2025 - 2026
Holton	Ashley		Baker County High School	Girls Volleyball Coach	Board Approved Rate	2025 - 2026
Horne	Adam		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Howell	Kymberli		Westside Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Howell	Kymberli		Westside Elementary School	Enrichment - PBIS Club	Board Approved Rate	2025 - 2026
Hyde	Amber		Baker County Middle School	Bus Duty	Board Approved Rate	2025 - 2026
Jacobs	Heather		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Johns	Michelle	Shared with Emily McDonald	Baker County Pre-K / Kindergarten Center	Enrichment - Kinder Chorus	Board Approved Rate	2025 - 2026
Johnson	Brittinie		Baker County High School	Future Homemakers of America Sponsor	Board Approved Rate	2025 - 2026
Johnson	Grace	Shared with Melissa Driggers	Westside Elementary School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Johnson	Gregory		Baker County High School	Vocational Agriculture	Board Approved Rate	2025 - 2026
Johnson	Jill		Baker County High School	PLC Leader - ESE Department Chair	Board Approved Rate	2025 - 2026
Johnson	Jill		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Johnson	Jill		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Kaiser	Monica		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Keast	Rebecca		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
Kennedy	Madison		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Kilpatrick	Robbyn		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
King	Jennifer		Baker County Pre-K / Kindergarten Center	Enrichment - STEM Club	Board Approved Rate	2025 - 2026
Kittrell	Jessica		Baker County High School	PLC Leader - ELA Department Chair	Board Approved Rate	2025 - 2026
Lauramore	Angela		Baker County Middle School	Physical Education Department Head	Board Approved Rate	2025 - 2026
Lee	Lucious		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Lee	Lucious		Baker County High School	Boys Assistant Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Boys Cross-Country Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Girls Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Boys Track Coach	Board Approved Rate	2025 - 2026
Lokey	Tyler		Baker County High School	Girls Cross-Country Coach	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Long	Theresa		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Lovett	Jennifer		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Manalo	Lara		Student Services	School Psychologist	Board Approved Rate	2025 - 2026
Martin	Rachael		Baker County High School	Girls Flag Football Assistant Coach	Board Approved Rate	2025 - 2026
Mayorquin-Olivera	Ana		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
McCray	Beverly		Student Services	Case Manager	Board Approved Rate	2025 - 2026
McDonald	Stanley		Baker County High School	Boys Weightlifting Coach	Board Approved Rate	2025 - 2026
McDonald	Stanley		Baker County High School	Girls Weightlifting Coach	Board Approved Rate	2025 - 2026
McGee	Ryan		Baker County Middle School	Team Leader - Seventh Grade Red	Board Approved Rate	2025 - 2026
McHenry	Jessica		Baker County High School	PLC Leader - Science Department Chair	Board Approved Rate	2025 - 2026
Mixon	Norma		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Moore	Myles		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Moore	Myles		Baker County High School	Band Director	Board Approved Rate	2025 - 2026
Morgan	Kendra		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Morgan	Kendra		Baker County High School	Future Business Leaders of America (FBLA)	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Morgan	Pamela		Baker County Pre-K / Kindergarten Center	Wellness Coordinator	Board Approved Rate	2025 - 2026
Myer	Deanne		Student Services	Staffing Specialist	Board Approved Rate	2025 - 2026
Nash	Rhonda		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Nettles	Lisa		Baker County Pre-K / Kindergarten Center	Chairperson	Board Approved Rate	2025 - 2026
Norrell	Sonya		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Nunn	Cheryl		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Odom	Jessica		Baker County Middle School	Science Department Head	Board Approved Rate	2025 - 2026
Oros	Dan		Baker County High School	CATS Academy Paraprofessional	Board Approved Rate	2025 - 2026
O'Steen	Ruth		Legacy Elementary School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Padgett	Lucretia		Baker County Pre-K / Kindergarten Center	Resource Instructor	Board Approved Rate	2025 - 2026
Payne	Camryn		Baker County High School	Girls Tennis Coach	Board Approved Rate	2025 - 2026
Payne	Camryn		Baker County High School	Boys Tennis Coach	Board Approved Rate	2025 - 2026
Payne	Jennifer		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Payne	Jennifer		Baker County High School	Testing Coordinator	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Peterson	Joyce		Baker County Middle School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Peterson	Sylvia		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Phillips	Marlee		Baker County High School	Vocational Agriculture	Board Approved Rate	2025 - 2026
Porch	Cameron		Baker County High School	Football Offensive Coordinator - Fall	Board Approved Rate	2025 - 2026
Porch	Cameron		Baker County High School	Football Offensive Coordinator - Spring	Board Approved Rate	2025 - 2026
Porter	Danielle		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2025 - 2026
Raulerson	Caitlin		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Register	Scott		Baker County High School	Teacher Assigned Full Time to CATS Academy	Board Approved Rate	2025 - 2026
Rhoden	Cheryl		Westside Elementary School	ESE Teacher	Board Approved Rate	2025 - 2026
Richerson	Kristina		Baker County Middle School	Team Leader - Eighth Grade Blue	Board Approved Rate	2025 - 2026
Roberts	Vanessa		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Rodgers	Jarrell		Baker County High School	Varsity Baseball Coach	Board Approved Rate	2025 - 2026
Roman	Ruth		Baker County High School	Foreign Language	Board Approved Rate	2025 - 2026
Rowland	Rebekah		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026
Ruis	Donna	Shared with Haley Cushenbery	Baker County High School	Sophomore Class Sponsor	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Russell	Lori		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Satterwhite	Cari		Baker County Middle School	ESE Teacher	Board Approved Rate	2025 - 2026
Schwien	Kimberly		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Schwien	Kimberly		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Sheridan	Kathleen	Megan Burns	Westside Elementary School	Peer Teacher	Board Approved Rate	2025 - 2026
Shields	Jennifer		Baker County High School	PLC Leader - PE Department Chair	Board Approved Rate	2025 - 2026
Shivers	Amanda	Abby Barber	Westside Elementary School	Peer Teacher	Board Approved Rate - Half	2025 - 2026
Smith	David		Baker County High School	Vocational Industrial Clubs of America (VICA)	Board Approved Rate	2025 - 2026
Sowell	Jana		Baker County High School	Future Educators Club Sponsor	Board Approved Rate	2025 - 2026
Staples	Staci		Baker County High School	PLC Leader - Elective Department Chair	Board Approved Rate	2025 - 2026
Staples	Staci		Baker County High School	Senior Class Sponsor	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Varsity Cheerleading Coach - Basketball	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Director of Guidance	Board Approved Rate	2025 - 2026
Stokes	Jaime		Baker County High School	Varsity Cheerleading Coach - Football	Board Approved Rate	2025 - 2026
Taylor	Kim		Baker County Middle School	Director of Guidance	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Taylor	Kim		Baker County Middle School	Guidance Department Head	Board Approved Rate	2025 - 2026
Tracer	Ana		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Trippett	Joshua		Baker County High School	Boys Assistant Wrestling Coach	Board Approved Rate	2025 - 2026
Trippett	Joshua		Baker County High School	Girls Assistant Wrestling Coach	Board Approved Rate	2025 - 2026
Volner	Brynne		Student Services	Case Manager	Board Approved Rate	2025 - 2026
Volner	Brynne		Student Services	Mental Health Counselor	Board Approved Rate	2025 - 2026
Walters	Gina		Student Services	School Psychologist	Board Approved Rate	2025 - 2026
Ward	James Evan		Baker County High School	Video Productions	Board Approved Rate	2025 - 2026
Ward	James Evan	Shared with Haley Cushenbery	Baker County High School	Yearbook Sponsor	Board Approved Rate	2025 - 2026
Wendel	Scott		Westside Elementary School	Late Bus Duty	Board Approved Rate	2025 - 2026
West	April		Baker County Middle School	ELA Department Head	Board Approved Rate	2025 - 2026
Wheeler	Stephanie		Baker County High School	Occupational Specialist	Board Approved Rate	2025 - 2026
Whitley	Tonya		Baker County High School	ESE Paraprofessional	Board Approved Rate	2025 - 2026
Whitley	Tonya		Baker County High School	Gate Duty	Board Approved Rate	2025 - 2026
Williams	Byronelle		Baker County High School	PLC Leader - Business Department Chair	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR AUGUST 18, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Williams	Byronelle		Baker County High School	Technology Student Association	Board Approved Rate	2025 - 2026
Williams	Nikki		Baker County High School	Girls Assistant Track Coach	Board Approved Rate	2025 - 2026
Wingard	Stephanie		Baker County High School	ESE Teacher	Board Approved Rate	2025 - 2026
Yonn	Jamie		Baker County High School	Wellness Coordinator	Board Approved Rate	2025 - 2026

OCCASIONAL PERSONNEL STAFFING FOR AUGUST 18, 2025				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Burnham	Justin	High School Assistant Band Director	$1030.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Filosi	Amanda	High School Majorette Sponsor	$1030.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Hodgson	Chelsea	Teacher, Varying Exceptionalities - Macclenny Elementary School	$15.00 Per Hour / As Needed / Funding Source: General	August 5, 2025 - TBD
McDuffie	Maci	Teacher, Language Arts M/J - Baker County Middle School	$15.00 Per Hour / As Needed / Funding Source: General	July 31, 2025 - TBD
Nipper	Phoebe	High School Choreographer	$275.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Nipper	Phoebe	High School Dance Drill Team - Basketball	$525.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Nipper	Phoebe	High School Dance Drill Team - Football	$525.00 Flat Rate / Funding Source: General	July 31, 2025 - June 30, 2026
Spurlock	Kimberly	Assistant for Medically Dependent Special Needs Student	$15.00 Per Hour / Maximum 990 Hours / Funding Source: Federal	August 11, 2025 - May 22, 2026
Spurlock	Paige	Teacher, Kindergarten - Baker County Pre-K / Kindergarten Center	Amend Previously Approved $17.61 to $15.25 Per Hour / As Needed / Funding Source: General	July 30, 2025 - TBD

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Arnold	Sheri		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Babinski	Priscilla		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Baggett	Dennis		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Barton	Tiffany		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Bickerstaff	Jessica		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Canaday	Jerri		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Carr	Kristin		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Combs	Gretchen		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Combs	Rasherrio		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Combs	Sara		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Daniels	Isaac		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 4, 2025
Davis	Faye		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Dyer	Lisa		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Eldridge	Robert		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Givens	Grace		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Givens	Lucy		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Grimm	Doneita		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Haydu	Deanna		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Jefferson	Porshua		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Johns	Elizabeth		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Karpf	Heather		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Kelly	Debra		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Kilpatrick	Joyce		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Lambing	Caile		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Luczynski	Kaila		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
McDonald	Kathleen		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
McDuffie	Dorothy		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Miller	Sherry		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Mills	Kimberly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Morales	Jesslyn		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Nipper	Tonya		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Patterson	Theresa		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Perez	Lauren		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Pieri	Myrene Ainee		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Price	Abigayle		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ragan	Jennifer		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ragan	Michael		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Ray	James		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Richardson	Kimberly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Skelton	Janice		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Slusser	Dori		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Smith	Bascom		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Smith	Kaylyn		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stephens	Le'Tia		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stetler	Caitlin		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Stoops-Thomas	Carol		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Taylor	Natalie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

SUBSTITUTE LIST FOR APPROVAL ON AUGUST 18, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Terrell	Annie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Tomlinson	Kittie		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Turner	Christina		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025
Wimberly	Natalya		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	August 11, 2025

AGENDA ITEM NO. 8.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the July 28, 2025, School Board Meeting.

ATTACHMENTS:
08.18.2025 Approval of 07.28.2025 Meeting Minute_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, July 28, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #23

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

1. INVOCATION AND PLEDGE OF ALLEGIANCE

The Baker County School Board met on Monday, July 28, 2025, at 5:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this meeting was to hold the regularly scheduled board meeting. Chairperson Tiffany McInarnay announced Thomas Hill was going to give the invocation, followed by the Pledge of Allegiance led by Alice Schmitges.

2. CALL TO ORDER

Chairperson McInarnay called the meeting of the Baker County School Board to order and asked for a roll call of members.

3. ROLL CALL OF MEMBERS

The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Jeffrey Grosholz were both present for the meeting.

4. PUBLIC HEARINGS

4.1 Public Hearing on the 2025-26 Tentative Required Local Effort Millage Rate as 3.0770.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.2 Public Hearing on the 2025-26 Tentative Basic Discretionary Operating Millage Rate as .7480.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.3 Public Hearing on 1.5000 as the Basic Discretionary Capital Outlay Millage for 2025-26.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.4 Public Hearing on the 2025-26 Tentative Total Millages as 5.3250.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.5 Public Hearing on the Resolution Adopting Tentative Millage Rates for Fiscal Year July 1, 2025 - June 30, 2026.

Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.6 Public Hearing on the Tentative Budget for 2025-2026.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

4.7 Public Hearing on the Resolution Adopting the Tentative Budget as $65,160,743.00 for Fiscal Year July 1, 2025 - June 30, 2026.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

5. RECOGNITIONS / PRESENTATIONS

5.1 Quarterly Update Presentation by Director of School Safety
Director Steve Cannon presented a quarterly report summarizing district school safety compliance findings.

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

6.1 Approval to Revise Public Hearings 4.1., 4.2., 4.3., 4.4., 4.5., 4.6., 4.7.: Approval to Revise the Wording of Previously Listed Public Hearings from "Approval of" to "Public Hearing on".
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.2 Approval to Add Item 9.9.: Approval of the 2025-26 Tentative Required Local Effort Millage Rate as 3.0770.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

6.3 Approval to Add Item 9.10.: Approval of the 2025-26 Tentative Basic Discretionary Operating Millage Rate as .7480.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

6.4 Approval to Add Item 9.11.: Approval of 1.5000 as the Basic Discretionary Capital Outlay Millage for 2025-26.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

6.5 Approval to Add Item 9.12.: Approval of the 2025-26 Tentative Total Millages as 5.3250.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.6 Approval to Add Item 9.13.: Approval of the Resolution Adopting Tentative Millage Rates for Fiscal Year July 1, 2025 - June 30, 2026.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:

Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

6.7 Approval to Add Item 9.14.: Approval of the Tentative Budget for 2025-2026.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Clayton Lyons made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

6.8 Approval to Add Item 9.15.: Approval of the Resolution Adopting the Tentative Budget as $65,160,743.00 for Fiscal Year July 1, 2025 - June 30, 2026.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.9 Approval to Add Item 9.16.: Approval of the 2025-2026 Mental Health Application.
Chairperson McInarnay read the additional items to the agenda and entertained a motion from the Board. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

7. REMOVAL OF ROUTINE ITEMS

Chairperson McInarnay asked if any Board member wished to remove a routine item for separate consideration.
Mandi Canaday requested to be recused from voting on item 8.1. Approval of the Personnel Items List for July 28, 2025. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

The Board requested further discussion and to remove voting on item 8.7. Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2025 - June 30, 2026. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

The Board requested a correction and to remove voting on item 8.8 Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Six School Sites Effective July 1, 2025 - June 30, 2026. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

8. APPROVAL OF ROUTINE ITEMS

Chairperson McInarnay entertained a motion from the Board to approve the routine items 8.2 through 8.6. As recommended:
Clayton Lyons made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on July 28, 2025.

8.2 Approval of the Data Sharing Agreement with University of Florida Board of Trustees.

8.3 Approval of the Memorandum of Understanding with First Coast Workforce Development, Inc. (Career Source) for Partnered Services for Adult Education Students Effective July 1, 2025- June 30, 2030.

8.4 Approval of Amendment #1 to Grant Proposal "Youth Mental Health Awareness and Training" to Include 2024-2025 Roll Forward Funds in the Amount of $4,973.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching

8.5 Approval of the 2025-2026 State of Florida Statewide Voluntary Prekindergarten Provider Contract.

8.6 Approval of the 2025-2026 State of Florida Statewide School Readiness Provider Contract.

8.7 Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2025 - June 30, 2026.

8.8 Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Six School Sites Effective July 1, 2025 - June 30, 2026.

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
Chairperson McInarnay entertained a motion from the Board to approve removed routine item 8.1. Personnel Items List for approval on July 28, 2025. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 4-0.

9.2 Approval to Adopt 2025-2026 English Language Arts & Personal Finance Instructional Materials / Textbooks. (Itemized List Included.)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.3 Approval of the 2025-2028 District English Language Learners (ELL) Plan.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.4 Approval to Award Bid No. 2025-002 (Sale of Buses) to Tampa Bus Market and to Marketing Inc. for a Total Sale Amount of $38,239.00. (Itemized Award List Attached)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.5 Approval to Increase the District's Capitalization Threshold for Asset Recording from $750 to $1,000 Effective July 1, 2025.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.6 Approval to De-authorize and Dispose of Itemized Property on the District's Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.7 Approval of the 2025-2026 District K-12 Comprehensive Evidence Based Reading Plan.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.8 Approval of the Following School Board Policies: 3.06*+, 3.07, 3.25+, 4.265+, 6.103*, 6.215, 6.43, 7.06*+, 7.07*+, 7.08, 7.14*+, 7.30*+
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.9 Approval of the 2025-26 Tentative Required Local Effort Millage Rate as 3.0770.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:

Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.10 Approval of the 2025-26 Tentative Basic Discretionary Operating Millage Rate as .7480.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

9.11 Approval of 1.5000 as the Basic Discretionary Capital Outlay Millage for 2025-26.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.12 Approval of the 2025-26 Tentative Total Millages as 5.3250.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.13 Approval of the Resolution Adopting Tentative Millage Rates for Fiscal Year July 1, 2025 - June 30, 2026.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.14 Approval of the Tentative Budget for 2025-2026.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.15 Approval of the Resolution Adopting the Tentative Budget as $65,160,743.00 for Fiscal Year July 1, 2025 - June 30, 2026.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

9.16 Approval of the 2025-2026 Mental Health Application.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.
No individual in the audience addressed the Board with citizen concerns at this meeting.

11. INFORMATION AND ANNOUNCEMENTS

Start of School: Superintendent Milton announced he was excited to welcome students, staff, and families back to a new school year! He is looking forward to a rewarding year ahead.

12. ADJOURNMENT

Since there was no further business to come before the Board:
Mandi Canaday made a motion to adjourn, seconded by Amanda Hodges. The motion carried via general consensus 0-0.

_____	_____
Superintendent	Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Incorporate Form 8B into the July 28, 2025, School Board Meeting Minutes.

ATTACHMENTS:
08.18.2025 Approval of Form 8B for Mandi Canaday_W.Milton.pdf

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Canaday, Mandi	Baker County School Board
MAILING ADDRESS 270 South Blvd E, Macclenny, FL 32063	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Macclenny — COUNTY: Baker	NAME OF POLITICAL SUBDIVISION: Baker County School Board
DATE ON WHICH VOTE OCCURRED July 28, 2025	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mandi Canaday, hereby disclose that on July 28, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____ ;

X inured to the special gain or loss of my relative, my sister-in-law Jessalyn Davis ;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

On July 28, 2025, during the publicly-noticed meeting of the Baker County School Board--of which I am an elected member--it came to my attention that within Item 8, Approval of Routine Items, of the agenda, there was contained within item 8.1, Approval of the Personnel Items List for Approval on July 28, 2025. Amongst the list of personnel decisions to be approved as part of Item 8.1 was my sister-in-law, Jessalyn Davis. When I became aware of this prospective voting conflict, before the Board voted on Item 8, I announced the nature of the voting conflict. I recused myself from voting on Item 8.1. The Board thereafter moved and agreed to remove Item 8.1 from Item 8, Approval of Routine Items, and instead move it to Item 9, Approval of Items for Action, specifically Item 9.1, Approval of Removed Routine Items. When Item 9.1 came before the Board for a vote, I recused myself and did not vote on this item.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

8/4/25
Date Filed

Amanda L Canaday
Signature Mandi Canaday

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

AGENDA ITEM NO. 8.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the August 4, 2025, Work Session.

ATTACHMENTS:
08.18.2025 Approval of 08.04.2025 Work Session Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

MINUTES
WORK SESSION (OPEN TO THE PUBLIC)
Monday, August 4, 2025 - 4:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #24

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

SCHOOL BOARD WORK SESSION

Work Session on Crossing Guard Agreement with the Baker County Sheriff's Office

The Baker County School Board met on Monday, August 4, 2025, at 4:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold an open work session on the "Crossing Guard Agreement with the Baker County Sheriff's Office". The following Board Members were present: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Derek Dzwonkowski were present at the work session. There was no facilitator for the work session. Board members discussed concerns regarding the crossing guard agreement with the Baker County Sheriff's Office. The Board took no official action during the work session.

_____ Superintendent

_____ Board Chairperson

AGENDA ITEM NO. 8.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the August 4, 2025, Work Session.

ATTACHMENTS:
08.18.2025 Approval of 08.04.2025 Work Session Minutes 430_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

MINUTES
WORK SESSION (OPEN TO THE PUBLIC)
Monday, August 4, 2025 - 4:30 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #24

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

SCHOOL BOARD WORK SESSION

Work Session Board Policy Discussion (Facilitators SWAT - Students Working Against Tobacco)

The Baker County School Board met on Monday, August 4, 2025, at 4:30 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold an open work session on the "Addition to a Board Policy". The following Board Members were present: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Derek Dzwonkowski were present at the work session. The work session was facilitated by Joy Owens, along with students Wyatt Forbes and Theron Yokom. SWAT delivered a PowerPoint presentation detailing the proposed tobacco-free policy update. The Board took no official action during the work session.

_____ Superintendent

_____ Board Chairperson

AGENDA ITEM NO. 8.6

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the August 4, 2025, School Board Meeting.

ATTACHMENTS:
08.18.2025 Approval of 08.04.2025 Meeting Minute_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, August 4, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #24

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

1. INVOCATION AND PLEDGE OF ALLEGIANCE

The Baker County School Board met on Monday, August 4, 2025, at 5:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this meeting was to hold the regularly scheduled board meeting. Chairperson Tiffany McInarnay announced Lynn Green was going to give the invocation, followed by the Pledge of Allegiance led by Andy Giddens.

2. CALL TO ORDER

Chairperson McInarnay called the meeting of the Baker County School Board to order and asked for a roll call of members.

3. ROLL CALL OF MEMBERS

The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Derek Dzwonkowski were both present for the meeting.

4. PUBLIC HEARINGS

4.1 Public Hearing on the Revised 2025-2026 Student Progression Plan and Revised 2025-2026 Code of Student Conduct.
Chairperson McInarnay called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson McInarnay closed the public hearing on this item.

5. RECOGNITIONS / PRESENTATIONS

5.1 Recognize Retiree Tina Benefield (Hire Date: 8/1/01; Retire Date: 5/30/25)
Superintendent Milton presented retiree Tina Benefield with a plaque and a restaurant gift card for her years of service to our district.

5.2 Recognize Retiree Christopher Chisholm (Hire Date: 5/1/89; Retire Date: 7/31/25)
Superintendent Milton presented retiree Christopher Chisholm with a plaque and a restaurant gift card for his years of service to our district.

5.3 Recognize Retiree Shirley Crawford (Hire Date: 9/16/96; Retire Date: 7/17/25)
Superintendent Milton presented retiree Shirley Crawford with a plaque and a restaurant gift card for her years of service to our district.

5.4 Recognize Retiree Kimberly Crews (Hire Date: 8/16/91; Retire Date: 6/18/25)
Superintendent Milton presented retiree Kimberly Crews with a plaque and a restaurant gift card for

her years of service to our district.

5.5 Recognize Retiree Bonnie Hayden (Hire Date: 8/17/12; Retire Date: 6/18/25)
Superintendent Milton presented retiree Bonnie Hayden with a plaque and a restaurant gift card for her years of service to our district.

5.6 Recognize Retiree Kathryn Hunt (Hire Date: 8/16/93; Retire Date: 5/30/25)
Superintendent Milton presented retiree Kathryn Hunt with a plaque and a restaurant gift card for her years of service to our district.

5.7 Recognize Retiree Glen Ruise (Hire Date: 11/11/88; Retire Date: 2/28/25)
Superintendent Milton presented retiree Glen Ruise with a plaque and a restaurant gift card for his years of service to our district.

5.8 Recognize Retiree Tenia Ruise (Hire Date: 12/16/10; Retire Date: 5/30/25)
Retiree Tenia Ruise was not present to receive a plaque and a restaurant gift card for her years of service to our district.

5.9 Recognize Retiree Ivelise Viera (Hire Date: 10/1/18; Retire Date: 5/30/25)
Superintendent Milton presented retiree Ivelise Viera with a plaque and a restaurant gift card for her years of service to our district.

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

6.1 8.1.: Personnel Items, Employment List: Approval of the Correction of the Effective Date for Rex Harrison from August 11, 2025, to July 31, 2025.
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.2 8.1.: Personnel Items, Stipend List: Approval of the Addition to Stipend for Lucie Bingham and Daphne Hand for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 10.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Savannah Dunbar, Tara Kosakowski, Emily McDonald, Mekenzi Nelson, Lisa Nettles, Tanyia Rowan, Kimberly Salazar for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 7 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Stipend for Moran Craven for NEFEC - Grow Grant; $125.00 Flat Rate Per Day / Maximum 3.5 Days / Funding Source: General (To Be Reimbursed By NEFEC Grow Grant); July 11, 2025 - August 29, 2025.
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

6.3 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Alicia Chauncey for Curriculum Mapping; $31.54 Per Hour / Maximum 7.5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 11, 2025 - August 29, 2025. Approval of the Addition to Extra Duty for Allison Allen for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 3 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Autumn Couture for First Grade Summer Mapping; $31.54 Per Hour / Maximum 2 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Lesley Minshew for Fourth Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Elisa Reagan for Fifth Grade Summer Mapping; $31.54 Per Hour / Maximum 5 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kathleen Sheridan for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To

Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Amanda Shivers for Third Grade Summer Mapping; $31.54 Per Hour / Maximum 14 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Susie South for First Grade Summer Mapping; $31.54 Per Hour / Maximum 4 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025. Approval of the Addition to Extra Duty for Kristyn Stewart for Second Grade Summer Mapping; $31.54 Per Hour / Maximum 6 Hours / Funding Source: General (To Be Reimbursed by NEFEC GROW Grant); July 21, 2025.
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Amanda Hodges made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

6.4 Approval to Add Item 8.10.: Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

6.5 9.4.: Addition of the Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.
Chairperson McInarnay read the revised items to the agenda and entertained a motion from the Board. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

7. REMOVAL OF ROUTINE ITEMS
Chairperson McInarnay asked if any Board member wished to remove a routine item for separate consideration. Clayton Lyons requested to be recused from voting on item 8.8. Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.) As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

8. APPROVAL OF ROUTINE ITEMS
Chairperson McInarnay entertained a motion from the Board to approve the routine items 8.1 through 8.7, 8.9, and 8.10. As recommended:
Jack Baker Jr. made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on August 4, 2025.

8.2 Approval of the Minutes of the July 21, 2025, Work Session.

8.3 Approval of the Minutes of the July 21, 2025, School Board Meeting.

8.4 Approval of the Minutes of the July 21, 2025, School Board Executive Session.

8.5 Approval to Incorporate Form 8B into the July 21, 2025, School Board Meeting Minutes.

8.6 Approval of Post-Secondary Adult Career Training Programs Tuition and Fees for the 2025-26 School Year.

8.7 Approval of the Adult General Education Tuition for the 2025-2026 School Year.

8.8 Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.)

8.9 Approval of the Agreement with Gaetz Aerospace Career Academy, Embry-Riddle Aeronautical University for Academic Years 2025-2028. (Name Change from Previous Year Formerly Gaetz Aerospace Institute Academy.)

8.10 Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Seven School Sites Effective July 1, 2025 - June 30, 2026.

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
Chairperson McInarnay entertained a motion from the Board to approve removed routine item 8.8. Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.) As recommended:
Mandi Canaday made a motion to approve, seconded by Jack Baker Jr.. The motion carried 4-0.

9.2 Approval of a School Board Member Representative and Alternate School Board Member Representative for the Value Adjustment Board as Per Florida Statute 194.015. (2024-2025 Board Representative was Mrs. Hodges and Alternate was Mrs. Canaday)
Clayton Lyons will serve as the VAB Board Member Representative and Mandi Canaday will serve as the Alternate VAB Board Member Representative.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 5-0.

9.3 Approval of Brittnee Forbes as Commercial Business Owner Representative for the Value Adjustment Board as Per F.S. 194.015. (Qualification is that the representative must own a business occupying commercial property in the school district boundaries)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.4 Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Approval to Renew Agreement with Baker County Health Department to Provide Dental Services Effective July 1, 2025 - June 30, 2028. (Term Change from Previous Year.), into the Minutes of the August 4, 2025, School Board Meeting.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.
No individual in the audience addressed the Board with citizen concerns at this meeting.

11. INFORMATION AND ANNOUNCEMENTS

Thank you – Special thanks to Jordan Duncan and Amber Griffis for their collaboration with the District in reaching a sustainable and productive agreement.

New School Year - Our principals have done a tremendous amount of work in preparing for the start of the new school year. There is a strong sense of excitement and synergy for the great things ahead.

12. ADJOURNMENT

Since there was no further business to come before the Board:
Mandi Canaday made a motion to adjourn, seconded by Clayton Lyons. The motion carried via general consensus 0-0.

_____	_____
Superintendent	Board Chairperson

AGENDA ITEM NO. 8.7

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #2 to "2024-2027 Title IX, Part A Education of Homeless Children and Youth" in the Amount of $3,368.75 with No Change in Over All Budget Total. Amendment / Federal / No Matching

ATTACHMENTS:
08.18.2025 Approval of Title IX, Part A 24-27_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*2024-2027 Title IX, Part A - Education of Homeless Children and Youth*

TYPE OF GRANT:
☐ New ☐ Continuation ☒ Amendment ☐ Entitlement ☐ Competitive

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$3,368.75*

SOURCE: ☒ Federal ☐ State ☐ Other: _____

LOCAL MATCHING FUNDS REQUESTED:
☒ No
☐ Yes . . . If yes, please specify: ☐ Monetary Amount $_____
☐ In-Kind Amount $_____

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION *(If additional space is needed, attachments may be used)*
The Title IX, Part A program is used to facilitate the enrollment, attendance, and success in school of homeless children and youth. The program ensures that homeless children and youth have access to the same free, appropriate public education as provided to other children and youth.

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
This amendment is for the purpose of decreasing funds for FICA and insurance costs, mileage reimbursement, office supplies, Chromebooks, clothing and shoes, dues and fees, laundromat vouchers, and indirect costs. These funds will now be used for hygiene and personal care items, printed materials, backpacks, and school supplies. No change to the grant total of $44,550.00.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***July 24, 2025***

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	**A) Agency Name:**	**DOE USE ONLY**
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	**Baker County School District**	Date Received
B) Program Name: Title IX, Part A – Education of Homeless Children and Youth Project **TAPS Number:** 25A006		**Project Number (DOE Assigned)** **020-1275B-5CH01**

C) Amendment Type	**D) Amendment Request Contact Information**	
☒ Program ☒ Budget **Amendment Number:** 2	Contact Name: Traci Wheeler Teri Ambrose	Telephone Numbers: **904-259-6776** **904-259-0418**
	Mailing Address: 372 South Boulevard East Macclenny, FL 32063	E-mail Addresses: Traci.wheeler@bakerk12.org Teri.ambrose@bakerk12.org

E) Required Signature and Certification

I, J. Wyatt Milton, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.

Signature of Agency Head	Title	Date
J. Wyatt Milton	Baker County School District Superintendent	July 16, 2025

F) Narrative

This amendment is for the purpose of decreasing funds for the following activities: FICA and insurance for Educational Support Paraprofessional, mileage reimbursement for Educational Support Paraprofessional, office supplies, Chromebooks, clothing and shoes, dues and fees, laundromat vouchers, and indirect costs.

The funds will now be used to purchase hygiene and personal care items, printed materials, and backpacks and school supplies.

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) **Baker County School District** — **District/Agency Name**

B) 020-1275B-5CH01 / 25A006 — **Project Number/TAPS Number**

C) 2 — **Amendment Number**

D) Total Project Amount Currently Approved: **$44,550.00**

E) Total Project Amount resulting from this Budget Amendment: **$44,550.00**

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
6110	220	FICA. FICA for Educational Support Paraprofessional. Line 3, Activity 1.			$ 315.00
6110	230	Group Insurance. Insurance for Educational Support Paraprofessional. Line Item 4, Activity 1.			$ 1,103.00
6110	330	Travel. Mileage reimbursement of district's approved rate for Educational Support Paraprofessional for in-county travel to work with students, parents, school staff, school-based homeless liaisons, and community partners. Line Item 5, Activity 1.			$ 609.56
6110	510	Supplies. Office supplies for use by Educational Support Paraprofessional to include such items as paper, ink cartridges, pens, stapler, envelopes, and refill cards. Line Item 6, Activity 1.			$ 400.00
5100	644	Non-Capitalized Computer Hardware. Chromebooks to be loaned to homeless children and youth to complete classwork and homework and to access online educational programs for additional support and practice outside of the school day. Line Item 8, Activity 2.			$ 115.00
5100	590	Other Materials and Supplies. Clothing and shoes for HCY to enable them to attend school and participate fully in school activities. Line Item 10, Activity 4.			$ 21.76
5300	730	Dues and Fees. Dues and fees related to the enrollment and full participation of HCY to include extracurricular activities, clubs, class activities, and athletics and dues and fees for Career and Technical Education programs. Line Item 11, Activity 5.			$ 200.00
6100	700	Other Student Support Fees. Laundromat vouchers toa local laundromat for students experiencing homelessness to reduce the school attendance barrier of not having access to clean clothes. Line Item 12, Activity 6.			$ 350.00
6130	590	Supplies-Health Services. Hygiene and personal care items to include full-size and travel-size soap, shampoo, deoderant, toothpaste, toothbrush, laundry detergent, feminine products, and additional items and drawstring bags to hold items. 105 homeless students at approximately $15.00 each = $1,575.00. Line 13, Activity 7.		$ 1,575.00	
6150	390	Other Purchased Services. Printed materials (posters, signs, and brochures) for display at parent and family engagement events and in school guidance offices to increase awareness, provide information to families and staff, and assist with identification of students experiencing homelessness. Line 14, Activity 8.		$ 215.00	

7200	792	Indirect Costs. Indirect costs at district rate of 6.10%. Line 16, Activity 10.			$ 244.83
6400	730	Dues and Fees. Annual subscription to McKinney-Vento.org for the 2025-2026 school year which includes liaison training, essential staff training, and the resource bundle. Amendment #1 Activity.			$ 9.60
5100	510	Supplies. Backpacks and school supplies to be provided to HCY at the beginning of the 2025-26 school year. 85 homeless students at approximately $18.57 each = $1,578.75. Amendment #1 Activity.		$ 1,578.75	
			Total	**$ 3,368.75**	**$ 3,368.75**

DOE 151
Revised July 2022

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Instructions

Budget Amendment Narrative Form
DOE 151

A) Enter District/Agency Name

B) Enter Project Number of original project and corresponding TAPS number

C) Enter chronological number of this Amendment Request

D) Enter the Total Project Amount Currently Approved

E) Enter the Total Project Amount resulting from this Amendment

F) Provide a narrative description for each budget item by category to justify the requested Budget Amendment. List ONLY the budget lines that are being amended and/or new ones being created. For each budget line to be amended, indicate whether the amount will be increased or decreased in the appropriate column and record the adjusted amount being submitted for approval.

THIS FORM MUST BE ACCOMPANIED BY AN APPROPRIATELY COMPLETED PROJECT AMENDMENT REQUEST FORM, DOE 150

AGENDA ITEM NO. 8.8

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
08.18.2025 Approval of the Crossing Guard Agreement with 25-26_W.Milton.pdf

AGREEMENT BETWEEN
THE BAKER COUNTY SCHOOL BOARD
AND
THE BAKER COUNTY SHERIFF'S OFFICE
FOR
SCHOOL CROSSING GUARDS

THIS AGREEMENT, made and entered into this **18th** day of **August, 2025**, by and between The Baker County School Board (hereinafter referred to as the School Board and The Baker County Sheriff's Office (hereinafter referred to as the "Sheriff's Office").

W I T N E S S E T H:

1. The School Board and the Sheriff's Office desire to provide School Crossing Guards and related services to the public schools of Baker County; and
2. The School Board and the Sheriff's Office recognize the potential outstanding benefits of the School Crossing Guards to the citizens of Baker County, Florida, and particularly to the students of the public school system; and
3. It is in the best interest of the School Board, the Sheriff's Office, and the citizens of Baker County to implement this Agreement.

NOW, THEREFORE, in consideration of the natural promises and covenants herein contained, the School Board and the Sheriff's Office hereby agree as follows:

ARTICLE I

Rights and Duties of the Sheriff's Office

The Sheriff's Office shall provide School Crossing Guards (hereinafter referred to as Crossing Guards) as follows:

A. Number of Crossing Guards

1. Crossing Guards shall be assigned at locations that are mutually agreed on between the Sheriff's and the Superintendent's designees.

2. The Sheriff's Office shall assign one Supervisor to oversee the Crossing Guards assigned above and to perform scheduled or non-scheduled visits to designated school zone crossing locations. The Supervisor shall arrange substitutes to replace Crossing Guards who are absent due to illness or injury at the appropriate locations.
3. The Sheriff's Office may dismiss or reassign a Crossing Guard, when it is in the best interest of the citizens of Baker County.
4. The Crossing Guards may be changed during the course of this contract and the placement of Crossing Guards shall be the decision of the Sheriff's Office and shall be based on joint cooperation with the School District.

B. Work Days and Hours for Crossing Guards

1. Crossing Guards will be assigned by the Sheriff's Office at mutually agreed upon locations with the School District during the days schools are in session.
2. Crossing Guards will be assigned to direct traffic at designated locations and assist students in crossing streets and highways.
3. Crossing Guards may be assigned other responsibilities as deemed appropriate by the Sheriff's Office.

C. Uniforms for Crossing Guards

1. The Sheriff's Office will determine the appropriate uniforms and accessories to be worn by Crossing Guards.
2. The cost of the uniforms and accessories shall be mutually agreed on by the Sheriff's Office and Superintendent of Schools.
3. The Sheriff's Office is responsible for collecting Crossing Guard uniform and accessories in the event a Crossing Guard ceases to be employed.

D. Training for Crossing Guards

1. The Sheriff's Office will provide training to all Crossing Guards annually.

E. Employment Status of Crossing Guards

1. Crossing Guards are employees of the Baker County Sheriff's Office and not employees of the Baker County School District.
2. Crossing Guards will adhere to all employee requirements and payroll procedures as established by the Sheriff's Office.

ARTICLE II

Rights and Duties of the School Board

The Baker County School District will work cooperatively with the Sheriff's Office in the implementation of this Agreement.

A. Coordination of Services

1. The Superintendent of Schools shall name a designee to work cooperatively with the Sheriff's Office designated Supervisor to provide Crossing Guards at designated locations in accordance with all school operational days and hours.
2. A facility will be provided by the School District to the Sheriff's Office for annual training for Crossing Guards.
3. A bus band radio will be provided to the Sheriff's Office designated Supervisor.

B. Uniforms

1. The School District will be responsible for the annual payment of uniforms.
2. Prior mutual agreement of uniform costs will be made between the School Superintendent and the Sheriff's Office.

ARTICLE III

Good Faith

The School District, the Sheriff's Office and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by communication between the School Superintendent and the Sheriff's Office and/or their designees.

ARTICLE IV

MODIFICATION

This document constitutes the full understanding of the parties, and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing and signed by the party to be charged.

ARTICLE V

This Agreement and each and every covenant herein shall not be capable of assignment, unless the express written consent of the School Board**,** the Superintendent, and the Sheriff's Office is obtained.

ARTICLE VI

Payment

The School District shall pay to the Sheriff's Office the amount of **$79,756.52** for the coordination of School Crossing Guards. Payments shall be made upon the submission of monthly invoices by the Sheriff's Finance Office. Monthly invoices will be in the amount of **$8,861.84**.

The School District shall directly pay the uniform company for Crossing Guards' uniforms and accessories annually, as deemed necessary and mutually agreed upon between the Superintendent and Sheriff. Invoices should be submitted directly to the Superintendent for approval.

ARTICLE VII

This Agreement constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. This Agreement has a beginning date of

July 1, 2025, and ending date of **June 30, 2026**. This Agreement may be renewed upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By:_____

Tiffany McInarnay, Board Chairperson

Date: August 18, 2025

By:_____

Wyatt Milton, Superintendent

Date: August 18, 2025

BAKER COUNTY SHERIFF'S OFFICE

By:_____

Scotty Rhoden, Sheriff

Date: _____

AGENDA ITEM NO. 8.9

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Data Sharing Agreement with Age of Learning.

ATTACHMENTS:
08.18.2025 Approval of DSA with Age of Learning_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Human Resources
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 5, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached Data Sharing Agreement between the Baker County School Board and Age of Learning.

Please do not hesitate to contact me with any questions that you may have about this agreement.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
(904) 259-0427

STANDARD STUDENT DATA PRIVACY AGREEMENT

(Florida National Data Privacy Agreement (NDPA) Standard VERSION 2)

School Board of Pasco County, Florida

And

Age of Learning

Version 2

Authored by Members of the Student Data Privacy Consortium (SDPC) &

Mark Williams, Fagen, Friedman & Fulfrost LLP

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This document may only be used by A4L Community members and may not be altered in any substantive manner.

This Student Data Privacy Agreement ("DPA") is entered into on the date of full execution (the "Effective Date") and is entered into by and between:

School Board of Pasco County, Florida ,

located at 7227 Land O Lakes Blvd., Land O Lakes, FL 34638 (the "LEA")

and

Age of Learning ,

located at 101 N. Brand Blvd, Suite 700, Glendale, CA 91203 (the "Provider").

PREAMBLE

WHEREAS, the Provider is providing educational or digital Services, as defined in Exhibit "A", to LEA, which Services may include: (a) cloud-based Services for the digital storage, management, and retrieval of pupil records; and/or (b) digital educational software that authorizes Provider to access, store, and use pupil records; and

WHEREAS, the Provider and LEA have entered into a Service Agreement (as defined herein), to provide certain Services to the LEA as set forth in the Service Agreement, and this DPA (collectively the "Agreement"),

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g (34 C.F.R. Part 99); the Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h; and the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6506 (16 C.F.R. Part 312),

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

General Offer of Privacy Terms.
The Provider has signed Exhibit "E" to the SDPC Standard Clauses, otherwise known as "General Offer of Privacy Terms" enabling other LEAs to enter into the same terms of this DPA with Provider.

Special Provisions. (Check if Required)

☑ If checked, the Supplemental State Terms attached hereto as Exhibit "G" are hereby incorporated by reference into this DPA in their entirety.

If the Parties desire to change any terms, use the 'Vendor-Specific' Agreement or 'District-Modified' Agreement.

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The **designated representative for the LEA** for this DPA is:

Name: Chris Jackson Title: Director, Technology and Information Services

Address: 7227 Land O Lakes Blvd., Land O Lakes, FL 34638

Phone: (813) 794-2416 Email: cjackson@pasco.k12.fl.us

The **designated representative for the Provider** for this DPA is:

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA: School Board of Pasco County, Florida

Signed By: _____ Date: _____

Printed Name: James D. Class Title/Position: Purchasing Director

PROVIDER: Age of Learning

Signed By: _____ Date: _____

Printed Name: _____ Title/Position: _____

Each Party is responsible to promptly notify the other Party of changes to the notice information.

Notices to Provider

Age of Learning
Provider Role
Provider Postal Address
Provider Email Address

Notices to LEA

School Board of Pasco County, Florida
James D. Class, Purchasing Director
7227 Land O Lakes Blvd., Land O Lakes, FL 34638
jclass@pasco.k12.fl.us

With a copy to (if provided):

Attn: General Counsel
101 N. Brand Blvd, Ste 700, Glendale CA 91203
Legal@aofl.com

With a copy to (if provided):

James Greene, General Counsel
7227 Land O Lakes Blvd., Land O Lakes, FL 34638
jgreene@pasco.k12.fl.us

Security Notices to Provider (Required per Section 5.3)

Provider Security Name
Provider Security Role
Provider Security Postal Address
Provider Security Email Address

Security Notices to LEA (Required per Section 5.3)

Chris Jackson
Technology and Information Services Director
7227 Land O Lakes Blvd., Land O Lakes, FL 34638
cjackson@pasco.k12.fl.us

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STANDARD CLAUSES

ARTICLE I: PURPOSE AND SCOPE

1.1 Purpose of DPA.

The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time. In performing the Services, the Provider shall be considered a School Official with a legitimate educational interest, and performing Services otherwise provided by the LEA. With respect to its use and maintenance of Student Data, Provider shall be under the direct control and supervision of the LEA as set forth in this DPA and the Service Agreement.

1.2 Description of Products and Services.

A description of all products and services covered by the Agreement, and information specific to this DPA, are listed in Exhibit "A". If a Provider needs to update any information on Exhibit “A” (such as updating with new provided services), they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may add or delete products or services subject to this DPA under the following circumstances:

1. Deleted products or services: The products or services have been discontinued and are no longer available from the Provider.
2. Added products or services: The added products or services are either:
    a. a direct replacement, or substantially equivalent to the original products or services listed in the DPA, or
    b. the added products or services result in enriched new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed.

If an added product or service requires additional Data Elements, Provider must complete the relevant portion of the Addendum template to update Exhibit “B”.

Provider may not make any change to Exhibit “A” via an Addendum, except adding or deleting products or services. LEA is under no obligation to acquire added products or services, and has no ability under the DPA to prevent deletion of products or services. Subject to the limitations in this section, an Addendum is automatically incorporated into this DPA when LEA is notified by Provider, in accordance with the notification provisions of this DPA, of the Addendum’s existence and contents.

1.3 Student Data to Be Provided.

In order to perform the services, the Provider shall process Student Data as identified by the Provider in the Schedule of Data, attached hereto as Exhibit “B”. Student Data may be provided by the LEA or created by students, as set forth fully in the definition of Student Data in Exhibit “C”. If a Provider needs to update any information on Exhibit “B”, they may do so by completing the Addendum template provided by the A4L Community and sending a copy to the LEA.

Provider may delete data elements from Exhibit “B” if they are no longer used by the Provider.

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Provider must add data elements to Exhibit "B", when a material change has occurred, regardless of whether the added data elements are either one of the following:

1. used to better deliver the original products or services listed in the DPA, or
2. used to deliver added products or services that result in new or enhanced capabilities, new modules, technology advancements and or service categories relating to the listed products or services that Provider did not have at the time the DPA was signed. Such new products or services must be designated in the Addendum template as changes to Exhibit "A".

The Provider must notify the LEA, in accordance with the notification provisions of this DPA, of the existence and contents of an Addendum modifying Exhibit "B". The LEA will have thirty (30) days from receipt to object to the Addendum. If no written objection is received it will become incorporated into the DPA between the parties.

1.4 DPA Definitions.

Capitalized terms used in this DPA shall have the meanings set forth in Exhibit "C". With respect to the treatment of Student Data, in the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to, the Service Agreement.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

2.1 Student Data Property of LEA.

As between LEA and Provider, all Student Data processed by the Provider, or created by students (as set forth fully in the definition of Student Data in Exhibit "C"), pursuant to the Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data processed by the Provider, including any modifications or additions or any portion thereof from any source, are also subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA.

2.2 Parent, Legal Guardian and Student Access.

The LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student (as defined in FERPA) may review Student Data and request deletion or modification, and request delivery of a copy of the Student Data. In support of this, the Provider shall establish reasonable procedures by which the LEA may access, and correct if necessary, Education Records and/or Student Data, and make a copy of the data available to the LEA or (at the LEA's direction) to the parent, legal guardian or eligible student directly. If the LEA is not able to review or update the Student Data itself, Provider shall respond in a reasonably timely manner (and no later than thirty (30) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent, legal guardian or student, whichever is sooner) to the LEA's request for Student Data held by the Provider to view or correct as necessary.

In the event that a parent or legal guardian of a student or eligible student contacts the Provider to correct, delete, review or request delivery of a copy of any of the Student Data collected by or generated through the Services, the Provider shall refer that person to the LEA, who will follow the necessary and proper procedures regarding

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the requested information. In the event that any person other than those listed contacts the Provider about any Student Data, the Provider shall refer that person to the LEA, except as provided in Section 4.4.

2.2.1 This NDPA does not impede the ability of students to download, export, or otherwise save or maintain their own Student Generated Content directly from Provider or for Provider to provide a mechanism for such download, export, transfer or saving to students, or the student's parent or legal guardian. Nor does it impede the ability of Providers to offer LEAs features to allow such ability.

2.2.2 In the event that Student Generated Content is transferred to the control of the student, parent or legal guardian, the copy of such Student Generated Content that is in the control of such person is no longer considered Student Data.

2.3 Subprocessors.

Provider shall enter into a Subprocessor Agreement with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA. Every Subprocessor Agreement must provide that the Subprocessor will not Sell the Student Data. The terms of a Subprocessor Agreement shall not be materially modified by the Subprocessor unless notice is provided to the Provider.

ARTICLE III: DUTIES OF LEA

3.1 Provide Data in Compliance with Applicable Laws.

LEA shall use the Services and provide Student Data in compliance with all applicable federal and state privacy laws, rules, and regulations, all as may be amended from time to time.

3.2 Annual Notification of Rights.

If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a School Official and what constitutes a legitimate educational interest in its annual notification of rights.

3.3 Reasonable Precautions.

LEA shall employ administrative, physical, and technical safeguards designed to protect usernames, passwords, and any other means of gaining access to the Services and/or hosted Student Data from unauthorized access, disclosure, or acquisition by an unauthorized person.

3.4 Unauthorized Access Notification and Assistance.

LEA shall notify Provider within seventy-two (72) hours of any confirmed Data Breach to the Services, LEA's account or any Student Data that poses a privacy or security risk. If requested by Provider, LEA will provide reasonable assistance to Provider in any efforts by Provider to investigate and respond to such Data Breach.

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ARTICLE IV: DUTIES OF PROVIDER

4.1 Privacy and Security Compliance.

The Provider shall comply with all laws and regulations applicable to Provider's protection of Student Data privacy and security, and at the direction of the LEA shall cooperate with any state or federal government initiated audit of the LEA's use of the Services.

4.2 Authorized Use.

The Student Data processed pursuant to the Services shall be used by the Provider for no purpose other than performing the Services outlined in Exhibit "A", or as instructed by the LEA.

4.3 Provider Employee Obligation.

Provider shall require all of Provider's employees who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee with access to Student Data pursuant to the Service Agreement.

4.4 No Disclosure.

Provider acknowledges and agrees that it shall not sell or disclose any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data.

4.4.1 Exceptions to No Disclosure.

4.4.1.1 This prohibition against disclosure will not apply to Student Data where disclosure is directed or permitted by the LEA or this DPA.

4.4.1.2 The provision to not sell Student Data shall not apply to a Change of Control.

4.4.1.3 This prohibition against disclosure shall not apply to Student Data disclosed pursuant to a judicial order or lawfully issued subpoena or warrant.

4.4.1.4 This prohibition against disclosure shall not apply to Student Data disclosed to Subprocessors performing Services on behalf of the Provider pursuant to this DPA.

4.4.1.5 Should law enforcement or other government entities ("Requesting Party(ies)") provide a judicial order or lawfully issued subpoena or warrant to the Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party.

4.4.1.6 Notification under 4.4.1.5 is not required if the judicial order or lawfully issued subpoena or warrant states not to inform the LEA of the request.

4.4.1.7 Should the LEA be presented with a judicial order or lawfully issued subpoena or warrant to disclose Student Generated Content or other Student Data, the Provider shall cooperate with the LEA in delivering such data.

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4.4.1.8 This prohibition against disclosure shall not apply to LEA-authorized users of the Services, which may include parents and legal guardians.

4.4.1.9 This prohibition against disclosure shall not apply to protect the safety of users or others, if and only if, an LEA employee who has specifically been authorized to declare a health or safety emergency has done so and all requirements under 34 CFR §§ 99.31(a)(10) and 99.36 have been fulfilled by the LEA.

4.4.1.10 This prohibition against disclosure shall not apply to protect the integrity or security of the Service, where such disclosure is made to a Subprocessor engaged by Provider for the specific purpose of investigating a potential Data Breach as set forth in 5.4.

4.5 De-Identified Data

Provider agrees not to attempt to re-identify De-Identified Student Data without the written direction of the LEA. De-Identified Student Data may be used by the Provider for those purposes allowed under applicable laws, for the purposes allowed for the processing of Student Data under this DPA, as well as the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; (2) research, development, and improvement of the Provider's educational sites, Services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Student Data shall survive termination of this DPA or any request by LEA to return or dispose of Student Data. Except for Subprocessors, Provider agrees not to transfer De-identified Student Data to any third party unless the transfer is expressly directed or permitted by the LEA or this DPA. Such Subprocessors must be subject to equivalent terms of the DPA including this one. Prior to publishing any document that names the LEA, the Provider shall obtain the LEA's written approval of the manner in which De-Identified Student Data is presented. If Provider chooses to create De-Identified Data, its process must comply with either NIST de-identification standards or US Department of Education guidance on de-identification.

4.6 Disposition of Data.

Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree.

If the Provider has a standard retention and destruction schedule, that schedule shall apply to Student Data as long as this DPA is active. The Provider's practice relating to retention and disposition of Student Data shall be provided to the LEA upon request.

At the termination of this DPA, the Provider shall, unless directed otherwise by the LEA, dispose of, or delete Student Data obtained by the Provider under the Agreement within sixty (60) days of termination (unless otherwise required by law). If the Agreement has lapsed or is not terminated, the Student Data shall be deleted when directed or permitted by the LEA, according to Provider's standard destruction schedule, or as otherwise required by law. The LEA may provide the Provider with special instructions for the disposition of the Student Data, by transmitting to Provider Exhibit "D", attached hereto. The duty of the Provider to dispose of or delete Student Data shall not extend to De-Identified Data or to Student-Generated Content that has been transferred or kept pursuant to Section 2.2.2.

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4.7 Advertising Limits.

Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA; or (c) for any commercial purpose other than to provide the Service to the LEA, or as authorized by the LEA or the parent/guardian. Targeted Advertising is strictly prohibited. However, this section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to account holders that are not considered Targeted Advertising (this exception does not apply where the Provider is relying on the LEA to provide consent on behalf of the parent under COPPA); or (iii) to notify account holders about new education product updates, features, or Services that are not considered Targeted Advertising or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

Before making product recommendations under section (ii) above, Provider must disclose the existence of those recommendations to LEA in writing, in sufficient detail that LEA can fulfill any obligations under applicable law (e.g. PPRA).

ARTICLE V: DATA SECURITY AND BREACH PROVISIONS

5.1 Data Storage.

If Student Data is stored outside the United States, Provider will provide a list of Countries where data is stored, in Exhibit “B”.

5.2 Security Audits.

Provider will conduct a security audit or assessment no less than once per year, and upon a Data Breach. Upon 10 days’ notice and execution of confidentiality agreement, Provider will provide the LEA with a copy of the audit report, subject to reasonable and appropriate redaction.

5.3 Data Security.

The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security of Student Data. The Provider shall implement an adequate Cybersecurity Framework that incorporates one or more of the nationally or internationally recognized standards set forth in Exhibit “F”. Additionally, Provider may choose to further detail its security programs and measures in Exhibit “F”. Provider shall provide, in the Preamble to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

5.4 Data Breach.

In the event that Provider confirms a Data Breach, the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the Data Breach, unless notification within these time limits would disrupt investigation of the Data Breach by law enforcement. In such an event, notification shall be made within a reasonable time after the Data Breach. Provider shall follow the following process:

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(1) The Data Breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

(a) The name and contact information of the Provider subject to this section,
(b) the date of the notice,
(c) the date of the Data Breach, the estimated date of the Data Breach, or the date range within which the Data Breach occurred,
(d) Whether the notification was delayed as a result of a law enforcement investigation, if legally permissible to share that information,
(e) A general description of the Data Breach, if that information is possible to determine at the time the notice is provided,
(f) A description of the Student Data reasonably believed to have been the subject of the Data Breach; and
(g) Identification of impacted individuals.

(2) Provider agrees to adhere to all applicable federal and state laws with respect to a Data Breach related to the Student Data, including any required responsibilities and procedures for notification and mitigation of any such Data Breach.

(3) Provider further acknowledges and agrees to have a written Data Breach response plan that is consistent with applicable industry standards and federal and state law for responding to a Data Breach, involving Student Data and agrees to provide LEA, upon reasonable written request, with a summary of said written Data Breach response plan.

(4) LEA shall provide notice and facts surrounding the Data Breach to the affected students, parents, or guardians.

(5) In the event of a Data Breach originating from LEA's use of the Service or otherwise a result of LEA's actions or inactions, Provider shall reasonably cooperate with LEA to the extent necessary to expeditiously secure Student Data and may request costs incurred as a result of such Data Breach.

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CONTRACT TERMS

Term and Termination. In the event that either Party seeks to terminate this DPA, they may do so by written notice if the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any Service Agreement or contract if the other party breaches any terms of this DPA. This DPA shall stay in effect for as long as the Provider retains the Student Data, as set forth in section Article IV, Section 4.6. In the case of a "Change of Control" the LEA has the authority to terminate the DPA if it reasonably believes that the successor cannot uphold the terms and conditions herein or having a contract with the successor would violate the LEA's policies or state or federal law.

Data Disposition on Service Agreement Termination. If the Service Agreement is terminated, the Provider shall dispose of all of LEA's Student Data pursuant to Article IV, Section 4.6 of the Standard Clauses.

Notices. All notices or other communication required or permitted to be given hereunder must be made in writing and may be given via e-mail transmission, or first-class mail, or mutually agreed upon method sent to the designated representatives documented in the Preamble.

Priority of Agreements. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. With respect to the treatment of Student Data only, in the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit "H", the SDPC Standard Clauses, and/or the Supplemental State Terms in Exhibit "G", Exhibit "H" will control, followed by Exhibit "G". Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

Entire Agreement. This DPA and the Service Agreement ("the Agreement") constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties.

Severability. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

Governing Law; Venue and Jurisdiction. This DPA will be governed by and construed in accordance with the laws of the state of the LEA, without regard to conflicts of law principles. Each party consents and submits to the sole and exclusive jurisdiction to the state and federal courts for the county of the LEA for any dispute arising out of or relating to this DPA or the transactions contemplated hereby.

Successors Bound. This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a Change of Control. In the event of a Change of Control, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of such Change of Control. Such notice shall include

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a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement.

Authority. Each signatory confirms they are authorized to bind their institution to this DPA in its entirety.

Waiver. No delay or omission by either party to exercise any right here under shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

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EXHIBIT A: PRODUCTS AND SERVICES

This DPA covers access to and use of Age of Learning 's existing Services that collect, process, or transmit Student Data, as identified below:

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EXHIBIT B: SCHEDULE OF STUDENT DATA

All Data Elements identified in this Exhibit are correct at time of signature.

Data Elements Collected by Product (required and optional):

Category of Data / Data Elements	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Application Technology MetaData							
IP Addresses of users, use of cookies, etc.							
Other application technology metadata							
If 'Other' checked, please specify below checked box:							
Application Use Statistics							
Meta data on user interaction with application							
Assessment							
Standardized test scores							
Observation data							
Voice recordings							
Other assessment data							
If 'Other' checked, please specify below checked box:							
Attendance							
Student school (daily) attendance data							

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Category of Data / Data Elements	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Student class attendance data							
Communication							
Online communication captured (emails, blog entries)							
Conduct							
Conduct or behavioral data							
Demographics							
Data of birth							
Place of birth							
Gender							
Ethnicity or race							
Language information (native, or primary language spoken by student)							
Other demographic information							
If 'Other' checked, please specify below checked box:							
Enrollment							
Student school enrollment							
Student grade level							
Homeroom							
Guidance counselor							
Specific curriculum programs							
Year of graduation							

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Category of Data / Data Elements	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
Other enrollment information							
If 'Other' checked, please specify below checked box:							
Parent/Guardian Contact Information							
Address							
Email							
Phone							
Parent/Guardian ID							
Parent ID number (created to link parents to students)							
Parent/Guardian Name							
First and/or last							
Schedule							
Student scheduled courses							
Teacher names							
Special Indicator							
English language learner information							
Low-income status							
Medical alerts/health data							
Student disability information							
Specialized education Services (IEP or 504)							
Living situations (homeless/foster care)							
Other indicator information							

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Category of Data / Data Elements	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name	Enter product(s) name
If 'Other' checked, please specify below checked box:							
Student Contact Information							
Address							
Email							
Phone							
Student Identifiers							
Local (school district) ID number							
State ID number							
Provider/app assigned student ID number							
Student app username							
Student app passwords							
Student Name							
First and/or last							
Student In App Performance							
Program/application performance (e.g. typing program – student types 60 wpm, reading program – student reads below grade level)							
Student Program Membership							
Academic or extracurricular activities a student may belong to or participate in							

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Student Survey Responses							
Student responses to surveys or questionnaires							
Student Work							
Student generated content; writing, pictures, etc.							
Other student work data							
If 'Other' checked, please specify below checked box:							
Transcript							
Student course grades							
Student course data							
Student course grades/performance scores							
Other transcript data							
If 'Other' checked, please specify below checked box:							
Transportation							
Student bus assignment							
Student pick up and/or drop off location							
Student bus card ID number							
Other transportation data							

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If 'Other' checked, please specify below checked box:							
Other							
Other data collected							
If 'Other' checked, please list each additional data element used, stored, or collected by your application below checked box:							
None							
No student data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.							

If Student Data is stored outside the United States, Provider shall list below the Countries where data is stored:

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EXHIBIT C: DEFINITIONS

Change of Control: Any merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of Provider or of the portion of Provider that performs the Services in the Service Agreement.

Contextual Advertising: Contextual advertising is the delivery of advertisements based upon a current visit to a Web page or a single search query, without the collection and retention of data about the consumer's online activities over time.

De-Identified Data: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific student, including, but not limited to, any information that, alone or in combination is linkable to a specific student.

Data Breach: An unauthorized release, access to, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider in violation of applicable state or federal law.

Educational Records: Educational Records shall have the meaning set forth under FERPA 20 U.S. C. 12 32 g(a)(5)(A). For additional context see also the 'Student Data' definition.

LEA: For the purpose of this DPA, the LEA is the educational entity that is a Party to this Agreement. An LEA can be a state agency, an educational service agency, a charter school or school system or a private school or school system, in addition to the federal definition of Local Education Agency (LEA).

Metadata: Means information that provides meaning and context to other data being collected including, but not limited to date and time records and purpose of creation. Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information or Student Data.

Originating LEA: An educational entity otherwise meeting the definition of LEA that originally executes the DPA in its entirety (including the marked checkbox enabling Exhibit "E") with the Provider.

School Official: For the purposes of this DPA and pursuant to FERPA 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Educational Records; and (3) Is subject to FERPA 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Educational Records.

Service Agreement: Refers to the quote, corresponding contract, purchase order or terms of service and/or terms of use.

Student Data: Student Data includes any data, whether gathered, created or inferred by Provider or provided by LEA or its users, students, or students' parents/guardians, for a school purpose, that is descriptive of the student including, but not limited to, information in the student's Educational Record, persistent unique identifiers, or any other information or identification number that would provide information about a specific student. Student Data includes Metadata that has not been stripped of all direct and indirect identifiers. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in Exhibit "B" is confirmed

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to be collected or processed by the Provider pursuant to the Services. Student Data shall not include properly De- Identified Data or anonymous usage data regarding a student's or LEA's use of Provider's Services.

Student Generated Content: The term "Student Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content. "Student Generated Content" does not include student responses to a standardized assessment where student possession and control would jeopardize the validity and reliability of that assessment.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to or storage of Student Data, including security, storage, analytics, and other processing activities necessary to perform a Provider business purpose.

Subprocessor Agreement: An agreement between Provider and a third party Subprocessor. A Subprocessor Agreement includes either a written agreement or an acceptance of terms and conditions (e.g., click through agreements).

Subscribing LEA: An educational entity otherwise meeting the definition of LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms by executing Exhibit "E".

Targeted Advertising: Targeted Advertising means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the Provider Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include Contextual Advertising.

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EXHIBIT D: SPECIAL INSTRUCTIONS FOR DISPOSITION OF DATA

After this DPA takes effect, if the LEA has special requirements for the disposition of Student Data that are not expressed in 4.6 Disposition of Data, the LEA may fill in this form and deliver it to the Provider.

The Provider and the LEA must not fill in this form at the initiation of the DPA.

The Provider shall act on Exhibit "D" from the designated representative of the LEA or their designee (Preamble or Exhibit "E" for Subscribing LEA).

School Board of Pasco County, Florida ("LEA") instructs Provider to dispose of Student Data obtained by Provider pursuant to the terms of the DPA between LEA and Provider. The terms of the Disposition are set forth below:

1. **Extent of Disposition**
   - ☐ Disposition is partial. The scope of Student Data to be disposed of is set forth below or found in an attachment to this Directive:
     Insert categories of Student Data here
   - ☐ Disposition is complete. Disposition extends to all Student Data.
2. **Nature of Disposition**
   - ☐ Disposition shall be by destruction or deletion of Student Data.
   - ☐ Disposition shall be by a transfer of Student Data. The Student Data shall be transferred to the following site as follows:
     Insert of attach special instructions
3. **Timing of Disposition**
   Student Data shall be disposed of by the following date:
   - ☐ As soon as commercially practicable
   - ☐ On Provider's standard destruction schedule
   - ☐ By Insert Date
4. **De-Identified Data**
   - ☐ The Provider certifies that they have De-Identified the data, as defined elsewhere in this Agreement, and disposed of all copies of Student Data that were not De-Identified in accordance with this Schedule and the DPA. The Provider will notify LEA in accordance with the notification requirements of the DPA using this form.
     As of Enter Date
5. **Other:**

Signature(s)		**Notice of Verified Disposition of Data**	
Authorized Representative of LEA	Date	Authorized Representative of Provider	Date

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EXHIBIT F: ADEQUATE CYBERSECURITY FRAMEWORKS

Provider must mark one or more frameworks with which it complies.

The Provider may change which framework it complies with without invalidating or changing the DPA, but must notify the LEA of such change in accordance with the notification requirements of the DPA.

FRAMEWORK(S)	
	Global Education Security Standard - https://sdpc.a4l.org/gess/
	NIST Cybersecurity Framework (CSF)
	NIST SP 800-53 Security and Privacy Controls for Information systems and organizations
	NIST SP 800-171 Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
	ISO 27000 series, Standards for implementing organization security and management practices
	CIS Center for Internet Security Critical Security Controls
	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

This space is provided for optional security programs and measures as noted in section 5.3:

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EXHIBIT G: Supplemental SDPC State Terms for Florida

Providers/Operators are to comply with the Florida Student Online Personal Information Protection Act, Florida Statute 1006.1494. This Act (effective 7/1/2023 and initiated from SB 662 in 2023) establishes new and different terms than those outlined in the National Student Data Privacy Agreement contained herein. Providers/Operators are subject to all ofthe Act's privacy terms, including, but not limited to the following:

1. An operator may not knowingly do any of the following:

a. Engage in targeted advertising on the operator's site, service, or application, or targeted advertising on any other site, service, or application if the targeting of the advertising is based on any information, including covered information and persistent unique identifiers, which the operator has acquired because of the use of that operator's site, service or application for K-12 school purposes.

b. Use covered information, including persistent unique identifiers, created, or gathered by the operator's site service, or application to amass a profile of a student, except in furtherance of k-12 school purposes.

c. Share, sell, or rent a student's information, including covered information

2. An operator shall do all the following:

a. Collect no more covered information that is reasonably necessary to operate an Internet website, online service, online application, or mobile application.

b. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information which are designed to protect it from unauthorized access destruction, use, modification, or disclosure.

c. Unless a parent or guardian expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the course, or corresponding program and no later than 90 days after a student is no longer enrolled in a school within the district, upon notice by the school district.

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EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.



Signature of Authorized Contractor Representative

July 23, 2025

Date

STANDARD ADDENDUM TO AGREEMENTS WITH THE SCHOOL BOARD OF PASCO COUNTY, FLORIDA

WHEREAS, the undersigned parties, namely the Contractor and the School Board of Pasco County, Florida (School Board) (hereinafter Parties) have entered into an agreement (hereinafter Agreement); and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the Parties; and,

WHEREAS, the Parties acknowledge that pursuant to section 1001.41(4), Florida Statutes, the School Board is the contracting authority for the district school system and there are certain standard terms expected to be in every agreement by the School Board; and,

WHEREAS, the Parties acknowledge that pursuant to Rule 6A-1.012 of the Florida Administrative Code, the School Board established purchasing rules including authorization for the superintendent and assistants functioning under his direction to perform purchasing tasks. The Parties further acknowledge that pursuant to School Board Policy 1030, the superintendent may authorize administrators to enter into agreements with consultants and contractors; and,

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. **Priority of Documents**. The Parties desire to make these standard terms part of their Agreement by executing this Addendum (hereinafter Addendum). The Parties further desire that additional services and products or renewals of existing services and products, which may be subsequently offered through separate statements of work, quotes, or proposals, and which are agreed to in writing by the Parties, will also be incorporated under and made subject to the terms of this Addendum.

2. **Indemnification**. The Contractor hereby agrees to indemnify, defend, and hold the School Board harmless from and against any and all damages and expenses of any nature whatsoever which are caused or materially contributed to by the negligent, reckless, or intentional acts of the Contractor.

3. **Limitation on Indemnification, No Waiver of Sovereign Immunity, and Personal Liability**. To the extent that the Agreement requires the School Board to indemnify the Contractor, it shall only be to the extent of the limits set forth in section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the Parties to this Agreement that no officer or employee may be held personally liable except as provided by section 768.28(9), Florida Statutes, Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of section 768.28, Florida Statutes, and of other statutes and common law governing sovereign immunity to the fullest extent

possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to the Contractor or (b) the amounts identified as statutory limits pursuant to section 768.28, Florida Statutes, if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

4. **Attorneys' Fees.** The Parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

5. **Background Checks.** As may be applicable, all persons providing goods or services to the School Board pursuant to this Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes, at their own cost before coming onto School Board property, and provide proof of same to the School Board.

6. **Expenditure of Funds**. If the Agreement requires the expenditure of funds for more than one (1) fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

7. **Conflicts**. Any conflict between the terms of this Addendum and the Parties' original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

8. **Governing Law and Venue**. The School Board is a political subdivision of the State of Florida. Accordingly, the Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the Parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Sixth Judicial Circuit, Pasco County, Florida (hereinafter Court), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

9. **Non-Appropriation of Funds.** If applicable, the payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

10. **Sales Tax**. If, and to the extent the Agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by section 212.08(6), Florida Statutes.

11. **Bankruptcy, Insolvency, and/or Receivership**. The Parties agree that in the event the Contractor files for bankruptcy, insolvency, and/or receivership during the term of this Agreement, the School Board may, at its option, terminate and cancel said Agreement, in which event all rights hereunder shall immediately cease and terminate.

12. **Force Majeure.** Neither Party shall be liable to the other, nor deemed in default under this Agreement to the extent that such Party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "Force Majeure" means an occurrence that is beyond the control of the Party affected and occurs without fault or negligence on behalf of either Party. Without limiting the foregoing, Force Majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the Agreement for all or part of the term of the Agreement. If Agreement is canceled due to Force Majeure, the Contractor shall refund all monies (including deposits), or if both Parties agree, an addendum to Agreement may be entered to extend the Agreement to a later date. If the Contractor cancels Agreement other than Force Majeure, the Contractor shall refund all monies (including deposits).

13. **Florida's Prompt Payment Act**. Notwithstanding any provision to the contrary in the Agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions of section 218.73, Florida Statutes.

14. **Travel Reimbursement and Related Expenses.** If, and to the extent that the Agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in section 112.061, Florida Statutes.

15. **Suspension, Debarment, or Other Actions Affecting Eligibility.** Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to the School Board, the School Board may terminate the Agreement for default by the Contractor.

16. **E-Verify**. Pursuant to section 448.095, Florida Statutes, the Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If the Contractor enters into a contract with a subcontractor, the subcontractor must provide the Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statutes. By signing below, the

Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with section 448.095, Florida Statutes, and acknowledges that it is required to maintain such compliance throughout the term of any Agreement entered into between the Parties.

17. **Public Records Compliance**. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The Parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Chapter 119, Florida Statutes. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the term of this Agreement and any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. To the extent the Contractor provides the School Board any information which it believes is confidential or exempt, the Contractor shall notify the School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Florida Statutes. If and to the extent that the Contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Florida Statutes), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

18. **Providing and Maintaining Public Records**. To the extent the Contractor maintains information that is subject to a public records request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to the School Board, and the Contractor shall indemnify the School Board in accordance with paragraph 1 of this Agreement. The Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes, and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the services under the Agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Contractor does not transfer the records to the School Board; and

d. Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the

School Board upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 7227 LAND O'LAKES BOULEVARD, LAND O'LAKES, FL 34638, https://pasco.k12.fl.us/contact_us/prr or (813) 794-2000.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this Agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the Agreement.

19. **Student Records/Education Records.** If the Contractor receives any student information / records as a result of the services performed under this Agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to the Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, the Contractor agrees to maintain and utilize all such student information/records in accordance with the Family Educational Rights and Privacy Act (FERPA) regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, the Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

Signed and dated by authorized representatives of each of the Parties as provided below:

Contractor:	**School Board of Pasco County, Florida:**
_____	_____
Printed Name: _____	Printed Name: James D. Class
Title: _____	Title: Purchasing Director
Date: _____	Date: _____

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: Age of Learning, Inc.

Nongovernmental Entity's FEIN: 36-4605531

Authorized Representative Name and Title: Justin DeMartin, Vice President, Customer Experience

Address: 101 N. Brand Blvd. 7th Floor

City: Glendale State: CA ZIP: 91203

Phone Number: (818) 246-2223

Email Address: justin.demartin@aofl.com

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: Justin DeMartin
AUTHORIZED SIGNATURE

Print Name and Title: Justin DeMartin, Vice President, Customer Experience

Date: July 23, 2025

EXHIBIT E: GENERAL OFFERS OF TERMS

Page 1 of 2: OFFER OF TERMS

Provider and the Subscribing LEA (named below) agree by signing this General Offer of Privacy Terms ("General Offer") that they are bound by the same terms as the DPA between Provider and School Board of Pasco County, Florida ("**Originating LEA**") dated August 18, 2025.

Provider and Subscribing LEA agree that the information below will be replaced throughout the DPA with the information specific to the Subscribing LEA filled in below for the Subscribing LEA. This General Offer shall extend only to the terms set forth in this DPA and shall not necessarily bind Provider or Subscribing LEA to any other terms entered into between Provider and Originating LEA. Any commercial terms, such as price, term, or schedule of Services, relating to Subscribing LEA's use of the Provider's Services shall be determined solely between Provider and Subscribing LEA.

If Provider makes changes to Exhibit "A" or Exhibit "B" in accordance with sections 1.2 and 1.3 respectively, Provider must complete the Addendum template provided by the A4L Community and notify the Originating LEA and all Subscribing LEAs in accordance with the notification provisions of this DPA, of the Addendum's existence and contents. With regard to a Subscribing LEA, an Addendum is automatically incorporated into this DPA when Subscribing LEA is notified by Provider. If an Addendum modifies Exhibit "B", the LEA will have thirty (30) days from receipt to object. If no written objection is received it will become incorporated into the DPA between the parties.

The Provider may withdraw the General Offer (for future use or for LEAs that have not already accepted it) in the event of: (1) a material change in the applicable privacy statutes; or (2) a material change in the Services and products listed in the Service Agreement. Notification of a withdrawal shall be submitted to ndpa_requests@A4L.org.

Subscribing LEAs shall send the signed Exhibit "E" to Provider at the following email address: tyler.brim@bakerk12.org

The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

RESOURCE NAME(S):

[Insert resource names covered by originating DPA]
[ ]
[ ]
[ ]

PROVIDER: [Age of Learning]

Signed By: _____ Date: _____

Printed Name: _____ Title/Position: _____

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Exhibit "E" (continued)

Originating LEA: School Board of Pasco County, Florida
Resource Names:
Provider Name: Age of Learning

Page 2 of 2: Baker County School Board

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Originating LEA and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER.**** Please note, by signing this Exhibit you are also agreeing to any language that may be included in Exhibits to the Originating DPA beyond this Exhibit "E". The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

Subscribing LEA: Baker County School Board

Signed By: Date: August 18, 2025

Printed Name: Tiffany McInarnay Title/Position: Board Chairperson

School District Name: Baker County School District

Designated Representative of LEA:

Name: Tyler Brim Title: Systems Support Specialist

Address: 392 S BLVD EAST, Macclenny, FL 32063

Telephone: 904-259-6251 Email: tyler.brim@bakerk12.org

Notices to Subscribing LEA: The Provider and Subscribing LEA are each responsible to promptly notify the other Party of changes to the notice information.

Security Notices to Subscribing LEA

[LEA Security Name]
[LEA Security Role]
[LEA Security Postal Address]
[LEA Security Email Address]

[LEA Name]
[LEA Role]
[7227 Land O Lakes Blvd., Land O Lakes, FL 34638]
[LEA Email Address]

With a copy to (if provided):

LEA Legal Counsel]
LEA Legal Counsel Postal Address]
LEA Legal Email Address]

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AGENDA ITEM NO. 8.10

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of Amendment #1 of the Data Sharing Agreement with University of Florida Board of Trustees.

ATTACHMENTS:
08.18.2025 Approval of Amendment 1 DSA with Univ of Fla Board of Trustees_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Human Resources
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 5, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached Amendment 1 of the Data Sharing Agreement between the Baker County School Board and University of Florida Board of Trustees. This amendment is to update tutoring services as well as Exhibit B.

Please do not hesitate to contact me with any questions that you may have about this agreement.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
(904) 259-0427

Amendment 1

Memorandum of Agreement

between

University of Florida Board of Trustees

and

Baker County School District

The purpose of this Amendment is to update the tutoring services provider and Exhibit B.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the following Articles shall now read as follows:

1.5 Tutoring Service Provider. SERVICE PROVIDER has been selected by UNIVERSITY to receive services as outlined below

Provider	Service Area	Service Limit
As determined by UNIVERSITY based on availability and funding	☐ Option 1: Partner Provided In-Person Tutoring: Reading and/or Math K-5 ☒ Option 2: Partner Provided Virtual Tutoring: Reading and/or Math K-5 ☒ Option 3: Partner Provided Automated Software: Reading and/or Math K-5 ☐ Option 4: District Provided In-Person Tutoring Support	As determined by UNIVERSITY based on availability and funding
Khan Academy	☒ Option 5: Artificial Intelligence (AI) Enhanced Supports with Khanmigo, 6-12	To be determined based on collaboration with Khan Academy and within limits of available funding

Exhibit "B" – Services

The purpose of this agreement is to outline the responsibilities of the DISTRICT in relation to the selected SERVICE PROVIDER contracted by UNIVERSITY providing services and to outline the appropriate and secure access to DISTRICT data related to the Florida Tutoring Advantage established by Florida Statute 1008.366.

The following list is a comprehensive list of all services and associated requirements offered by the Florida Tutoring Advantage. Section 1.5 above dictates which Service Areas are applicable in this contract and the corresponding requirements are listed below.

1. Eligibility of Students We Aim to Serve

Reading & Mathematics (K-5)
High-impact tutoring may be provided to, at a minimum, kindergarten through grade 5 students enrolled in a public school who have a substantial deficiency in reading or mathematics in accordance with F.S. 1008.25

Currently, Florida Tutoring Advantage will work in collaboration with district/school leaders to prioritize students who receive Level 1 on FAST PM 2 and/or PM 3 before serving students who receive Level 2 on FAST PM 2 and/or PM 3.

AI (6-12)
6-12 students who would benefit from additional learning support (as defined in 1002.321 F.S.), as determined by the district.

2. Initial and Ongoing Support:

If applicable, DISTRICT will cooperate to ensure the successful set up and installation of Khan Academy AI tools including the use of the required tutoring management service.

If applicable, DISTRICT will provide support for the set up and installation of high-impact tutoring services (in-person, virtual, and/or automated) including the use of the required tutoring management service housed on the centralized single sign-on platform (SSO). Key elements of high-impact tutoring include:
- Group size appropriate to grade-level
- Frequent sessions (minimum 3 times/week, 75-90 total minutes per week)
- Tutoring by well-trained, engaged, and consistent tutors
- Use of high-quality materials aligned with curriculum
- Sessions scheduled during the school day
- Programs are data driven and model continuous improvement

DISTRICT will collaborate, communicate, and be responsive to the Florida Tutoring Advantage team regarding implementation and ongoing operation of the tutoring program.

3. If applicable, District Assurances for Khan Academy AI tools

a) Project timeline:
DISTRICT agrees to work with UNIVERSITY in implementing the services provided by SERVICE PROVIDER. This includes allowing for scheduling, providing location, necessary data, and participation in professional learning provided by SERVICE PROVIDER.

b) Oversite for Student Use:
DISTRICT will ensure access to information to facilitate rostering access to the Khan Academy AI tools and encourage appropriate and regular engagement.

c) Provide Staff Support:
DISTRICT will assign personnel to oversee implementation, troubleshoot access issues, and liaise with SERVICE PROVIDER as needed. The assigned personnel will be relayed to the UNIVERSITY and SERVICE PROVIDER upon execution of this agreement.

d) Data Collaboration:
DISTRICT will work with SERVICE PROVIDER and UNIVERSITY to provide necessary usage and outcomes data in a timely manner, ensuring compliance with data privacy regulations.

Districts partnered with third-party services funded by the Lastinger Center agree to provide all relevant

data generated by said third-party services to the Lastinger Center. This data may include, but is not limited to, tutoring sessions, third-party assessments, and other relevant educational activities. This data sharing is necessary for the evaluation and improvement of program effectiveness to comply with legislative mandates. Data generated by third-party service will be received and processed by the University designated data administrator. All data will be handled in accordance with applicable privacy laws and institutional data governance policies to ensure confidentiality and responsible use.

e) Feedback and Reporting:
DISTRICT will participate in periodic check-ins with UNIVERSITY to share insights, challenges, and best practices to improve program effectiveness.

f) Training requirements:
DISTRICT will ensure that staff are available to work with SERVICE PROVIDER regularly and participate in ongoing training and continuous improvement to the system of participation for students engaged in tutoring as part of the FTA program.

4. If applicable, District Assurances for Tutoring Services and/or Automated Software

a) Project timeline:
DISTRICT agrees to work with UNIVERSITY in implementing the services provided by SERVICE PROVIDER. This includes allowing for scheduling, providing location, necessary data, and participation in professional learning provided by SERVICE PROVIDER.

b) Feedback and Reporting:

DISTRICT will participate in periodic check-ins with UNIVERSITY to share insights, challenges, and best practices to improve program effectiveness. Prior to the start of services, DISTRICT will complete and submit a project summary [https://docs.google.com/document/d/1BOWP_cQsDL2hwVQa3cqClEhzx_xJJmHW9yQkso-JeBQ/edit?usp=sharing] that includes an overview of the scope of the program to be implemented.

c) Scheduling:
Students designated for high impact tutoring will meet with tutors during the school day and according to the standards for consistency, frequency, and duration. DISTRICT will ensure students will be scheduled appropriately according to the age of students and recommended group size.

DISTRICT agrees to work with SERVICE PROVIDER to schedule services that meet the guidelines to participate in the Florida Tutoring Advantage program. If student attendance to tutoring drops to 70% or less, DISTRICT will review causes and corrective action with SERVICE PROVIDER and UNIVERSITY in a timely manner

d) Access:
Face-to-Face: DISTRICT receiving face-to-face tutoring services agrees to provide access to a suitable space for each student to meet with their tutor and assign facilitator(s) to maintain student safety and assure ease of connecting students to tutors. The space should be free of excessive noise and traffic and provide adequate room for tutoring more than one student when necessary.

Virtual: DISTRICT will provide the facilitation needed to maintain student safety, connect students to virtual tutoring services, and provide an environment that is free of distractions and interruptions while students receive virtual tutoring. Facilitators should be trained to assist students to access virtual services quickly and efficiently, and they should have clear directions on providing feedback for continuous improvement of tutoring delivery.

Automated Learning Support Software and AI Enhance Support: DISTRICT will provide the facilitation needed to maintain student safety, connect students to automated tutoring services and provide a conducive environment free of distractions and interruptions.

e) Tutor qualifications:
SERVICE PROVIDER will ensure that tutors have expertise in the area of instruction and have the passion and ability to engage students in supported learning. Qualifications include, but may not be limited to, educational background in necessary subject matter, ability to adapt learning materials to engage students in learning, strong knowledge of session management, and excellent communication skills.

f) Learning Materials:
DISTRICT will support SERVICE PROVIDER in providing high quality instructional materials aligned with state standards and school curriculum, when applicable. Florida Statute emphasizes the alignment of tutoring to Florida's B.E.S.T. Standards as well as best practices in mathematics and Science of Reading.

g) Training requirements:
DISTRICT will ensure that staff are available to work with SERVICE PROVIDER regularly and participate in ongoing training and continuous improvement for students engaged in tutoring as part of the Florida Tutoring Advantage program.

5. Data Sharing and Confidentiality

In addition to this MOA, DISTRICT will execute UF Lastinger Center GADRRS Data Sharing Agreement (Guidance and Agreement for Data harmony, Responsibility, Retention, Sharing) outlining the terms and conditions for sharing relevant student data with the UNIVERSITY. This agreement will specify the required timelines, formats, and compliance measures to ensure proper data exchange.

DISTRICT and UNIVERSITY will collaborate with the SERVICE PROVIDER to uphold the highest standards of confidentiality, privacy, and student data security in accordance with FERPA regulations and other applicable policies.

Except as hereby modified, all terms and conditions of the original memorandum of agreement remain unchanged and in full force and effect.

Baker County School District	University of Florida
_____	_____
Authorized Official Signature	Authorized Official Signature
Tiffany McInarnay, Board Chairperson	_____
Name	Name
August 18, 2025	_____
Date	Date

AGENDA ITEM NO. 8.11

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Contract for Services Agreement with Allied Instructional Services to Provide a Board Certified Teacher in Blindness and Visual Impairments, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
08.18.2025 Approval of the Agreement with Allied Instruction Services 25-26_A.Schmitges.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 32063
(904) 259-7825
www.bakerk12.org

Wyatt Milton, Superintendent

July 17, 2025

Wyatt Milton, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton:

I would like to request School Board approval for the attached contract between the Baker County School District and Allied Instructional Services. With approval, this agreement will provide our district with a Board Certified Teacher in Blindness and Visual Impairments. This agreement will begin on July 1, 2025 and continue through June 30, 2026. These services will be General funded through special education with a maximum of 10 hours a month.

If you have any questions please contact me at (904)259-7825 or alice.schmitges@bakerk12.org.

Sincerely,

Alice Schmitges, Director
Exceptional Student Education and
Student Services

AS:cm

CONTRACT FOR SERVICES
between
Baker County School District
and
Allied Instructional Services

THIS AGREEMENT is made and entered into on _____, by and between Allied Instructional Services, LLC, a Virginia company with an address at P.O. Box 2214, Ashland, VA 23005 ("AIS"), and Baker County School District, with an address at 290 Jonathan Street E., Macclenny, FL, 32063 ("District").

1. **Integration:** This Agreement supersedes all prior negotiations, representations, or agreements, either written or oral. If any provision of the contract documents conflicts with another provision, this agreement shall govern.

2. **Term:** This contract shall be effective on July 1, 2025 and shall continue in full force until June 30, 2026.

3. **Services to be Provided:** District hereby engages AIS for the provision of the services described in this agreement Addendums A - D and AIS agrees to arrange for said services to be provided for District. AIS acknowledges that it is possessed of that degree of care, learning, skill, and ability which is ordinarily possessed by similar businesses and further represents that in the performance of its duties herein set forth it will exercise such degree of care, learning, skill, and ability as is ordinarily employed by AIS under similar conditions and like circumstances and shall perform such duties without neglect. Any equipment, supplies, or materials used in the performance of this contract shall be provided by District except as otherwise agreed by the parties.

   District shall pay AIS as described in Addendums A - D within thirty (30) days of receipt of invoice from AIS. If any fees due hereunder are not paid when due, interest shall accrue on the amount not paid when due at rate of one and one-half percent (1 ½ %) per month until paid.

   AIS covenants and agrees that it shall take one of the two following actions within seven (7) days after receipt of any amounts paid to AIS by the District for work performed by a subcontractor under the Agreement:

   a) pay any contractor for its proportionate share of the total payment received from the District attributable to the work under the Agreement performed by such subcontractor, or

   b) notify the District and the contractor, in writing, of its intention to withhold all or a part of the subcontractor's payment and the reason therefore.

   AIS agrees to provide its federal employer identification number or social security number, as applicable, as a condition precedent to the District being required to make any payment to AIS under the Agreement.

   AIS agrees to pay interest at the legal rate or such other rate as may be agreed to in writing by the contractor and AIS on all amounts owed by AIS that remain unpaid after seven (7) days following receipt by AIS of payment from the District for work performed by the contractor in furtherance of AIS meeting its obligations to the District, except for amounts withheld pursuant

to the provisions above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month.

4. AIS will provide contractors to provide services at school's premise(s), remotely or a hybrid of the two under District's supervision. AIS retains the sole right to select contractors to provide services, but AIS agrees all contractors providing services shall be pre-approved by District for the assigned services. AIS recognizes that contractors who are assigned to provide services may have access to certain information of District and students which may be proprietary and confidential. AIS and contractors will treat this information as confidential and agree not to disclose it to any third person in accordance with applicable law.

   AIS acknowledges the District's request that, for FERPA compliance and security reasons and to promote continuity of communication and services, AIS minimize the number of individual contractors provided to meet the needs of the District.

   School District will allow reasonable time for completion of work outside of IEP service delivery time.

   It is understood that it is the responsibility of the District to notify AIS in a timely manner of any requests for meeting attendance, or completion of evaluations, assessments, or reports, in order to allow a reasonable amount of time for completion and scheduling.

   Contractors placed by AIS will complete paperwork necessary for the District to submit for Medicaid reimbursement. AIS is not enrolled as a LEA Medicaid provider so claims for reimbursement must be submitted by the District. District must communicate Medicaid documentation requirements in a clear and timely manner to the contractor providing the services to the student.

5. **Discounts:** AIS agrees to waive portal charges when a contractor is contracted to District for 35 or more hours of work within the school District in one week.

6. **Fees:** District agrees to reimburse AIS for canes issued to student(s) by AIS when necessary for instructional purposes at a rate of $55.00 per cane.

7. **Replacement Fee:** Should District opt to offer employment to, hire directly or indirectly or otherwise contract with (1) a contractor placed by AIS to provide services to the District under this agreement, (2) any other potential contractor contacted by AIS and identified to the District, or (3) a previous contractor placed by AIS in the 12 months preceding such offer, District agrees to pay AIS an additional amount equal to twenty percent (20%) of the first year salary (excluding bonus, vacation, health and employee welfare benefits) to be paid by District to such hired contractor.

8. **Cooperative Purchasing:** To the extent permitted under the Virginia Public Procurement Act, the terms and conditions of this agreement may be extended to any other school District or other entity to permit those other entities to contract with AIS for the goods or services set forth in this agreement, subject to the mutual agreement of AIS and the other entity, which may include different payment terms.

9. **Intellectual Property:** Except as provided herein, all rights and ownership of Services Related Intellectual Property and tangible materials produced under or as a result of this contract are the property of AIS. AIS reserves all rights, including without limitations, the copyright of tangible materials produced and/or provided in connection with the provision of services under this contract. "Services Related Intellectual Property" means any inventions,

discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which AIS conceives, develops, or makes in connection with providing services under this agreement, but does not include any Preexisting Intellectual Property and any property owned by District and provided by District to AIS or contractors placed by AIS for performance of services, title to which shall remain in District and which shall be used only in the performance of this agreement unless otherwise authorized in writing by District. "Preexisting Intellectual Property" means any inventions, discoveries, processes, formulas, data, techniques, know-how, computer programs and other intellectual property along with improvements and enhancements thereto, whether or not patentable, formulae, trademarks, related documentation and all other forms of copyrightable or patentable subject matter, which District has conceived, developed, or made prior to the date of this agreement or otherwise not produced in connection with services to be provided under this agreement.

This agreement is for use by the District only and may not be duplicated, distributed, or verbally communicated without the written permission of AIS.

10. **Termination:** Each party has the right to terminate this agreement if the other party is in default of agreement hereunder which default is incapable of cure or which, being capable of cure, has not been cured within fifteen (15) days after receipt of written notice of such default (or such additional cure period as the non-defaulting party may authorize). Either party also may terminate this agreement upon thirty (30) days' written notice to the other party or upon mutual agreement by both parties. Upon termination of this agreement for any reason, District shall pay all amounts due for the services and hours worked under the agreement.

11. **Indemnification:** District shall be liable for any claims, liabilities, damages, losses, judgments, charges, expenses (including reasonable attorney fees) and/or causes of action incurred by AIS or any of its agents or contractors placed by AIS resulting from any wrongful, negligent, or tortious act of District or any of its employees, agents, representatives or students, or any breach of this agreement by District. AIS agrees to indemnify, hold harmless and defend District, its officers, agents, and employees from any and against all claims, liabilities, damages, losses, judgments, charges, expenses (including reasonable attorney fees) and/or causes of action resulting from any breach of this agreement by AIS and any negligence or intentional misconduct by AIS for which the District, its agents, servants, or employees are alleged to be liable.

    The parties acknowledge that AIS' total liability under this agreement shall not exceed the total payments made to it by the District. This paragraph represents the entire agreement between the parties regarding indemnification and supersedes / replaces any other references to indemnification in contract documents.

12. **Assignment:** District shall not assign or transfer any interest in this agreement without the prior written consent of AIS, which consent shall not be unreasonably withheld, delayed, or conditioned. AIS may subcontract for the provision of services under this agreement and may assign this agreement in connection with any merger, sale, or transfer of all or substantially all of the assets or stock of AIS. No modification of this agreement shall be binding upon the parties hereto, unless consented to in writing, and signed by both parties.

13. **Notices:** Any notice required to be given to a party hereunder shall be deemed given on the third (3rd) business day following the mailing of any such notice, postage paid, to the address set out herein for such party.

14. **No Authority to Bind District:** AIS has no authority to enter into contracts or agreements on behalf of District. This Agreement does not create a partnership between the parties.

15. **General:** No amendment, change, modification, or waiver of any term of this agreement shall be valid unless it is in writing and signed by both the District and AIS. This agreement shall be binding upon the successors and permitted assigns of the District and AIS. This agreement shall be construed according to the laws of the Commonwealth of Virginia, exclusive of its conflicts of law provisions. Any dispute, claim or action under this agreement shall be brought exclusively in the appropriate state or federal court located in or for Hanover County, Virginia, and the parties irrevocably consent to the personal jurisdiction of such courts for resolution of any such dispute, action, or claim. All provisions of this agreement shall be considered severable and each enforceable provision shall remain in effect and binding upon the parties hereto regardless of any finding by any judicial, administrative, or legislative body that other provisions of this agreement are invalid or unenforceable. This agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

16. **Confidentiality:** AIS and its agents and employees will keep all information related to the District's students confidential and will not disclose such information to third parties for any purpose without the prior written approval of the District. AIS will return all copies of such student confidential information to the District upon termination of this Agreement. AIS further agrees to cause any contractor placed with the District to execute an agreement containing substantially similar confidentiality obligations.

17. **Personnel**

    a. All of the Services herein shall be performed by AIS or under its supervision, and all personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under applicable state and local law to perform such Services.

    b. Jessica Lunsford Act (Background Check).

        i. AIS shall comply with the Jessica Lunsford Act, effective September 1, 2005, as same may be amended from time to time and with all requirements of Sections 1012.32 and 1012.465, F.S.

        ii. Except as provided in Sections 1012.467 or 1012.468, F.S., and consistent with District policy, all of AIS' personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes and District. This background screening will be conducted by District in advance of AIS or its personnel providing any Services under the conditions described in the previous sentence.

        iii. AIS shall bear the cost of acquiring the background screening required by Section 1012.32, F.S., and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to AIS and its personnel.

        iv. The Parties agree that the failure of AIS to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling the

District to terminate immediately with no further responsibilities or duties to perform under this Agreement. AIS agrees to indemnify and hold harmless the School District, its officers, and employees from any liability in the form of physical or mental injury, death, or property damage resulting from AIS' failure to comply with requirements of this section or with Sections 1012.32 and 1012.465, F.S.

18. FERPA: To the extent Services provided hereunder pertain to the access to student information, AIS shall adhere to all standards included in Sections 1002.22 and 1002.221, F.S. (the Protection of Pupil Privacy Acts), 20 U.S.C. §1232g - the Family Educational Rights and Privacy Act (FERPA), the federal regulations issued pursuant thereto (34 CFR Part 99), and/or any other applicable state or federal law or regulation regarding the confidentiality of student information and records. Further, AIS, and its officers, employees, agents, and representatives, shall fully indemnify and hold the District harmless for any violation of this provision including, but not limited to, defending the District and its officers, employees, agents, and representatives against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the District, or payment of any and all costs, damages, judgments, or losses incurred by or imposed upon the District arising out of the breach of this provision by AIS, its officers, employees, agents, or representatives, to the extent that the AIS, or its officers, employees, agents, or representatives, shall either intentionally or negligently violate this provision, Sections 1002.22 and 1002.221, F.S., or other applicable state, local, or federal laws, rules, or regulations. This provision shall survive the termination of or completion of all performance obligations under this Agreement and shall remain fully binding upon AIS. A separate Non-Disclosure Agreement may be required.

19. Public Records

a. **IF AIS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, AIS NEEDS TO CONTACT THE APPROPRIATE SCHOOL DISTRICT PERSONNEL.**

b. This Agreement is subject to and governed by the laws of the State of Florida, including without limitation Chapter 119, F.S., which generally makes public all records or other writings made by or received by the Parties. AIS acknowledges its legal obligation to comply with Section 119.0701, F.S. AIS shall keep and maintain public records, as that phrase is defined in the Florida Public Records Act, which would be required to be kept and maintained by the District in order to perform the scope of services. AIS shall comply with all requirements for retaining public records and shall transfer, at no cost to the District, all public records in the possession of AIS upon a request for such public records. See Section 119.0701(2)(b)4, F.S., for additional record keeping requirements.

c. A request to inspect or copy public records relating to the District's contract for services must be made directly to the District's Custodian of Public Records. If the District does not possess the requested records, the District's Custodian of Public Records shall immediately notify AIS of the request. AIS must provide a copy of the records to the District or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. If AIS does not timely comply with the District's request for records, the District shall be able to sue for breach of contract and the prevailing party shall be entitled to attorney's fees.

d. Should AIS fail to provide the requested public records to the District within a reasonable time, AIS understands and acknowledges that it may be subject to penalties under Sections 119.0701(3)(c) and 119.10, F.S.

e. AIS shall not disclose public records that are exempt, or confidential and exempt, from public records disclosure unless specifically authorized by law for the duration of this Agreement term and following the completion, expiration, or termination of same if AIS does not transfer the records to the District. Upon completion, expiration, or termination of this Agreement, AIS shall transfer, at no cost to the District, all public records in its possession or keep and maintain public records required by the District to perform the services. If AIS transfers all public records to the District, AIS shall destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If AIS keeps and maintains public records upon completion, expiration, or termination of this Agreement, AIS shall meet all applicable requirements for retaining public records and provide requested records to the District pursuant to the requirements of this Article. All public records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

Signatures: In agreement with the terms and condition of this agreement, we have affixed our signatures as indicated below. This agreement shall be considered by both parties as legal and binding.

AIS

_____/_____
Mary Hall, President of Business Operations Date
Allied Instructional Services, LLC

Baker County School District

_____/_____
Administrator Signature Date

_____
Administrator's Name/Title

Allied Instructional Services, LLC
PO Box 2214
Ashland, VA 23005
Phone: 804-368-8475
Fax: 804-368-8467

Addendum A – Vision, O&M, DHH, PT, OT, SLP and AT Services

Service Name	Service Provider Description
Vision Services	Certified Teacher endorsed in Blindness and Visual Impairments
Orientation and Mobility Instruction	Professionally Trained Orientation and Mobility Instructor, who holds or is qualified to sit for NOMC or COMS certification
Deaf and Hard of Hearing Services	Certified Teacher endorsed in Deaf and Hard of Hearing knowledgeable in ASL and cochlear implants
Physical Therapist	Licensed Physical Therapist
Occupational Therapist	Licensed Occupational Therapist
Assistive Technology Assessment and Consulting	Certified itinerant teacher or licensed therapist and/or with a certificate in Assistive Technology
Vision Specific Technology Assessments	CATIS Certified
Evaluations	Certified itinerant teacher, licensed therapist, and/or certified evaluator
Speech and Language Pathologist	Licensed by the Board of Audiology and Speech Language Pathology; Certified ASHA
Accessible Education Materials	Material adaptation by certified Braille Transcriptionist/Certified TVI

Scope of Services:
The services may include but are not limited to:

- Direct or consultative services as governed by student's Individualized Education Programs (I.E.P.s.)
- Assessing students using appropriate instrument of educational measurement
- Obtaining appropriate materials, technology, and equipment to meet educational needs of each student.
- Obtaining needed resources that will help to meet the educational needs for each student.
- Maintaining up to date and accurate documentation of educational progress on each student
- Writing, revising, and updating I.E.P.s in accordance with District policies and procedures but not to act as sole case manager for any student (local school District to appoint in-school case manager)
- Making efforts to attend I.E.P. and/or eligibility meetings.
- Conferring with parents/guardians, medical personnel, teachers, and other school personnel as necessary
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of $75.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. The fee for work completed for remote office hours as necessary for the implementation of services (report writing, materials preparation, etc. completed outside the normal school day hours) and creating accessible education materials/braille transcription will be that of $55.00 an hour. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

Addendum B – Psychological Services

Scope of Services:
The services may include but are not limited to:

- Develop and integrate school-wide programming to promote social–emotional and mental wellness for all students based on the needs of the school community.
- Deliver professional development to school staff and families on a range of topics, such as trauma informed practices, mental health first aid, crisis prevention, suicide prevention, effective discipline, and behavior management.
- Help schools conduct comprehensive needs assessments to develop strategies to address attendance, poverty, trauma, violence, and other barriers to learning.
- Enhance coordination and alignment of efforts to improve school safety, including crisis prevention, intervention, and response.
- Design, implement, and evaluate a comprehensive range of interventions for students at risk for academic, social–emotional, or mental and behavioral health concerns.
- Provide mental and behavioral health services for individual students and groups of students, including the delivery of individual and small group counseling and direct instruction in social skills.
- Support school-wide efforts to facilitate student progress toward measurable goals through data collection, progress monitoring, and data interpretation.
- Support divisions and school leadership teams by effectively integrating and interpreting of multiple data sources to aid in decision making.
- Conduct culturally competent psychoeducational evaluations to assess abilities, skills, and social/emotional functioning of students suspected of having a disability.
- Conduct functional behavioral assessments and assist in the development of behavior plans.
- Work collaboratively with teachers in delivering effective differentiation strategies for students with diverse needs.
- Collaborate with teachers and school leaders to implement universal, targeted, and intensive academic and behavioral support programs using evidence-based practices.
- Facilitate collaboration and coordination between school and community providers to ensure access to wraparound supports for students with the most significant needs.
- Some services may be completed by an Educational Diagnostician:
    - Conduct educational evaluations to assess educational achievement of students suspected of having a disability.
    - Make recommendations for interventions strategies for struggling learners
    - Consult with division staff regarding best practices for instruction of students with disabilities
    - Maintain strict confidentiality regarding student health and academic records
    - Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and functions as an effective member of the educational team.
    - Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc., and provide input regarding the individual needs of the student.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of $100.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

Addendum C – Interpreting Services

The services rendered by Allied Instructional Services will be that of Deaf/Hard of Hearing Services (Interpreter Services) provided by a State Qualified Interpreter.

The services may include but are not limited to:

- Adhere to educational programming as governed by the student's Individualized Education Program (IEP)
- Assess the sign communication needs of the student and provide direct interpreting services to students who are deaf/hard of hearing in an effective and appropriate manner and in the target mode established by the student
- Establish and maintain professional and collaborative relationships with educational staff, parents, students, and community members and function as an effective member of the educational team
- Demonstrate professional judgment in all assignments and exhibit comprehensive and functional knowledge of the RID Code of Ethics/Professional Code of Conduct
- Maintain a professional appearance and demonstrate behavior that is conducive to a professional setting
- Collaborate with team members to ensure that appropriate equipment and technology are functional and available to support the needs of the student (assistive hearing devices, closed captioning, etc.)
- Maintain effective communication with all key members of the educational team in order to support the communication needs of the student
- Make efforts to attend individual student meetings regarding child study, IEP meetings, triennial reviews, etc. and provide input regarding the individual communication needs of the student
- Obtain/Maintain credentials in accordance with state regulations and provide verification of credentials as required
- Adhering to pertinent laws, regulations, and policies as they relate to the assignment.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and District agrees that the rate of reimbursement for the service/s provided will be that of $62.00 an hour portal to portal, to include in-District, remote or a hybrid of the two. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

Addendum D – Speech Language Pathology Assistants

Scope of Services:
The services rendered by Allied Instructional Services will be that of a speech language pathologist assistant: The services may include but are not limited to:

- Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
- Exhibiting compliance with federal, state, and local regulations including: The Health Insurance Portability and Accountability Act (FERPA), the Family Educational Rights and Privacy Act (FERPA); reimbursement requirements; and state statutes and rules regarding SLPA education, training, and scope of practice. (ASHA SLPA Scope of Practice)
- Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
- Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation.
- Assist the SLP with bilingual translation, if bilingual, during screening and assessment activities exclusive of interpretation; refer to Issues in Ethics: Cultural and Linguistic Competence (ASHA 2017).
- Follow documented treatment plans or protocols developed by the supervising SLP.
- Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
- Program and provide instruction in the use of augmentative and alternative communication devices.
- Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.
- Assist with clerical duties and site operations (e.g., scheduling, recordkeeping, filing, locating documents required by the SLP)
- Perform activities for each session that are routine and do not require professional judgment, in accordance with a plan developed and directed by the speech-language pathologist who retains the professional responsibility for the client.

Payments: AIS acknowledges that District requires billing for services provided to be per hour, and Division agrees that the rate of reimbursement for the above service/s provided will be that of $56.00 an hour portal to portal, to include in-division, remote or a hybrid of the two. The fee for work completed for remote office hours as necessary for the implementation of services (report writing, materials preparation, etc.) will be that of $40.00 an hour. Notice of need to cancel, i.e., student illness/absentee, must be made at least 3 hours in advance of scheduled service or regular daily charge will apply.

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

AGENDA ITEM NO. 8.12

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Alice Schmitges - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement with Resolutions in Special Education, Inc. Effective July 1, 2025 - June 30, 2026. (No Changes from Previous Agreement.)

ATTACHMENTS:
08.18.2025 Approval of the 25-26 Agreement with Resolutions in Special Education, Inc._A.Schmitges.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 32063
(904) 259-7825
www.bakerk12.org

Wyatt Milton, Superintendent

July 17, 2025

Wyatt Milton, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

I would like to request School Board approval to renew the agreement between the Baker County School Board and Resolutions in Special Education, Inc. for the period of July 1, 2025 through June 30, 2026. This agreement provides monitoring of Exceptional Student Education (ESE) forms revision, policies and procedures, and program evaluations. There are no changes to the prior year agreement and the funding source will remain I.D.E.A.

If you have any questions please contact me at (904)259-7825 or alice.schmitges@bakerk12.org.

Sincerely,

Alice Schmitges, Director
Exceptional Student Education and
Student Services

AS:cm

PROPOSAL TO THE SCHOOL BOARD OF BAKER COUNTY
FOR ESE CONSULTATIVE SERVICES FOR
THE 2025-26 SCHOOL YEAR

I. BACKGROUND INFORMATION

The ESE Director is responsible for ensuring the provision of a free and appropriate public education (FAPE) to students with disabilities in Baker County. The Director has identified departmental needs in a number of areas in order to develop and implement policies and procedures, which meet the FAPE goal and federal IDEA requirements. Specifically, the Director has identified the need for assistance in the review and revision of special education forms and procedures throughout the 2025-26 school year in order to keep them current and compliant based on any state revisions to requirements, as well as federal statutory/regulatory revisions, policy updates, and district experiences. The ESE Department has also identified the possible need to obtain assistance in making any needed revisions/amendments to its ESE Policies & Procedures (P&P) Document as required by FDOE.

From time to time, there are legal/compliance issues and parent concerns, which may result in SEA complaints (State DOE complaint process), Office for Civil Rights (OCR) complaints, Florida Disability Rights complaints, and/or due process hearing requests. The Director has identified the need to receive backup technical assistance, when needed, in the development of strategies for resolution of disputes and in the process of carrying out state and federal legal requirements from an independent source not connected with enforcement responsibilities. The Consultant shall provide legal analyses and converse with the ESE Director on an as-needed basis and as requested. Likewise, there is the need to continue to build upon a family-friendly ESE Department, through its parent services component, and specifically the need to continue parent and professional education and informational initiatives.

II. SERVICES TO BE PROVIDED BY RISE, INC.

1. During the term of this Proposal and throughout the school year, the Consultant, Julie J. Weatherly, on behalf of Resolutions in Special Education, Inc. (RISE), shall provide, if needed and requested, review of sample forms, policies and procedures to the ESE Director, based upon any applicable revisions made to applicable laws, rules and regulations for 2025-2026.

2. Throughout the term of this Proposal and during the 2025-26 school year, the Consultant will, upon request:

a. Provide assistance in P&P revision and state policy and federal policy updating, as needed; and

b. Provide general consultation on parent information and issues, if needed.

3. Throughout the term of this proposal, the Consultant shall be available for ongoing general consultation and technical assistance, collaboration, and problem-solving via email and telephone consultations for the purpose of prevention and resolution of special educational disputes or issues, as well as compliance with the legal requirements applicable to the education of ESE students.

4. An on-site visit, if needed and as scheduled by the Consultant and the ESE Director, for professional development and/or consultation.

5. Provision of general support to the District's Florida school board attorney, if need and requested.

Services provided by the Consultant under this Contract are not considered the provision of legal services and will not include the provision of direct legal services regarding specific, individual student matters. Rather, these services are considered consultative in nature only and the district must consult with its local school board attorney for legal advice related to specific student matters. Should the Consultant be needed to provide support to the School Board attorney in the form of consultation services, such will be provided upon appropriate request.

III. DISTRICT RESPONSIBILITIES

1. Make all arrangements pertaining to scheduling any onsite activities or professional development.

2. Designate the ESE Director to provide direction to the Consultant and approve all drafts and invoices for payment.

3. Provide the Consultant with requested data relevant to the performance of consultation services referenced herein.

4. Conduct other such tasks to facilitate the provision of effective consultation services.

IV. BUDGET

Consultation Fees	$8,900
Total	**$8,900**

Payments as requested by invoice, based upon a mutually agreeable schedule.

Respectfully Submitted:

Julia J. Weatherly, Owner, Resolutions in Special Education, Inc., Federal Tax Number 38-3736429	Date
Approved, ESE Director	Date
Approved by School Board of Baker County	Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name:_____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title:_____

Address:_____

City:_____State:_____ZIP:_____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____

AUTHORIZED SIGNATURE

Print Name and Title:_____

Date:_____

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

_____

Signature of Authorized Contractor Representative

_____

Date

AGENDA ITEM NO. 8.13

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Renewal to the Formal Quotation for Granicus, Effective September 12, 2025 - September 12, 2028.

ATTACHMENTS:
08.18.2025 Approval of the Agreement with Granicus_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of the Superintendent
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 11, 2025

Dear School Board Members,

As Superintendent of Schools for the Baker County School District, I am requesting approval to enter into the attached agreement with Granicus. The original agreement, effective September 13, 2022, will be extended through September 12, 2028. Under the terms of the extension, the original agreed upon annual uplift of 3.5% will remain in effective, applied on each anniversary of the commencement date throughout the extended agreement term.

Your consideration and support is greatly appreciated.

Sincerely,

Wyatt Milton
Superintendent of Schools

First Amendment to the Granicus Service Agreement between Granicus, LLC and Baker County School District

This First Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and Baker County School District (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective 13 Sep 2022 (the "Agreement"); and

WHEREAS, the Client and Granicus wish to extend the Agreement through 12 Sep 2028; and

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. The Agreement shall be extended through 12 Sep 2028.
3. Notwithstanding any provision to the contrary in the Agreement or this First Amendment, the parties agree that any adjustment to the fees set forth in Exhibit A shall not exceed an annual uplift of three and one-half percent (3.5%) in perpetuity, effective upon each anniversary of the commencement date of the extended Agreement term.
4. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
5. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the provisions of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Baker County School District	**Granicus**
Signature:	**Signature:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

Exhibit A

ORDER DETAILS

Prepared By:	Daniel Oliveros
Phone:	
Email:	daniel.oliveros@granicus.com
Order #:	Q-453129
Prepared On:	05 Aug 2025
Expires On:	12 Sep 2025

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	12 Sep 2025
Initial Order Term End Date:	12 Sep 2028
Period of Performance:	13 Sep 2025 - 12 Sep 2026

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Peak Agenda Management	Annual	1 Each	$5,543.59
Open Platform Suite	Annual	1 Each	$0.00
Send Agenda (Peak)	Annual	1 Each	$0.00
govDelivery for Integrations	Annual	1 Each	$0.00
		SUBTOTAL:	**$5,543.59**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	13 Sep 2026 - 12 Sep 2027	13 Sep 2027 - 12 Sep 2028
Peak Agenda Management	$5,737.62	$5,938.43
Open Platform Suite	$0.00	$0.00
Send Agenda (Peak)	$0.00	$0.00
govDelivery for Integrations	$0.00	$0.00
SUBTOTAL:	**$5,737.62**	**$5,938.43**

AGENDA ITEM NO. 8.14

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Tonya Tarte - (259-4330)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of Addendum to the Formal Quotation for Pest Control Services No. 2024-001 with Florida Pest Control Services, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
08.18.2025 Approval of the 25-26 Fla Pest Control Services_T.Tarte.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Purchasing & Warehousing
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

Phone: (904) 259-4330 August 6, 2025 Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

FROM: Tonya L Tarte, Director of Nutrition Services, Purchasing and Warehousing

RE: RENEWAL OF FORMAL QUOTATION FOR PEST CONTROL SERVICES, NO. 2024-001

DATE: August 6, 2025

I am seeking approval to renew Formal Quotation for Pest Control Services No. 2024-001 beginning July 1, 2025 through June 30, 2026. This is the 1st year of the 2-year allowable renewal not to exceed 6/30/2027.

Florida Pest Control Services has agreed to keep the same pricing, terms, and conditions originally awarded as follows:

Integrated Pest Management
Item 1 Monthly - $1498.00/ Annual - $17,976.00

All Baker County School Board Areas
Item 2 – $125.00/Item 3 - $125.00/Item 4 - $125.00

Thank you for your time and consideration of this recommendation.

cc: Melanie Watson

AGENDA ITEM NO. 8.15

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Budget Amendment #2 (BA 2) for Fiscal Year Ending June 30, 2025. (General Fund 100)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #2 for General Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #2

Please request Board approval of Budget Amendment #2 (BA 2) for the fiscal year ended June 30, 2025. Budget Amendment #2 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the General Fund.

If you have any questions, please let me know. Thank you for your assistance in this matter.

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_X_ General Fund
____ Special Revenue
____ Food Service
____ Debt Service
___ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: 2 **FUND 100**

ESTIMATED REVENUE

TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
2800	6,287,595.00	179,105.22	6,466,700.22
3100	45,000.00	(14,733.70)	30,266.30
3200	255,000.00	(26,810.44)	228,189.56
3300	37,068,214.00	(1,141,916.03)	35,926,297.97
3400	7,271,625.00	630,732.19	7,902,357.19
3630	1,564,246.68	(43,620.27)	1,520,626.41
3741	0.00	3,968.22	3,968.22
TOTAL	52,491,680.68	(413,274.81)	52,078,405.87

APPROPRIATIONS

FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5000	28,168,150.00			28,168,150.00
6100	3,040,175.00		41,958.30	2,998,216.70
6200	597,050.00	41,958.30		639,008.30
6300	833,572.00			833,572.00
6400	260,250.00			260,250.00
6500	360,525.00			360,525.00
7100	484,650.00			484,650.00
7200	358,750.00	43,344.21		402,094.21
7300	2,438,140.00			2,438,140.00
7400	88,000.00		43,344.21	44,655.79
7500	935,300.00			935,300.00
7600	35,000.00			35,000.00
7700	689,900.00			689,900.00
7800	2,573,615.00	48,265.35		2,621,880.35
7900	5,639,365.00		48,265.35	5,591,099.65
8100	1,224,495.00			1,224,495.00
8200	953,410.00			953,410.00
9100	376,200.00			376,200.00
2700	3,435,133.68		413,274.81	3,021,858.87
TOTAL REVISIONS	52,491,680.68	133,567.86	546,842.67	52,078,405.87

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 8.16

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Budget Amendment #3 (BA 3) for Fiscal Year Ending June 30, 2025. (Food Service Fund 410)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #3 for Food Service Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #3

Please request Board approval of Budget Amendment #3 (BA 3) for the fiscal year ended June 30, 2025. Budget Amendment #3 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the School Food Service Fund - 410.

If you have any questions, please let me know. Thank you for your assistance in this matter.

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay	Jack Baker, Jr.	Clayton Lyons, Jr.	Mandi Canaday	Amanda Hodges
District 1	District 2	District 3	District 4	District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_____ General Fund
_____ Special Revenue
__X__ Food Service
_ __ _ Debt Service
_____ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: __3__ **FUND 410**

ESTIMATED REVENUE

TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
3200	3,260,225.00	(34,015.59)	3,226,209.41
3300	42,000.00	(6,792.00)	35,208.00
3400	31,000.00	(4,458.38)	26,541.62
2800	1,745,241.89	(325,432.13)	1,419,809.76
TOTAL	5,078,466.89	(370,698.10)	4,707,768.79

APPROPRIATIONS

FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7600/0100	1,125,000.00			1,125,000.00
7600/0200	568,500.00			568,500.00
7600/0300	125,000.00			125,000.00
7600/0400	35,000.00			35,000.00
7600/0500	1,875,950.00	72,817.02		1,948,767.02
7600/0600	492,000.00		72,817.02	419,182.98
7600/0700	220,650.00			220,650.00
2720	636,366.89		370,698.10	265,668.79
TOTAL REVISIONS	5,078,466.89	72,817.02	443,515.12	4,707,768.79

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 8.17

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Budget Amendment #4 (BA 4) for Fiscal Year Ending June 30, 2025. (Federal Fund 420)

ATTACHMENTS:
08.18.2025 Approval of Budget Amendment #4 for Federal Fund_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Finance and Support Services
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

DATE: August 14, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Board approval of Budget Amendment #4

Please request Board approval of Budget Amendment #4 (BA 4) for the fiscal year ended June 30, 2025. Budget Amendment #4 is necessary to present budgets within the respective functions where expenditures are projected to occur. This budget amendment is for the Federal Fund - 420.

If you have any questions, please let me know. Thank you for your assistance in this matter.

RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET 2024-2025

CHECK APPROPRIATE FUND
_____ General Fund
__X__ Special Revenue
___ _ Food Service
_ __ _ Debt Service
_____ Capital Projects

SCHOOL BOARD OF BAKER COUNTY, FLORIDA
RESOLUTION NO: 4 **FUND 420**

ESTIMATED REVENUE

TOTAL REVENUE TRANSFERS & BALANCES	PRESENT BUDGET	INCREASE/DECREASE	REVISED BUDGET
TOTAL			

APPROPRIATIONS

FUNCTION	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5000	2,685,400.00		138,558.43	2,546,841.57
6100	346,924.00	138,558.43		485,482.43
6300	524,078.00			524,078.00
6400	551,408.00			551,408.00
6500	3,300.00			3,300.00
7200	186,250.00			186,250.00
7300	13,805.00			13,805.00
7700	38,187.00			38,187.00
7800	109,800.00		6,302.92	103,497.08
7900	0.00	6,302.92		6,302.92
TOTAL REVISIONS	4,459,152.00	144,861.35	144,861.35	4,459,152.00

ADOPTED BY SCHOOL BOARD: _____

CERTIFIED CORRECT: _____
District Superintendent's Signature

AGENDA ITEM NO. 8.18

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #1 to "Workforce Development Capitalization Incentive Grant (CAP)" in the Amount of $1,700,000.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching

ATTACHMENTS:
08.18.2025 Approval of the Workforce Development Capitalization Incentive_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Workforce Development Capitalization Incentive Grant (Cap Grant)*

TYPE OF GRANT:
☐ New ☐ Continuation ☒ Amendment ☐ Entitlement ☐ Competitive

CONTACT PERSON:	*Carrie Dopson, Director of Adult Education*

CONTACT PHONE NUMBER:	*(904) 259-0408*

AMOUNT REQUESTED:	*$1,700,000.00*

SOURCE: ☒ Federal ☐ State ☐ Other: _____

LOCAL MATCHING FUNDS REQUESTED:
☒ No
☐ Yes . . . If yes, please specify: ☐ Monetary Amount $_____
☐ In-Kind Amount $_____

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION ***(If additional space is needed, attachments may be used)***
Workforce Development Capitalization Incentive Program/AgTech Acceleration

HOW WILL FUNDS BE USED ***(If additional space is needed, attachments may be used)***
These funds will be used to renovate and expand four main areas in the Agriculture Department at Baker County High School to include the renovation and expansion of the barn, greenhouse, AgTech lab for welding, and chicken and swine barns. These projects will greatly enhance student learning and project-based actitives. These funds will be used to purchase the needed equipment to make these programs become state of the art and help prepare students for all career paths.

SUBMITTED BY: _____ **DATE:** _____

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-92510-5SC01
3 PROJECT/PROGRAM TITLE Workforce Development Capitalization Incentive Grant (Cap Grant) **TAPS 25B178**	**4 AUTHORITY** **1011.801, F.S. 24-25 General Appropriations Act L.I. 120 USDE or Appropriate Agency** **FAIN#:**
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget Increase/Extension Effective Date: 04/04/2025	**6 PROJECT PERIODS** Budget Period: 07/01/2024 - 06/30/2027 Program Period: 07/01/2024 - 06/30/2027
7 AUTHORIZED FUNDING Current Approved Budget: $196,125.00 Amendment Amount: $1,700,000.00 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $1,896,125.00	**8 REIMBURSEMENT OPTION** Quarterly Advance to Public Entity

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2027
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2027
- Last date for receipt of proposed budget and program amendments: 05/30/2027
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date :

10 DOE CONTACTS **Program**: Claudia Campagnola Phone: (850) 245-9081 Email: Claudia.Campagnola@fldoe.org **Grants Management**: Unit B (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.
- In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other:

12 APPROVED:

Charles D. Feehrer
Authorized Official on behalf of the Commissioner of Education

5/27/2025
Date of Signing

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.

2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).

3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.

4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.

5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.

6 Project Periods: The periods for which the project budget and program are in effect.

7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).

8 Reimbursement Options:

Federal Cash Advance –On-Line Reporting required monthly to record expenditures.

Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.

10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.

11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)

12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	Baker County School District	Date Received **04/04/2025**
B) Program Name: Workforce Development Capitalization Incentive Program/ AgTech Acceleration **TAPS Number: 25B178**		**Project Number (DOE Assigned)** **020-92510-5SC01**

C) Amendment Type

☐ Program ☒ Budget

Amendment Number: ~~2~~ 1 JW

D) Amendment Request Contact Information

Contact Name:	Telephone Numbers:
Carrie Dopson	**(904)259-0408**
Mailing Address: **270 S Blvd E**	E-mail Addresses: Carrie.dopson@bakerk12.org

E) Required Signature and Certification

I, John Wyatt Milton, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.

J. Wyatt Milton — Signature of Agency Head

Superintendent — Title

4/15/25 — Date

F) Narrative

This amendment is to add funds for the expansion of the Agritechnology, Horticulture Science and Services and Technical Agriculture Operations programs at Baker County High School in the amount of 1,700,000.00. These funds will be appropriated to renovate and expand four main areas of the Agriculture Department to include the renovation and expansion of the barn, greenhouse, AgTech lab for welding, and chicken and swine barns. These projects will greatly enhance student learning and project-based activities. These funds will be used to purchase the needed equipment to make these programs become state of the art programs and help prepare students for all career paths.

From: Campagnola, Claudia <Claudia.Campagnola@fldoe.org>
Sent: Thursday, May 15, 2025 8:01 AM
To: Starling, Paula <Paula.Starling@fldoe.org>
Cc: Goodman, Tara <Tara.Goodman@fldoe.org>
Subject: RE: CAP Grant TAPS XXB178 Non-Cost Extension Submission Process

Good morning, Paula:

Please find attached the list of agencies that were recommended for a no-cost extension for both **24B178** and **25B178**.

Per your request, each file contains the project number, length of the extension, new project period, new award end date, new last date for expenditures, new liquidation date, and new last date for amendments.

Let me know if you have any questions or need anything else to process these extensions.

Thank you!

Have a nice day!

Claudia Campagnola, EdD, CPM, FCCM

Educational Program Director

Florida Department of Education | Division of Career, Technical, and Adult Education

325 West Gaines Street | Tallahassee, FL 32399

Office: (850) 245-9081



2024-25 Workforce Development Capitalization Incentive Grant

Executive Summary and Business Case

Provide a brief executive summary of your concept proposal and how funds will be used to expand opportunities for high school students in your region or statewide. (1,000-word limit)

The Baker County School District is excited to apply for the DOE CAP grant through the Department of Education. Our proposal aims to expand and modernize our Agriculture Programs by embedding cutting-edge technology and entrepreneurial skills into our curriculum. This initiative is driven by the identified needs within our region identified by our workforce partners in collaboration with our instructional staff. Through consultations and collaborations with local agricultural businesses, industry experts, and educational institutions, we identified the skills and knowledge gaps that need to be addressed to prepare students for the evolving agricultural industry. These partners provided valuable insights into the latest industry trends, technological advancements, and workforce demands, ensuring that our programs are aligned with real-world needs.

The programs and needs in our region were identified through a comprehensive assessment of the current state of our agricultural education facilities, equipment and curriculum. Key areas of focus include:

1. Advanced Agricultural Machinery and Equipment:
   The acquisition of UTVs, tractors with implements, trailers, skid steer, and Grain Drill are essential for providing students with hands-on experience in operating and maintaining equipment commonly used in the farming industry. Funds will be used to purchase a Ford F250 Fleet Model Ag Truck to pull trailers, haul animals and equipment to county fairs. Funds will be used to purchase a 15-passenger van to transport students to various agriculture events, conferences, expos and experiential learning. Each piece of equipment will support practical lessons in soil management, crop production, livestock management, animal care and farm safety. Implementing advanced irrigation systems will allow students to learn about water management and conservation. Our plan is to partner with colleges/universities, research institutions, and professionals in Agriculture to conduct joint projects. The estimated cost of this category is $340,000.
2. Expanded Barn Area and Livestock Facilities:
   The current barn area requires significant upgrades to serve as a functional and safe learning space. The planned renovations aim to create a multi-purpose facility that supports livestock management and cattle/swine grooming stations, enabling more students to participate in supervised agricultural experiences (SAE). Through this project we plan to increase the capacity to house more animals and create a small veterinary clinic for hands-on learning in animal health and care. We would also expand our existing chicken coop to incorporate layers and broilers for student projects. Our goal is to host events to showcase student projects and engage the community in agricultural education. The estimated cost of this project is $530,000.
3. Enhanced Greenhouse and Horticulture Facilities:
   The existing greenhouse has deteriorated and poses a safety risk. Updating this facility to use hydroponic equipment and providing space for a student-run plant sale will foster a more immersive learning experience and encourage students to develop business models for flower and vegetable sales. Students would have the opportunity to develop gardens to provide food for our community and participate in local farm share projects in conjunction with local churches. Our horticulture program would develop landscape plans for a schoolyard green space and work to maintain a sustainable garden. These projects would include extracting

the glass and replacing it with plastic and steel; removal of the irrigation system and fans and replacing it with new. This project would include other equipment such as a refrigerator and ice machine, weed eaters and blowers and grow span hydroponics system. The estimated cost of this project is $360,500.

4. Creation of an Ag Tech/ Ag Mechanics lab through the installation of 5 pull down overhead doors to enclose the building. This building is attached to the classroom setting and in currently infested with birds. By enclosing this setting, it can be used by students in both the Ag Mechanics and Ag Tech programs. This project would include purchasing electric pipe tube bender, Tig Welder; Utility band saws, hand tools, Plasma cutter, clean station, inverter generator, dust collector and replacing duct work that no longer functions. Tables, chairs, stainless steel pre & worktables would also be included in this project. The estimated cost of this project is 260,000.
5. Comprehensive Teacher Training and Professional Development:
   To keep pace with technological advancements in agriculture, specialized teacher training programs are necessary. This will ensure our educators are well-versed in the latest agricultural technologies, sustainable practices, and entrepreneurial techniques, ultimately enriching the curriculum and preparing students for careers in agriculture. This project would fund additional certification programs for teachers and provide teachers with opportunities to attend state and national conferences and workshops. These funds would provide a substitute for when the instructor is out of the classroom, testing, and assisting with major projects. It also covers the cost of an administrative assistant managing the grant. The estimated cost of this project is $123,500.
6. Student Engagement and Experiential Learning:
   Organizing exploration trips to leading agricultural facilities at UF, tech-integrated farms, and agribusiness enterprises such as Jax Zoo and Epcot and student trips to Ag expos will provide students with firsthand exposure to modern agricultural operations and industry trends, broadening their understanding of potential career paths. Our goal would be to establish an internship program with local farms and agribusinesses to allow students to gain hands-on work experience. We would also like to equip our classrooms with the latest technology, including interactive tv, chromebooks, computers and agricultural software, for students to experience various agricultural scenarios and practices. We would also provide industry certification testing in all classes for all students to have the opportunity to earn a post-secondary credential. The estimated cost of this project is $200,000.

By integrating advanced agricultural practices, technology and entrepreneurial skills into our curriculum, we aim to cultivate a new generation of agricultural professionals who are adept in both technological applications and entrepreneurial thinking. This alignment with industry needs will enhance students' employability and contribute to the growth and sustainability of the agricultural sector in our region. We plan to significantly enhance the educational experience for our students and better prepare them for successful careers in this industry.

DO NOT EXCEED TWO PAGES – 1,000 WORDS

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at: http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml. . (1,000-word limit)

2024-25 Workforce Development Capitalization Incentive Grant

The Baker County School District's AgTech Accelerator project is designed to modernize and expand our Agriculture program. This initiative aligns with the State of Florida's strategic plan in all four goals.
Our project aims to elevate student achievement by providing a comprehensive and modern agricultural education that integrates technology and hands-on learning experiences. This includes acquiring UTVs, tractors, vehicles and automated irrigation systems so that students can experience hands-on learning. Students will obtain understanding of soil management, crop production, livestock management and farm safety that will lead to higher academic performance and practical skills. By renovating the barn and rebuilding the greenhouse with hydroponic capabilities, students will be able to engage in immersive learning experiences that require critical thinking and problem-solving. Teacher training and professional development will equip our instructor's knowledge in agricultural technologies and practices, ultimately boosting student achievement. Highest student achievement will also be increased by student exploration trips. These experiences broaden their understanding and inspire them to pursue excellence in their studies.

Our project will also promote seamless articulation and maximum access by creating pathways for students to transition to higher education and the workforce. Students will have the opportunity to acquire industry recognized certification in agriculture that a recognized by employers and higher education institutions. By partnering with local agricultural businesses, industry experts and educational institutions, our programs will be aligned with real-world needs and will create opportunities for dual enrollment and internships for our students. Our project is designed to be inclusive, providing access for all students, including those from underserved populations.

The third goal is skilled workforce and economic development and our AgTech project will benefit this goal by integrating advanced agricultural practices, technology and prepare students for careers in agriculture and agribusiness. Students will develop business models for plant and vegetable sales, livestock management and entrepreneurial thinking. By hosting agricultural events that showcase student projects, we will engage the community in agricultural education and promote awareness of its importance in our local economic activity.

Our project emphasizes the delivery of quality and efficient services through the implementation of smart classrooms, professional development, resource management and data-driven decision making. Our goal of equipping classrooms with the latest technology and professional development for our instructors will ensure students receive a high-quality education. Implementing irrigation systems and composting and waste management systems teaches students about efficient resource management and will promote sustainability and cost-effectiveness.

The Baker County School District's AgTech Accelerator project is an initiative that aligns with the State of Florida's strategic plan goals. By focusing on highest student achievement, seamless articulation and maximum access, skilled workforce and economic development and quality efficient services, we aim to provide students with a modern, technology-integrated education that prepares them for successful careers in agriculture and agribusiness. This project not only benefits our students but also contributes to the growth and sustainability of the agricultural sector in our region.

2024-25 Workforce Development Capitalization Incentive Grant

Assurances

Applicants must thoroughly read the assurances to determine whether to submit an application for the grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

- The agency understands that the grant is a one-time, non-recurring grant to be used to create or expand eligible programs.
- Funding sources for this equipment have been evaluated. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.
- The equipment will be purchased, installed and available for use by students by the earlier possible date.
- If fixed capital outlay expenditures are included, the agency confirms that all facilities impacted are owned and operated by the fiscal agent.
- If the agency is responsible for charter schools, these entities have been contacted regarding the availability of these funds and have been permitted to participate in the district's application.
- The agency agrees to comply with all applicable rules for expenditure of state funds as well as any conditions in the Request for Application upon award.

2024-25 Workforce Development Capitalization Incentive Program (CAP Grant)

Concept Proposal Part 2: Workbook for 9-12 CTE Programs

Program Detail

List all new or expanded programs information, school name and location, anticipated date for first student enrollment and planned program capacity.
For use of funds for a 9-12 career preparatory or technology education program, **one** of the conditions must be met:
1. The district currently offers three courses in the program in the school where the expansion is planned
2. The district agrees to offer three courses in the program for new program development in a school

All eligible programs **must** lead to an industry certification on the CAPE Industry Certification Funding List.
Note: Industry Certification **must** be linked to the proposed program.

Instructions: Enter the program information as instructed. Blue headers with shaded cells will be auto-populated with your program information, do not overwrite.

Program Number *Enter the appropriate program number or use the dropdown box*	Program Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Course Number *Enter the appropriate course number or use the dropdown box*	Course Name (Auto-populate)	Industry Certification Code *Enter the appropriate certification code number as listed in the MCL or use the dropdown box*	Industry Certification Title (Auto-populate)	School Name and Address *Enter the high school name and physical address*	Month and Year for Anticipated New/Expanded Enrollment	Current Capacity *Enter the program current capacity at this location*	New Capacity *Enter the program augmented capacity at this location*	Program Capacity (Auto-populate)
Example: 8115110	Veterinary Assisting	8111510	Veterinary Assisting 1	8111540	Veterinary Assisting 2	8111550	Veterinary Assisting 3	FLVMA002	Certified Veterinary Assistant (CVA)	Gulf HS 305 Atlantic Blvd Fort Lauderdale, FL 33009	August 2025	20	30	50
8106800	Agritechnology	8106810	Agriscience Foundations 1	8106820	Agritechnology 1	8106830	Agritechnology 2	FLFBR001	Agritechnology Specialist Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	92	100	192
8121600	Horticulture Science and Services	8106810	Agriscience Foundations 1	8121510	Introductory Horticulture 2	8121520	Horticultural Science 3	DUCKS001	Ecology Conservation and Management Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	39	100	139
8005100	Technical Agriculture Operations	8106810	Agriscience Foundations 1	8005110	Technical Agricultural Operations 2	8005120	Technical Agricultural Operations 3	FLFBR004	Agricultural Mechanics Specialist Certification	Baker County High School 1 Wildcat Drive, Glen St. Mary, FL 32063	August 2025	23	50	73
If needed add rows above this one												154	250	404

Economic Outcome

Evaluation of High Skill, High Wage Program Impact

Complete the following economic outcome table with information on the proposed programs.

For each program listed in the "Program Detail" tab, provide information on occupational linkages and a brief summary of the economic impact of these occupations in Florida's economy for the students who complete these programs.

Resources:

1. Florida Commerce – Current Employment Projections
2. Florida Commerce – Local Targeted Occupations List
3. Labor Market Estimating Conference
4. Master Credentials List (for SOC code linkages to postsecondary programs)

Instructions: Enter the program information, SOC codes, projected employment and expected wages for listed programs. Use multiple rows to include more than one occupation per program.
The blue header column with shaded cells has a dropdown menu option, do not overwrite.

Program Name *Use the dropdown arrow to select a program from the list. Note: Program must be listed In the "Program Detail" tab*	**Occupation(s) to which the program is linked** *Insert SOC number here*	**Occupation(s) to which the program is linked** *Insert SOC Title here*	**Annual Growth in your service area** *This may include neighboring counties if applicable*	**Annual Openings in Florida** *(if available)*	**Annual Openings in your service area** *This may include neighboring counties if applicable*	**Is this occupation considered HSHW in your service area?**	**Entry Hourly Wage**	**Mean Hourly Wage**	**High Hourly Wage**	**Data Source**
Example: Animal Science and Services	**31-9096**	**Veterinary Assistants and Laboratory Animal Caretakers**	**3.10%**	**1212**	**90**	**No**	**$ 14.73**	**$ 16.45**	**$ 18.81**	**Career Source Florida**
Agritechnology	19-4011	Agricultural and Food Science Technicians	6.40%	13150	5	No	$ 14.79	$ 20.76	$ 31.47	US Bureau of Labor Statistics
Horticulture Science and Services	37-1012	First-Line Supervisors of Landscaping, Lawn Service and Groundskeeping	8.60%	126020	145	Yes	$ 17.01	$ 24.65	$ 25.27	2024-2025 Regional Target Occupations List; US Bureau of Labor Statistics; Data USA. Io
Technical Agriculture Operations	49-3041	Farm Equipment Mechanics and Service Technicians	1.40%	36830	160	Yes	$ 16.76	$ 23.66	$ 34.83	US Bureau of Labor Statistics; indeed.com; https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Farm%20Equipment%20Mechanics%20and%20Service%20Technicians&onetcode=49304100&location=Jacksonville,%20FL
Technical Agriculture Operations	45-2091	Agricultural Equipment Operators	3.70%	28910	201	No	$ 14.45	$ 20.12	$ 26.23	US Bureau of Labor Statistics; indeed.com; https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Farm%20Equipment%20Mechanics%20and%20Service%20Technicians&onetcode=49304100&location=Jacksonville,%20FL
If needed add rows above this one										

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) Baker County School District/020
District/Agency Name

B) 020-92510-5SC01/ TAPS: 25B178
Project Number/TAPS Number

C) ~~2~~ 1 JW
Amendment Number

D) Total Project Amount Currently Approved

$	196,125.00

E) Total Project Amount resulting from this Budget Amendment

$	1,896,125.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5300	120	Salary: Extra duty hours for teacher(s) to work summer hours to complete trainings, travel, projects within the scope of grant.		$ 6,500.00	
5300	160	Administrative Assistant responsible for researching, ordering, receiving, and completing all paperwork necessary for grant management.	**0.3**	$ 17,950.00	
5300	210	Retirement: for Administrative Assistant, substitutes and extra duty hours for teacher @ 13.57%		$ 23,298.00	
5300	220	FICA/ Medicare for Administrative Assistant @ 7.65%		$ 4,390.00	
5300	230	Group Insurance: employer portion for administrative assistant (prorated by percentage) $100 X 27 months		$ 2,700.00	
5300	330	Travel: Includes costs for transportation, meals, hotels, registration fees and other expenditures associated with Ag programs or FFA (CTSO). Includes travel to convention, events, Fairs, conferences, trainings, and other Ag related events.		$ 20,000.00	

5300	510	Supplies: consumable supplies - fence repair supplies(t posts $2700; 100 ft wire rolls @ $60each), rubber stall mats(20@ $140), plastic and drip tape (3 @ $199), horticulture project supplies (seeds 750 @ $10, mulch 4 pallets @ $400 each, germinating mixes100 @ $30, soil 100 bags @ $40) chicken coop supplies (large metal chicken coop - $1000, lumber - $1000,feed (10 pallets @ $800 ea, 15 pallets cow feed @ $650 each), nails & screws (100lbs each @ $5 per lb.), tin roof $1000, chickens 500 @ 75 for 10),hay 100 @ $50,Hen Nesting pads 25 @ $30 ,) Steel for welding (250 @ $70 Welding Rods $17,500),6 5ft Feeding Troughs @ $200; fan bracket hangers (15 - $3000), white board - 500, Grooming supplies (clippers, soaps, brushes, adhesives, hair conditioning, blades $3000), , gloves & helmets for welding 20 X $150), hoses for compressors and garden $2000; head tie attachments - $500; piping - $1000; saw blades - $3000; couplings (2way and 3way - $500); supplies for water tanks, water fountains, and feeding troughs - $1000; Shelving and brackets - $1000; halters, neck ties, ropes, show halters - $5000; fill dirt - 5100; electrical supplies - $10,400; extension cords - $1000; hand tool accessories (drill bits, blades, etc - $1000) Cleaning supplies 3years - $8000; classroom supplies - 3 years - $9000. **Please note that these are estimates and we will not exceed the amount allocated.**		$ 130,000.00	
5300	520	Textbooks: expenditures for textbooks not furnished by the school district, including freight (also includes the cost of electronic media, e-books, workbooks) 30 Agriculture Mechanics textbooks - @ $167 plus shipping; AgriTechnology textbooks 100 @ $129 plus shipping; Introductory Horticulture 50 @ $172 each plus shipping)**Total = 26,500. Remaining funds will be used for shipping and tax.**		$ 30,000.00	
5300	590	Other Materials and Supplies: Livestock (cows, chicken, pigs)		$ 15,000.00	
5300	630	Buildings and Fixed equipment: cost for addition of Deep South Pole Barns (Swine & Cow barns at Baker County High School)		$ 75,000.00	

5300	641	Capitalized furniture, fixtures, equipment - equipment over $750: Skid Steer, Tractors (with implements),Grain drill, UTV, 7X16 Alcon trailer, stock trailer, utility trailer, dump trailer, Gooseneck trailer, 7.5 grooming chutes(3), Renegade show boxes, Electric Pipe Bender, Hog Scale and Sheep Crate plus accessories,Plasma table, Tig Welder, Utility Band Saw (2), Rolling cultivator, 70 bushel Creep gate, 3 ton gravity tender,Liberty left hand, gates and panals set, Freedom right hand, Inverter 7000 Watt generator, Ge Refrigerator, water fountain system, hoof trimming table, calf table, Air compressor - $3300		$ 338,500.00	
5300	642	Non-capitalized furniture, fixtures and equipment - equipment under $750 - Air express 111 blower/dryer, 10 24 in turbo fans, 4 20 in turbo fans (including brackets and stands), padded floor, head tie attachment, 72'round commercial tables (20), 8' tables (20), folding chairs 100, hand tools, stall and corral feeders(hog, cow, chicken), water tanks, troughs, retractable extension cords, heavy duty shelves, stainless steel prep tables, weed eaters, blowers; locking cabinets for tools and equipment; 2X 2200 watt honda generator, pressure washer; semen tank		$ 80,000.00	
5300	643	Capitalized Computer hardware and technology over $750. Teacher computer, interactive TV,		$ 55,000.00	
5300	644	Non-capitalized computer hardward and technology under $750 - 30 chromebooks		$ 23,000.00	
5300	651	Buses: 15 passenger van to transport students to events, conference, fair grounds, and FFA competitions.		$ 75,000.00	

5300	652	Other Motor Vehicles: F250 gas 4 door, short bed, all terrain tires, truck. This vehicle will be used to haul farm equipment, hay, pull trailers to county fair and other farm expos. It would be used to get supplies, such as steel for the welding program and lumber for the land lab projects and repairs.		$ 80,000.00	
5300	681	Renovations and remodeling of existing barn at Baker County High School and expanding to include additional stalls, vet clinic, washroom and tack room($200000). Will include concrete slab, electrical and plumbing upgrades ($100000).Renovation of existing greenhouse (35 X60 GrowSPan Series 2000 Commercial Greenhouses - $60,000), and installling irigation system (Ebb & FLo System 4X8 (2) $8000), cooling fans and removing glass ceiling and replacing with plastic and steel($45000). Installation of 5 pulldown doors to enclose Ag Tech lab ($120,000). The enclosure will be cleaned andpainted, duct work will be installed for welding equipment, shelving will be added and electrical upgraded ($77000) . **Please note that these are estimated costs and we will not exceed the allocated amount.**		$ 610,000.00	
5300	691	Computer software to be used in the Agriculture classrooms (iCEV, My CAERT, Farm Beats, and other software for student use) Software agreements/licenses will not extend beyond the grant period.		$ 35,000.00	
5300	730	Dues and Fees: includes cost of industry certifications(3x$10000), professional registration dues and training fees(FAAE, FACTE & NAAE3 X $1800). Professional training for instructor to be included (COLT, Chapter Leadership Training, HBI Training, Certification renewals $10262)		$ 45,662.00	

5300	140	Substitute teacher: will be hired to fill in for Agriculture teacher(s) to attend training, competitions, conferences, testing, and assist with classroom projects.		$ 33,000.00	
			Total	**$ 1,700,000.00**	**$ -**

DOE 151
Revised July 2022

Florida Department of Education
Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

A) **Baker County School District**
Name of Eligible Recipient

TAPS Number
25B178

B) **020-92510-5SC01**
Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
1	5300	641	Capitalized Furniture, Fixtures and Equipment	Skid Steer	Baker County High School/ AgTech	1	40,000	40000
2	5300	641	Capitalized Furniture, Fixtures and Equipment	Tractors	Baker County High School/ AgTech	1	58000	58000
3	5300	641	Capitalized Furniture, Fixtures and Equipment	Grain Drill	Baker County High School/ AgTech	1	15,000	15000
4	5300	641	Capitalized Furniture, Fixtures and Equipment	Featherlite Stock Trailer	Baker County High School/ AgTech	1	20000	20000
5	5300	641	Capitalized Furniture, Fixtures and Equipment	Alcon Enclosed Trailer	Baker County High School/ AgTech	1	9000	9000
6	5300	641	Capitalized Furniture, Fixtures and Equipment	Plasma Cutter	Baker County High School/ AgTech	1	40,000	40000
7	5300	641	Capitalized Furniture, Fixtures and Equipment	Trimming Hoof Table	Baker County High School/ AgTech	1	40000	40000
8	5300	652	Other Motor Vehicles	F250 4door diesel truck	Baker County High School/ AgTech	1	80,000	80000
9	5300	651	Other Motor Vehicles	15 passenger Van	Baker County High School/ AgTech	1	75,000	75000
10	5300	641	Capitalized Furniture,	5 x10 Southland Dump Trailer	Baker County High School/ AgTech	1	7545	7545

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
			Fixtures and Equipment					
11	5300	641	Capitalized Furniture, Fixtures and Equipment	Inverter 7000 Watt Standby Gas Generator	Baker County High School/ AgTech	2	6200	12400
12	5300	641	Capitalized Furniture, Fixtures and Equipment	Utility Task Vehicle	Baker County High School/ AgTech	1	9000	9000
13	5300	641	Capitalized Furniture, Fixtures and Equipment	Gooseneck Trailer	Baker County High School/ AgTech	1	35000	35000
14	5300	641	Capitalized Furniture, Fixtures and Equipment	7.5 Grooming chutes	Baker County High School/ Ag Tech	3	1300	3900
15	5300	641	Capitalized Furniture, Fixtures and Equipment	Renegade show boxes	Baker County High School/ Ag Tech	1	1855	1855
16	5300	641	Capitalized Furniture, Fixtures and Equipment	Electric Pipe Bender	Baker County High School/ Ag Tech	1	1300	1300
17	5300	641	Capitalized Furniture, Fixtures and Equipment	Hog Scale and Sheep Crate plus accessories	Baker County High School/ Ag Tech	1	3500	3500
18	5300	641	Capitalized Furniture, Fixtures and Equipment	Tig Welder	Baker County High School/ Ag Tech	1	1500	1500
19	5300	641	Capitalized Furniture, Fixtures and Equipment	Utility Band Saws	Baker County High School/ Ag Tech	2	750	1500
20	5300	641	Capitalized Furniture, Fixtures and Equipment	Rolling Cultivator	Baker County High School/ Ag Tech	1	1800	1800
21	5300	641	Capitalized Furniture, Fixtures and Equipment	70 bushel Creep feeder	Baker County High School/ Ag Tech	1	4400	4400
22	5300	641	Capitalized Furniture, Fixtures and Equipment	3 ton Gravity Tender	Baker County High School/ Ag Tech	1	4500	4500
24	5300	641	Capitalized Furniture, Fixtures and Equipment	Ge Refrigerator	Baker County High School/ Ag Tech	1	1500	1500

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST ($)	TOTAL AMOUNT ($)
	A	B	C	D	E	F	G	H
25	5300	641	Capitalized Furniture, Fixtures and Equipment	Water fountain system	Baker County High School/ Ag Tech	1	1500	1500
26	5300	641	Capitalized Furniture, Fixtures and Equipment	Calf Table	Baker County High School/ Ag Tech	1	3000	3000
27	5300	641	Capitalized Furniture, Fixtures and Equipment	Liberty Left Hand	Baker County High School/ Ag Tech	1	4700	4700
28	5300	641	Capitalized Furniture, Fixtures and Equipment	Freedom right Hand	Baker County High School/ Ag Tech	1	3500	3500
29	5300	641	Capitalized Furniture, Fixtures and Equipment	Gates and panels sets	Baker County High School/ Ag Tech	10	1410	14100

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above? YES x NO ___

Project Performance Accountability Form

Definition

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Purchase of Advanced Agricultural Machinery and Equipment	Purchase of large Ag Equipment that requires three bids before purchasing. Includes truck, van, and tractors	POs for proof of purchase	July 2025	$430,000
Renovation and expansion of Barn and Livestock Facility	The planned renovations aim to create a multipurpose facility enabling more students to participate in SAEs and will include a small veterinarian clinic for hands-on learning with animal care. Purchase of supplies for this project.	POs from construction companies and photos of completed project.	December 2025	$359875
Renovation and updating of AgTech/Ag Mechanics Lab	Installation of 5 pulldown doors to enclose building. Replacement of duct system and purchase of welding equipment and Plasma cutter. Purchase of supplies for this project	POs from door installation, duct system and equipment	March 2026	$319875
Renovation and expansion of Greenhouse and Horticulture Facilities	Renovate existing glass greenhouse and replace watering system, fans and glass roof. Install hydroponic equipment. Purchase of supplies for this project.	POs from renovations and equipment	July 2026	$409875
Teacher Training and Professional Development	Ongoing professional learning for 2 instructors, test prep and attending state and national FFA conventions. Hiring substitutes for days teachers are out of classrooms. Travel for instructors for convention, events, fairs, conferences, training, and other Ag related events.	POs from Teacher trainings and state and national conventions.	June 2027	$152885
Establishing a grant manager	Establish responsibilities and set goals for grant manager to work with instructor to complete all projects assigned to this funding.	PARs for employee	June 2027	27490

AGENDA ITEM NO. 9.1

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	N/A
ITEM TYPE:	Removed Routine
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Removed Routine Items.

AGENDA ITEM NO. 9.2

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 Student Progression Plan and 2025-2026 Code of Student Conduct.

ATTACHMENTS:
08.18.2025 Approval of 25-26 Student Progression Plan and Code of Student Conduct_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Teaching and Learning
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 6, 2025

Wyatt Milton, Superintendent
Baker County School District
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton,

I am requesting school board approval for the attached 2025-2026 Student Progression Plan and the 2025-2026 Code of Student Conduct. These plans have completed the public review process and a public hearing was held on August 4, 2025.

If you have any questions, please call me at 259-0408.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

BAKER COUNTY SCHOOL DISTRICT

2025-2026
STUDENT PROGRESSION PLAN



In accordance with Florida Statutes 1008.25, the School Board shall adopt a Student Progression Plan.

The Baker County Student Progression Plan will be reviewed annually by a reviewing committee made up of the building principals, guidance counselors, classroom teachers, district instructional staff and the Superintendent.

WYATT MILTON, SUPERINTENDENT

SCHOOL BOARD MEMBERS

Tiffany McInarnay, Chairperson	District 1
Jack Baker Jr., Vice-Chairperson	District 2
Clayton Lyons Jr.	District 3
Amanda Canaday	District 4
Amanda Hodges	District 5

BAKER COUNTY SCHOOLS DIRECTORY

District Office	**259-6251**
Baker County High School	**259-6286**
Baker County Middle School	**259-2226**
Legacy Elementary School	**259-0300**
Macclenny Elementary School	**259-2551**
Westside Elementary School	**259-2216**
Pre-Kindergarten/Kindergarten Center	**259-0405**
Educational Services	**259-7825**
Family Service Center	**259-6551**
Transportation Department	**259-2444**
Vocational, GED & Adult Ed. Dept.	**259-0403**

"WHERE CHILDREN ARE FIRST!"

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BAKER COUNTY SCHOOL DISTRICT STUDENT PROGRESSION PLAN
(Applicable to All Students)

COMPREHENSIVE PROGRAM

Section 1008.25(2) (a-c) mandates that the district shall establish a comprehensive student progression plan that includes standards for evaluating each student's performance on the Florida Standards. The progression plan must include specific levels of performance in ELA, science, mathematics, and social studies for each grade level, including the levels of performance on statewide assessments as defined by the commissioner, below which a student must receive remediation or be retained within an intensive program that is different from the previous year's program and that considers the student's learning style. The progression plan must include an appropriate alternative placement for a student who has been retained for two or more years.

Each student failing to meet minimum performance expectations in the above areas, must continue to be provided remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

GRADING SYSTEM

The following district-wide grading system has been adopted by the Baker County District School Board. Its numerical equivalents are:

Letter Grade	Score	Grade Point Value	Description
A	90-100	4.0	"Outstanding Progress"
B	80-89	3.0	"Above Average Progress"
C	70-79	2.0	"Average Progress"
D	60-69	1.0	"Lowest Acceptable Progress"
F	0-59	0.0	"Failure"
I	0	0.0	"Incomplete"

All averaging will be done by numerical value and not by letter value. For some classes and programs, the following letter grade will be used:

E = "Excellent" (90-100%)
S = "Satisfactory" (70-89%)
N = "Needs Improvement" (60-69%)
U = "Unsatisfactory" (0-59%)

Affixing plus or minus to the letter grade is optional in the elementary schools. Kindergarten will be evaluated by its own grading scale. Conduct grades shall be awarded in the form of:

GRADES K-5	GRADES 6-12
E = "Excellent"	
S = "Satisfactory"	S = "Satisfactory"
U = "Unsatisfactory"	U = "Unsatisfactory"

Middle School final semester exams are optional. If given, the worth of each exam will be determined by the classroom teacher. The value will not exceed 20% of the semester grade. A Civics end-of-course exam is required in middle school and is worth 30% of the final grade. End-of-course (EOC) exams are mandated by Florida statutes. Algebra 1 EOC is worth 30% of the final grade.

High School end of course (EOC) and semester exams are required. EOC exams given in Algebra I, Geometry, Biology I, and US History are worth 30% of the final grade. End of course (EOC) exams are tests mandated by Florida statutes.

Semester exams and End of Year (EOY) assessments are school administered tests used to determine student mastery of the curriculum. Semester exams are given at the end of the first semester of year-long courses and are worth 20% of the semester grade. EOY's are cumulative exams given at the end of each course and are worth 20% of the semester grade during which they are administered. Parents/guardians will be notified of their child's progress during the school year by means of formal report cards at each nine-week interval and by progress reports during the fifth week of each quarter. Other means of keeping parents/guardians informed may consist of the following: conferences, samples of student's work, test results, letters, informal notes, Skyward Parent Portal, etc.

ASSESSMENTS

Each student must participate in the statewide assessment tests. Section 1008.22, Florida Statutes, states "participation in the assessment program is mandatory for all school districts and all students attending public schools." Additionally, Section 1008.34, Florida Statutes, states; "each school must assess at least 95% of its eligible students". Section 1008.32, Florida Statutes, states that the Commissioner of Education may investigate allegations of non-compliance with law by school districts. **A student's course enrollment may be influenced by statewide assessment and diagnostic test performance.** This includes enrollment in honors courses and ELA and math intervention classes.

PROGRESS REPORTING AND ANNUAL REPORT

Each district school board must annually report to the parent of each student the progress of the student toward achieving state and district expectations for proficiency in ELA, science, mathematics, and social studies. The district school board must report to the parent the student's results on each statewide assessment test. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, district and state assessments, and other relevant information.

The district will annually publish in the local newspaper, and report in writing to the State Board of Education by September 1* of each year, the following on the prior school year: the provisions of F.S. 1008.25(8) relating to public school student progression and the district policies and procedures on student retention and promotion; by grade, the number and percentage of all students in grades 3 through 10 performing at Levels 1 and 2 on the Florida Assessment of Student Thinking ELA (FAST ELA); the number and percentage, by grade, of all students retained in grades 3 through 10; the total number of students promoted for good cause, by each category; and any revisions to the district school board's policy on retention and promotion from the prior year.
*This information will be published once it has been released by the Florida Department of Education.

ALLOCATION OF RESOURCES

Remedial and supplemental instruction resources will be allocated as follows: First, to students who are deficient in ELA by the end of grade 3, and second to students who fail to meet performance levels required for promotion.

ELIMINATION OF SOCIAL PROMOTION AND GOOD CAUSE EXEMPTIONS

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

b) The school board may only exempt students from mandatory retention for good cause. Good cause exemptions for students in grade 3 shall be limited to the following:

    1. Limited English proficient students who have had less than 2 years of instruction in an English for Speakers of Other Languages (ESOL) program.

    2. Students with disabilities whose individual education plan (I.E.P.) indicates that participation in the statewide assessment program is not appropriate, consistent with the requirements of State Board of Education rule.

3. Students who demonstrate an acceptable level of performance on an alternative, standardized reading assessment approved by the State Board of Education.

4. Students, who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Florida Standards in reading equal to at least a Level 2 performance on the FAST.

5. Students with disabilities who participate in the FAST and who have an individual education plan or a Section 504 plan that reflects that the student has received the intensive remediation in reading, for more than 2 years but still demonstrates a deficiency in reading and was previously retained in kindergarten, grade 1 or grade 2.

6. Students who have received two or more years of intensive reading intervention and were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of two years meet the criteria for good cause exemption. Students may not be retained in grade 3 more than once. Intensive reading instruction for students so promoted must include an altered instructional day based upon an academic improvement plan that includes specialized diagnostic information and specific reading strategies for each student. The district school board shall assist schools and teachers to implement reading strategies that research has shown to be successful in improving reading among low performing readers.

c) Requests for good cause exemptions for students from the mandatory retention shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the school principal that indicates that the promotion of the student is appropriate and is based upon the student's academic record. In order to minimize paperwork requirements, such documentation shall consist only of the existing Progress Monitoring Plan, individual educational plan, if applicable, report card, or student portfolio.

2. The school principal shall review and discuss such recommendation with the teacher and make the determination as to whether the student should be promoted or retained. If the school principal determines that the student should be promoted, the school principal shall make such recommendation in writing to the district school superintendent. The district school superintendent shall accept or reject the school principal's recommendation in writing.

REQUIREMENTS FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

During the adjustment period after first entering the United States, the English Language Learner (ELL) student's English skills progress and content area efforts will be evaluated on a "satisfactory" or "needs improvement" basis until it is determined that the assignment of letter grades is appropriate. The student will be evaluated accordingly once he/she has demonstrated an understanding of learning activities and assignments. Comments will be made on progress reports/report cards concerning the student's level of performance. Instruction must be understandable, equal, and comparable in scope, sequence, and quality to that which non-ELL students receive. The ELL student is expected to participate in all learning activities appropriate for that individual's level.

Promotion and retention of ELL students is based on measurements of the student's ability to read, write, and perform mathematical functions, not whether the ability is shown in English or in the student's home language. Further description is provided in the District's approved ELL Plan.

REQUIREMENTS FOR HOME EDUCATION STUDENTS RE-ENTERING A PUBLIC SCHOOL

Grades K-8

Upon re-entry into public school from a Home Education program, the home education student will be given a norm referenced achievement evaluation (Kindergarten Readiness Checklist, STAR Early Literacy Assessment, STAR, and/or SAT-10) as part of the re-enrollment process. The appropriate school for the student's previous grade will make the promotion decision.

Grades 9-12

6A-1.09941 State Uniform Transfer of High School Credit (see page 6, Placement of Transfer Students)

CONTROLLED OPEN ENROLLMENT (COE)

It is the responsibility of the parent/guardian to submit a Controlled Open Enrollment application within the application window to request attendance at a school other than the student's zoned school. If the student resides in another county, it is also the responsibility of the parent/guardian to initiate an out-of-county school attendance waiver. The superintendent or designee has the authority to grant or deny the attendance waiver request. For more information and application visit www.bakerk12.org

PATRIOTIC PROGRAM

Florida Statute 1003.44 recognizes the last full week of classes in September, in the state's public schools, as "Celebrate Freedom Week." The students in each social studies class shall be presented at least 3 hours of appropriate instruction, as determined by the school district, on the intent, meaning, and importance of the Declaration of Independence. On each school day during this week, school principals and teachers are required to conduct an oral recitation by students of the following excerpt of the Declaration of Independence:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed."

Students will be excused from participating in the recitation of the Declaration of Independence, upon written request by a student's parent submitted to the principal.

The American Flag will be displayed daily in each classroom and flag education, including proper flag display and flag salute will be taught. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each elementary, middle and high school. Upon written request by his or her parent, a student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes.

IMMUNIZATION POLICY

Prior to admittance to or attendance in a Baker County school, grades kindergarten through 12 or any other initial entrance into a Florida school, each child must present or have on file with the school a certification of immunization for the prevention of those communicable diseases, for which immunization is required by the Department of Children and Families (F.S. 1003.22).

SUMMER SCHOOL

A pupil attending summer school shall have a preliminary registration form approved by the principal of the school, which he/she attends. Pupils in Grades 6, 7, and 8 will be limited to two courses, consisting of new, make-up, or remedial work. Pupils in Grades 9-12 will be limited to two credits or the equivalent thereof per summer. In order to participate in summer school, a student must have spent no less than a total of one hundred and thirty-five clock hours participating in instruction or directed study per subject in the regular program. Due to limited space and numbers, the principal will consider grades/GPA, behavior, school attendance, and other individual student circumstances when assigning students to summer school. The principal reserves the right to accept or deny entrance to a summer school program.

A student may earn up to two credits in summer school at any accredited high school, including but not limited to Florida Virtual School (FLVS). Mastery of specific skills in the summer school course will be necessary in order to pass.

Admission into the summer school program shall be for the purpose of promotion and/or credit. All other requests for admission may be approved by the principal/designee, e.g. enrollment in order to repeat a course for the purpose of improving one's GPA.

GENERAL EDUCATION DEVELOPMENT

A candidate for a high school equivalency diploma shall be at least sixteen (16) years of age on the date of examination and have filed a formal declaration of intent to terminate school enrollment. Underage students can take the GED test at any time after withdrawing from high school as long as their parents/guardians have completed the new underage waiver form and it has been approved by the Florida Department of Education (FDOE). The student must register with GED.com prior to submitting the Underage Waiver Form to the FDOE. The underage student must submit the signed and notarized form and proof of withdrawal to the FDOE for the age alert to be cleared @ GEDagewaiver@fldoe.org. Once cleared, the student will be notified by GED. **The school of Adult Education no longer submits any forms for, or on behalf of, the underage student/parents for underage testing**. Underage students in the program are no longer required to pass all four practice tests prior to taking the official GED test. Students may enroll in adult general education at our local Family Service Center, 418 S. 8th Street, Macclenny, FL 32063.

FLORIDA STATUTES AND DEPARTMENT OF EDUCATION RULES

Any Florida Statute or Florida Department of Education rule shall take precedence over the provisions of this progression plan provided that the statute or rule contradicts or limits the requirements of this plan.

PLACEMENT OF TRANSFER STUDENTS

1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credit shall be validated through performance during the first grading period as outlined in subsection (2).

2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3).

3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

a) Portfolio evaluation by the superintendent or designee;
b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal
c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
d) Demonstrated proficiencies on nationally normed standardized subject area assessments;
e) Demonstrated proficiencies on the FAST; or
f) Written review of the criteria utilized for a given subject provided by the former school. Students must be provided at least ninety days from date of transfer to prepare for assessments outlined in paragraphs (3) (d) and (e) of this rule if required.

MINIMUM INSTRUCTIONAL HOURS IN HEALTH EDUCATION, ALCOHOL AND SUBSTANCE ABUSE PREVENTION, AND HIV/AIDS EDUCATION

Students enrolled in the Baker County School District will receive the following minimum number of hours of instruction in health education, alcohol and substance abuse prevention, and/or HIV/AIDS education:

Grades K-3	35 hours per year
Grades 4-5	55 hours per year
Grades 6-7	35 hours per year
Grade 8	30 hours per year

FLORIDA STANDARDS

The schools of Baker County will incorporate the Florida State Standards into their programs of instruction at the appropriate grade levels and in the applicable courses.

ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC EXTRACURRICULAR STUDENT ACTIVITIES – SECTION 1006.15, F.S.

A 2.0 cumulative GPA on a 4.0 scale must be maintained for participation in interscholastic extracurricular student activities.

EXTRA-CURRICULAR ACTIVITIES

All students will comply with the requirements of the State of Florida as well as the Florida High School Athletic Association in regards to eligibility requirements for participation in extracurricular activities. For Grades 9-12, students must maintain at least a 2.0 cumulative GPA on a 4.0 scale in order to participate in any extracurricular or co-curricular activities, including but not limited to any club, band, JROTC, FFA, sideline cheer, majorettes, dance or flag corps.

ASSIGNMENT OF GRADES

The initial and primary authority for the assessment of student performance and the awarding of student grades is assigned to the teacher responsible for the course or class.

APPEAL PROCESS

Any request regarding a review, a modification, and/or an appeal of the Baker County School District's Student Progression Plan, and/or the consequences thereof, shall be initiated at the first level of responsibility and may progress to other levels if deemed necessary.

STATEMENT OF NONDISCRIMINATION

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill **is designated as Baker County School District's Equity Coordinator**. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act, or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail, equity-coordinator@bakerk12.org

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

All Students who take the statewide assessment test are required to score Level 3 or higher as required by F.S. 1008.22. A student who is not meeting the state requirement for proficiency in ELA and math shall be covered by one of the following plans to target instruction and identify ways to improve his or her academic achievement: a federally required student plan, such as, an individual education plan, a school-wide system of progress monitoring for all students, or an individualized progress monitoring plan.

Baker County uses the problem solving/response to intervention, MTSS, method of developing and implementing instruction and interventions based on a three-tiered model. Our MTSS model integrates core instruction (Tier 1), supplemental instruction/interventions (Tier 2), and intensive interventions (Tier 3). The procedures for conducting required general education interventions are specified in our MTSS district guide. Procedures below are documented on district-developed forms to monitor student progress and make data-driven decisions.

Tier 1 – The general education staff use core instruction and schoolwide assessments to observe, gather, and analyze student data to adjust instructional techniques and provide differentiated instruction. The focus of Tier 1 is on core instruction and universal screening data which is used to formulate interventions. The teacher may establish baseline data, complete a record review, use existing databases, and conduct curriculum-based assessments and/or behavior assessments. Parents are contacted to discuss data, possible interventions, any need for vision, and hearing or speech/language screenings. Progress monitoring data are collected to determine the effectiveness of core instruction.

Tier 2 – Supplemental instruction/interventions are managed by the MTSS team. A team meeting is held to review the intervention referral, plan interventions, obtain consent for screening as necessary, and obtain social/developmental history data when appropriate. Intervention plans are formalized in writing, and screenings are conducted subsequent to consent, as appropriate. Designated personnel implement interventions which include progress monitoring. Post intervention measures are recorded on appropriate forms. Parents are notified of a future meeting which is held to discuss observations, review results of interventions, and rate of progress to determine if the student is making adequate gains.

Tier 3 – Intensive interventions are managed by the MTSS team and may include the ESE district or student services district level staff. Parents are invited to a meeting where the team reviews all documentation from Tiers 2 and 3, and develops targeted intensive individual interventions for academic concerns. A formal behavior intervention plan is developed for behavioral concerns. Designated personnel implement interventions which include weekly progress monitoring. Post intervention measures are recorded on appropriate forms. Parents are notified of an additional meeting which is held to determine one of three actions: (1) continue and/or modify Tier 2 or Tier 3 interventions, (2)

request further information for Tiers 1, 2 or 3, before finalizing decisions, or (3) make a formal referral for evaluation to determine if the student needs exceptional education services.

VIRTUAL INSTRUCTION PROGRAM

Virtual Education 1002.45 F.S.

Baker County Virtual School (BCVS) is the provider of first choice for virtual instruction; however, in situations in which BCVS cannot fulfill the need, students may qualify to access the services of Florida Virtual School (FLVS). As stipulated by the Florida K-20 Education Code (1002.20 F.S.) parents/legal guardians have the right to choose educational options such as BCVS and Florida Virtual School (FLVS), for their children. A student's full-time school may not deny access to courses offered by BCVS or FLVS assuming that the desired online course(s) is an appropriate course placement based on the student's academic history, grade level, and age. All students, including home education and private school students, are eligible to participate in any of Baker County's virtual instruction classes. A student may enroll in a virtual instruction program provided by the school district in which he or she resides. Each student enrolled in BCVS must take statewide assessments. Students enrolled in a BCVS/FLVS course which requires a state end-of-course (EOC) assessment are required to take the EOC in their district school of enrollment and the EOC is 30% of the grade in the class. Full time BCVS students are public school students and are required to take all the state assessments with BCVS additional information is available at: **bakerk12.org/bcvs**

Baker County Virtual School offers:

- Full time virtual instruction for students in grades K-12 (1002.31 F.S.).
- Individual online courses for students (attending a Baker County public school, private schools, and home education) in grades K-12.
- Curriculum for grades 6-12 provided by FLVS.

Placement in Baker County Virtual School or Florida Virtual School (FLVS)

1001.42 F.S., 1003.498 F.S., establishes virtual school as an educational choice and an acceleration option for students.

BCVS/FLVS may be appropriate for students with medical or behavior issues that may limit success in the traditional classroom, students who need single subject acceleration, or for students needing a more flexible schedule due to training or other extracurricular endeavors. Parents/legal guardians should confer with the counselor to determine whether the course selected is appropriate for the student based on the student's academic history.

Principals will determine if placement in a BCVS/FLVS course is appropriate academically for the student based on course prerequisites, the student's academic history, age, and appropriateness of the course for the student's Graduation plan. For students with disabilities, an IEP or 504 meeting will be held prior to determining whether placement in a BCVS/FLVS course is appropriate based on their individual needs. Enrollment in virtual school must be approved by the student's school counselor prior to the start of a new semester. The School Board shall provide students with access to enroll in courses available through the BCVS/FLVS and shall award credit for successful completion of such courses. Access shall be available to students during or after the normal school day. Students wishing to take courses from BCVS/FLVS must work closely with their school counselors to ensure that courses fit in their graduation plan. Requests for virtual courses made after the start of school will fall under the normal school drop/add policies for any course. Schools shall make every effort for a student to access BCVS/FLVS coursework on site for a student whose graduation plan indicates that placement in a BCVS/FLVS course during the school day is appropriate. Consistent with school board rules and in accordance with state statute 1012.28 (5) F.S.), the Superintendent has designated the principal of the school as the final authority in the placement of students in programs or classes.

Additional information is available at the FLDOE Virtual Education webpage https://www.fldoe.org/schools/school-choice/virtual-edu/parent-resources.

Students registered in the BCVS full-time program may participate in any interscholastic extracurricular activity at the public school within the district they reside (FHSAA Bylaw 9.2.2.3) according to district school board attendance area

policies or which the student could choose to attend pursuant to 1002.31 F.S. if the student meets other eligibility requirements and registers his or her intent to participate in interscholastic extracurricular activities with the school before the beginning date of the season for the activity in which he or she wishes to participate. A BCVS/FLVS student must be able to participate in the curricular activities if that is a requirement for an extracurricular activity (1006.15 F.S.).

BCVS/FLVS Participation Requirements

- Students enrolled at Baker County High School will have learning labs that have been established to assist in student access to virtual courses. Students enrolled in these labs will be held to daily class attendance requirements even if the course is completed prior to the end of the enrolled semester.
- It is recommended that students have a 2.0 or higher GPA OR score a level 3 or higher on the FAST in reading unless the student has medical or behavior issues that may limit success in the traditional classroom. It is recommended for students in 1st-3rd to score in the 50th percentile or above on the STAR reading.
- Students must meet with school counselors to determine if placement in a BCVS/FLVS is academically appropriate for the student based on course prerequisites, the student's academic history and age and appropriateness of the course for the student's Graduation plan. All courses must be approved by the counselor.
- For students with disabilities, an IEP or 504 meeting will be held prior to determining whether placement in a BCVS/FLVS course is appropriate based on their individual needs.
- Once a semester has begun, a student may not withdraw from a school course to enroll in the same course online without administrative approval.
- Students may not simultaneously be placed in the same course concurrently at a district high school and at BCVS/FLVS.

In order to be a successful full-time virtual instruction student, Baker County School District Students should:
1) Have consistent parent/guardian supervision of student
2) Maintain pace in all courses (1 hour per day per course) and submit required work
3) Be daily engaged in course activities/enrolled in 6 courses
4) Establish regular communication with all teachers via email, phone, and/or text
5) Earn and maintain passing grades of C or higher
6) Earn appropriate credits/standards for end of year grade promotion
7) Participate in all district standardized testing
8) Honor all rules and procedures established by Baker County School District for student conduct, academic integrity, and etiquette.

Exceptional Student Education

Baker County Virtual Instruction Program will accept any student who meets the requirements in Section 1002.45, Florida Statutes. Since the school district VIP is a public K-12 school (Section 1000.04(1), Florida Statutes), the district cannot restrict participation to only those students who do not have specialized educational plans [i.e., individual educational plan (IEP) or Section 504 plan for students with disabilities; or an educational plan (EP) for gifted students].

Section 1003.57, Florida Statutes, Exceptional Student Instruction, requires full-time virtual instruction programs authorized by Section 1002.37 or Section 1002.45 Florida Statutes, to fulfill “the obligation of a school district for public school exceptional students who are enrolled in full-time virtual programs.”

Ultimately, the district is responsible for the development and implementation of IEPs and EPs and responsibilities related to Child Find and identification of ESE students. However, the contractual agreement between the school

district and the virtual provider may establish specific requirements with regard to the role and responsibilities of the virtual provider for some or all of these activities.

Special Note to applicants currently enrolled and receiving services in an Exceptional Student Education program (ESE): Baker County School Board ESE Special Programs and Procedures state, "The district assures provision of full educational opportunity to all children with disabilities, aged three through twenty-one, using the kind and number of facilities, personnel, and services necessary to meet this goal. A free appropriate public education (FAPE) is available to all students with disabilities upon determination of need." **Therefore, all ESE students must have an IEP review prior to enrollment. The ESE Director or designee will attend this review. This means that the special education or related services which were provided to your child at his or her previous school of enrollment may not be provided to him/her at Baker County Virtual School.**

Enrollment Periods

Parents and students may apply to this program during the open enrollment periods. Parents can access the Baker County School District website to review the enrollment process and pertinent information throughout the year.

Enrollment Windows for Full Time Virtual

1st Enrollment Period: April 1, 2025 to August 1, 2025

- For a start date of August 11, 2025

2nd Enrollment Period: December 1, 2025 to December 19, 2025

- For a start date of January 6, 2026

Students can join full time enrollment up to one month after the semester begins.

- Students may not drop a course after the drop/add deadline in order to enroll in an online course with FLVS or MDVS. Students may move between a virtual or brick-and mortar classroom in a yearlong course after the end of the first semester, provided that the student continues to meet the requirements for full-time enrollment.
- Students who have been previously unsuccessful in a virtual school course (Withdraw/Failing or Complete Failing) will need to meet with their guidance counselor before the course request is approved. Students will not be allowed to re-enroll in a virtual school course in which they have previously been unsuccessful or dropped.
- Students who do not complete at least 20% of the course and do not have an average of "C" or higher throughout the Grace Period of 28 days for MDVS may be withdrawn from the course (WNG). Students will not be allowed to re-enroll in a course in which they have previously been unsuccessful or dropped.
- Students have until the end date of Survey 4 to complete a virtual course. Students may remain enrolled beyond this date if: the course is needed for credit recovery, on-time graduation, or for course completion until the amendment of the final enrollment survey (4).

Drop-Add Procedures (continuing students)

- Florida Virtual School (FLVS) Courses
  While FLVS may have institutional drop/add procedures and timelines, all district students must carry a course load of at least six (6) active courses. While students await acceptance to FLVS courses, they must remain enrolled full-time.
- Dropping a FLVS course and adding a Physical School Course
  - A student may drop a FLVS course up to the 14th day of the semester and add a course on their school campus. FLVS drop/withdraw grade and credit guidelines still apply.
  - If a student is dropped from a FLVS course, the student may enter a course with My District Virtual School or on their school campus at the beginning of the following semester. Florida Virtual School

"W/F" (Withdraw/Failing) and "CF" (Complete Failing) codes will be treated as a grade of "F" on the student transcript. Students who have been withdrawn from a course will not be allowed to enroll in the same course.

- My District Virtual School Courses
    - While My District Virtual School may have drop/add procedures and timelines, all full-time district students must carry a course load of at least six (6) active courses and must comply with the school district's drop/add time requirements.
    - While students await acceptance to My District Virtual School courses, they must maintain an enrollment that meets full-time status.
- Exiting Online Courses
    - Students who are exited from an online course during the drop/add dates may add the same course at their school site only if the drop/add date falls within the first 14 days of the semester. Students will not be allowed to enroll in the same course in My District, or be transferred to FLVS, for the same course.

Parent Responsibilities

Parents must monitor their student's assignments and assessments. In lieu of the daily presence of a face-to-face teacher, parents should take the lead in guiding the students through the curriculum, submission of work samples, assignments, practicing FAST assimilations, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state assessments. Students who do not participate in required testing will not be allowed to enroll in My District Virtual School for the following year.

Academic Integrity

A full commitment to academic integrity is expected and required from Baker County School District Virtual Instruction students. Students must commit to the following requirements associated with academic integrity:

• Your work on each assignment will be completely your own
• Your collaboration with another classmate on any assignment will be pre-approved by your instructor
• You will not practice plagiarism in any form
• You will not allow others to copy your work
• You will not misuse content from the internet, including the use of Artificial Intelligence software such as ChatGPT, CoPilot, Azure or others.
• You will not aid anyone scheduled to take the same course semester/final exams in the future. In addition, parents must attest to the fact that student work is completely the effort of their child.

Enrollment in Advanced Placement Courses 1007.27(6) F.S.

Advanced Placement (AP) is the enrollment of an eligible secondary student (virtual or brick and mortar) in an Advanced Placement course administered by the College Board. Students are expected to take an AP exam at the end of each AP course. The student will receive the AP weighted credit regardless of the AP test score.

Awarding of Advanced Placement Credit

Students who score a minimum of 3 on a 5-point scale may receive college credit. Students who score a 4 or 5 on certain examinations also benefit from course equivalency credit. A course equivalency chart may be found at https://www.floridashines.org/.

Credit Recovery Courses

Credit Recovery Courses may be used for Grade Forgiveness / Credit Recovery as well as remediation, and they may be taken in a traditional classroom, a credit recovery lab or through virtual school. Courses offered through a

private school may not be used for credit recovery.
Students enrolled in a Credit Recovery Course must have previously attempted the corresponding course and end-of-course (EOC) assessment, since the course requirements for the Credit Recovery course are exactly the same as the previously attempted corresponding course. For example, Geometry (1206310) and Geometry for Credit Recovery (1206315) have identical content requirements; however, Credit Recovery courses are not bound by section 1003.436 F.S., which requires a minimum of 135 hours of instruction. Students who are college-bound athletes and are registering with the NCAA Clearinghouse cannot do credit recovery, per NCAA Guidelines. To recover failed courses, college-bound athletes may only do grade recovery through brick-and-mortar classes, FLVS, or BCVS courses.
Florida Statute 1002.31 F.S. provides student rights relative to the eligibility of full-time Florida Virtual School/ BCVS students to participate in interscholastic extracurricular activities at their home-zoned public school.
National Collegiate Athletics Association (NCAA) division I and II prospective student athletes should consult NCAA initial eligibility requirements regarding virtual courses. For more information: https://www.ncaa.org/sports/2014/10/24/nontraditional-courses.aspx.

BAKER COUNTY GRADES K - 5 STUDENT PROGRESSION PLAN

Pupil promotion in the Baker County Elementary Schools is based on an evaluation of each pupil's achievement in terms of appropriate instructional goals. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially and emotionally at the next grade level is that of the classroom teacher, subject to review by and approval of the principal. However, students must also meet established requirements at each grade level. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment tests in ELA, science, mathematics, and social studies must continue to be provided with remedial or supplemental instruction until the expectations are met or the student graduates from high school or is not subject to compulsory school attendance.

Students who do not satisfactorily achieve established objectives for the grade to which they are assigned, will be reassigned to the same grade for the next school year or placed in a specialized class within the regular school program. The students are to be provided instruction designed to continue their progress toward mastery of the required standards.

For uniformity, all in-coming students from other schools shall be issued grades if enrolled 20 or more school days during the grading period. No grades will be given from Baker County School District for enrollment of less than 20 school days. This is the only instance in which students would receive no grades.

Letter grades will be assigned to all major subject areas. These include ELA (English Language Arts - formerly known as reading, language arts, and writing), mathematics (grades 1- 5), science (grades 3-5), and social studies (grades 4-5). A letter designation will be given for science (grades 1-2) and social studies (grades 1-3) as follows:

"S" = Satisfactory "U" = Unsatisfactory

RETENTION K--5

Mastering early literacy and communication skills in kindergarten through second grade is crucial for students to read at or above grade level by the end of third grade.

Students in grades K-2 who score at Level 1 or 2 on the Florida Assessment of Student Thinking (FAST), or who fall at or below the 20th percentile on other assessments like Star Early Literacy, Star Reading, or Star Math, will be closely monitored to identify necessary support.

Any student being considered for retention will be referred to the MTSS (Multi-Tiered System of Supports) team. The MTSS team will review the student's data and decide whether retention is appropriate, then make a recommendation to the school principal.

Parents will be informed if their child is at risk of retention. Included with this notification will be information about the importance of students mastering early literacy and communication skills in order to be reading at or above grade level by the end of grade 3. Mailed letters and other means of communication addressing math and/or reading deficiencies of the student will meet the notification requirements related to retention risk, parental input, and importance of early literacy and communication skills. While parents must be involved in the retention decision process, the final decision on retention will be made by the principal or their designee.

The previously mentioned factors along with the following criteria are utilized to determine retention for students in each specific grade.

Retention in kindergarten will be based on an “N” or a “U” on the fourth nine weeks ELA grade. Retention recommendations are possible, even though the student may have passing grades.

Retention in Grade 1 will be based on a failing final grade in either ELA or mathematics. Retention recommendations are possible, even though the student may have passing grades.

Retention in Grade 2 will be based on a failing final grade in either ELA or mathematics. Retention recommendations are possible, even though the student may have passing grades.

Retention in grade 3 will be based on failing final grades in two subject areas with one of those subject areas being ELA or math. Also, if a student receives a level 1 score on the Florida Assessment of Student Thinking (FAST) ELA, he/she will be retained. Retention recommendations are possible, even though the student may have passing grades.

Promotion or retention in Grades 4 and 5 will be consistent with Florida Statutes and the Florida Standards. The appropriate teachers will certify mastery of these standards. In grades 4 and 5, the principal will review and consider the student's previous performance record, including ESE status and previous retentions, before determining retention or promotion. The principal may, based on review of individual circumstances, consider mid-year promotion for students who have been retained in grade 4.

REMEDIATION K--5

Each student who does not meet specific levels of performance as determined by the district school board in ELA, science, mathematics and social studies for each grade level, or who does not meet specific levels of performance as determined by the commissioner on statewide assessments at selected grade levels, must be provided with additional diagnostic assessments to determine the nature of the student’s difficulty and areas of academic need. Upon subsequent evaluation, if the documented deficiency has not been remediated in accordance with MTSS, the student may be retained. Parent notification will be sent each nine weeks for students who are identified as "at risk" of failing.

The final decision regarding promotion, retention, or recommendations for special instruction will be made during the last two weeks of the school term, when second semester grades can be evaluated along with other test and performance data including the Florida Assessment of Student Thinking (FAST). Each “at risk” student will be evaluated prior to making a final determination on promotion or retention. Promotion or retention will be noted on the child’s report card and cumulative record at the end of the year. Parents of students being retained will be notified by the principal or their designee.

REQUIREMENTS FOR KINDERGARTEN ADMISSION

Any child five (5) years old on or before September 1st of the school year may be admitted any time during the school year. Any out-of-state transfer must meet the age requirement for his/her state. At the beginning of each school year, students entering kindergarten will be assessed using **Star Early Literacy.**

REQUIREMENTS FOR FIRST GRADE ADMISSION

Any child who has attained the age of six (6) on or before September 1st of the school year and who has satisfactorily completed the requirements for kindergarten in a public school in accordance with the District's Student Progression Plan or in a non-public school from which the District School Board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall be admitted or promoted to the first grade. (F.S. 1003.21)

ASSESSMENT AND REMEDIATION

The school in which the student in need of remediation is enrolled will develop and implement, in consultation with the student's parent, a Multi-Tiered System of Supports Plan designed to assist the student in meeting state and district expectations for proficiency.

For a student with a deficiency in ELA, a MTSS plan shall identify the student's specific areas of deficiency in phonemic awareness, phonics, fluency, comprehension, vocabulary, the desired levels of performance, and the instructional and support services to be provided during the regular school in addition to the regular ELA instruction. Schools shall also provide for the frequent monitoring of the student's progress in meeting the desired levels of performance. The district school board will assist schools and teachers to implement research-based ELA activities that have been shown to be successful in teaching ELA to low-performing students.

The district will provide a state-identified ELA curriculum that has been reviewed by the Florida Center for Reading Research at the Florida State University and meets, at a minimum the following specifications: assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level; provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension, provides scientifically-based and reliable assessment, provides initial and on-going analysis of each student's reading progress, is implemented during regular school hours, provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.

An MTSS plan will be developed in consultation with the parents for all students identified as struggling readers. The district will conduct a review of the MTSS plan for all students who score Level 1 on the ELA portion of the FAST and do not meet one of the good cause exemptions. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency, including a minimum of 90 minutes of daily, uninterrupted, scientifically research-based reading instruction and other strategies prescribed by the school district, which may include, but are not limited to: small group instruction, class size reduction, differentiated instruction, more frequent progress monitoring, tutoring or mentoring, extended school day, and summer reading camps. The district will provide in writing the criteria and policies for a portfolio and the evidence for a student to demonstrate mastery of Florida's grade 3 ELA standards. The district may require a student portfolio to be completed for each student. A parent of a student that is identified at risk for retention at any time during the school year may request the school to begin collecting evidence for a portfolio.

Students with substantial reading deficiency in VPK or Grades K-5 will receive intensive reading instruction. The intensive reading instruction will include an educational program different from the previous year and consider the student's learning style. Students who score below 40% PR on the initial STAR Reading Assessment may receive the services

described above. Those services will be detailed in an MTSS plan developed in consultation with the student's parent to assist the student in meeting state and district expectations for proficiency. Frequent monitoring of the student's progress in meeting the desired levels of performance shall be provided.

At any time during the school year, retained students in Grade 3, demonstrating an independent reading level at or above grade level, may be promoted to Grade 4. Tools used to demonstrate independent reading include: subsequent assessments, alternative assessments, and portfolio reviews, in accordance with the rules of the State Board of Education.

The district will provide these students with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals. Supplemental tutoring in scientifically researched-based ELA instruction will be offered to qualifying students. The district will also provide at-home activities and strategies for parents to help remediate reading deficiencies with their child.

READING DEFICIENCY

Any student, who exhibits a substantial deficiency in reading, based upon Florida Standards and locally determined or statewide assessments conducted in VPK through fifth grade, or through teacher observations, must be given intensive reading instruction immediately following the identification of the reading deficiency. At the beginning of grades K through 5, students will be assessed in ELA. Based upon the results of the assessments and/or based on teacher recommendations, students who are substantially deficient in reading will be given intensive remediation. The student's reading proficiency must be reassessed at the beginning of the next year, and intensive reading instruction must continue until the reading deficiency is remedied.

If the student's reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring Level 2 or higher on the Florida Assessment of Student Thinking (FAST) in ELA for Grade 3, and does not meet good cause, the student must be retained. Students who have received two or more years of intensive reading intervention and were previously retained in kindergarten, grade 1, grade 2, or grade 3 for a total of two years meet the criteria for good cause exemption. Students may not be retained in grade 3 more than once. Students retained under this provision must be provided intensive interventions in ELA to address the student's specific reading deficiencies as identified by a valid and reliable diagnostic assessment to determine the nature of the student's difficulty and areas of academic need. This intensive intervention must include but not be limited to: effective instructional strategies, participation in the school's district summer reading camp, and appropriate teaching methodologies necessary to assist those students in becoming successful readers, able to read at or above grade level, and ready for promotion to the next grade.

The district will implement the following to meet the needs of 3rd grade students identified with a reading deficiency who have not been previously retained in 3rd grade:

Teacher Student Ratio	Same as other students
Reading Instructional Time	90-minute reading block in a smaller group size setting or one-on-one Rule 6A-6.054, F.A.C.

Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 & 6A-6.053 F.A.C.
Screening	Options may include, but are not limited to, program-based materials, teacher observation or a screening/progress monitoring tool. Rule 6A-6.053 F.A.C.

Progress Monitoring	Students identified with a reading deficiency must be progress monitored. Schools must progress monitor students with a reading deficiency a minimum of three times per year. This includes a baseline, mid-year and an end-of-year assessment. Rule 6A-6.054 F.A.C.
Diagnostic	A student who does not meet specific levels of performance on the required assessment as determined by the district school board or who scores below Level 3 on the statewide standardized assessment as applicable under section 1008.22, F.S., must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, the area of academic need and strategies for appropriate intervention and instruction. Section 1008.25(4)(a), F.S.
Progress Monitoring Plan (PMP)	A PMP may be developed and implemented for any student who is not meeting the school district or state requirements for proficiency in reading. Section 1008.25(4) (b), F.S.
Data Reporting	Progress monitoring is required at the district level.

The district will implement the following to meet the needs of 3rd grade students identified with a reading deficiency who have been retained in 3rd grade and do not meet good cause:

Teacher Student Ratio	Reduced Student-Teacher Ratio. Section 1008.25(7)(b)1.c., F.S.
Reading Instructional Time	Minimum of 90 minutes of daily uninterrupted reading instruction which includes small group instruction. Section 1008.25(7) (b) 1. F.S. Intervention in addition to 90-minute reading block. Rule 6A-6.054 F.A.C.
Teacher Quality	Provide students with a highly effective teacher as determined by the teacher's performance evaluation under section 1012.34, F.S. Section 1008.25(7)(b)4., F.S.
Materials	**Core/State Identified** Reading program that is research based and has proven success teaching the components of reading. Rule 6A-6.053 F.A.C. **Differentiated Materials** Research-based materials that reinforce the initial instruction. **Intervention Materials** Research-based materials that teach areas of deficits as determined by an assessment measure. This instruction must take place in addition to the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C. **Differentiated Instruction** Should be treated as immediate intensive intervention with prescribed materials for the students' deficits. **Immediate Intensive Intervention (iii)** Materials should continue to be used during iii after the 90-minute reading block. Rule 6A-6.054 and Rule 6A-6.053 F.A.C.
Screening	Options may include, but are not limited to, program-based materials, teacher observation or screening/progress monitoring tool. Rule 6A-6.053 F.A.C.
Progress Monitoring	Progress monitoring should be more frequent for these students than for non-retained students and should be ongoing. This can be as simple as a Comprehensive Core Reading Program (CCRP) or Supplemental Reading Program (SRP) weekly test, timed readings or teacher observations. Schools must progress monitor students with a

	reading deficiency a minimum of three times per year. This includes a baseline, mid-year and an end-of-year assessment. Rule 6A-6.054 F.A.C.
Diagnostic	A student who does not meet specific levels of performance on the required assessment as determined by the district school board or who scores below Level 3 on the statewide standardized assessment as applicable under section 1008.22, F.S., must be provided with additional diagnostic assessments to determine the nature of the student's difficulty, the area of academic need and strategies for appropriate intervention and instruction. Section 1008.25(4)(a), F. S
Progress Monitoring Plan (PMP)	A PMP must be developed and implemented for any student who is not meeting the school district or state requirements for proficiency in reading. Section 1008.25(4)(b), F.S.
Summer Reading Camps	Districts will provide access to Summer Reading Camps for students scoring Level 1 on the FAST ELA. Districts may extend summer reading camp services to other students. Section 1008.25(7) (b) 1. F.S. School districts will provide written notification to the parent of any student who has not met the proficiency level required for promotion and therefore, is retained. Section 1008.25(7)(b)2., F.S.
Data Reporting	Progress monitoring is required at the district level.
Strategies prescribed by school district which may include, but are not limited to:	
Tutoring and Mentoring	A trained volunteer or mentor may be assigned to each student and/or someone may be assigned to tutor each student on deficit areas. Section 1008.25(7)(b)1. e., F.S.
Transition Classes	The school district has the option of placing students who have been retained in grade 3 and have received intensive instructional services but are still not ready for promotion, as determined by the school district, in a transitional instructional setting. Section 1008.25(7)(b)1. f., F.S.

Extended School Day	Provide an after-school program with research-based materials and certified teachers to tutor and remediate students. Saturday school with research-based materials and certified teachers to tutor and remediate students. Extended year with research-based materials and certified teachers to tutor and remediate students. Section 1008.25(7)(b)1. g., F.S.

PARENTAL NOTIFICATION

The parent of any student who exhibits a substantial deficiency in reading and/or mathematics based upon locally determined or statewide assessments or through teacher observations, must be notified in writing of the following:

1) The child has been identified as having a substantial deficiency in reading and/or mathematics

2) A description of the current services that are provided to the child.

3) A description of the proposed supplemental instructional services and supports that will be provided to the child that are designed to remediate the identified area of reading and/or mathematics deficiency.

4) That if the child's reading deficiency is not remediated by the end of grade 3, the child must be retained unless he or she is exempt from mandatory retention for good cause.

5) Strategies for parents to use in helping their child succeed in reading and/or mathematics proficiency.

6) That the Florida Assessment of Student Thinking (FAST) is not the sole determiner of promotion and that additional evaluations, portfolio reviews, and assessments are available to the child to assist parents and the school district in knowing when a child is reading at or above grade level and ready for grade promotion.

7) The district's specific criteria and policies for midyear promotion. Midyear promotion means promotion of a retained student at any time during the year of retention once the student has demonstrated ability to read at grade level.

The school in which the student is enrolled must develop and implement an MTSS plan in consultation with the student's parents. This plan will be designed to assist each student who has been identified as not meeting state or district expectations for proficiency in ELA, science, social studies, or mathematics.

Parents/guardians will be notified of their child's progress during the school year by means of formal report cards at each nine weeks interval and by progress reports during the fifth week of each quarter. Other means of keeping the parent/guardian informed may consist of the following: conferences, phone/email contact, samples of student's work, test results, letters, and informal notes.

PHYSICAL EDUCATION REQUIREMENT

Pursuant to Florida Statutes 1003.455, all students, including students with disabilities, in grades K-5 will receive 150 minutes of physical education each week. Physical education is defined as the development of knowledge and skills

regarding teamwork and fairplay; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle.

This requirement will be waived if: a student is enrolled in a remedial course; the parent requests that the student enroll in another course; or the student is participating in physical activities outside the school day which are equal to, or in excess of, the requirements of the mandate. Counseling pertaining to the benefits of physical education is also available.

A new request in writing from the student's parent is required for each year that a student is eligible and requests to waive physical education.

BAKER COUNTY GRADES 6-8 STUDENT PROGRESSION PLAN

The required program of study for the Baker County Middle School reflects federal, state, and district requirements. Each student must participate in statewide assessment tests. The following requirements are pursuant to Florida Statutes. **If you need further assistance please contact Baker County Middle School Guidance Office at (904) 259-2226.** Middle grades students enrolled in high school Algebra I must pass the course and must take and pass the statewide standardized EOC assessment to earn high school credit towards a standard diploma. The results of the EOC assessment will constitute 30 percent of the student's final course grade. Grade 8 students who do not pass the Algebra I EOC may retake the EOC. If the EOC retake passing score changes the final course grade by at least a letter grade, the Algebra I course grade will be recalculated to reflect the EOC retake score. Students may have their 8th grade Algebra I course grade recalculated, upon passing the EOC, through their junior year.

Middle grades students enrolled in high school Algebra I must pass the statewide standardized EOC assessment to qualify for a standard high school diploma. However, if the middle grades student does not pass the EOC assessment in middle school, the student will have multiple opportunities in high school to retake the course and/or the assessment.

Middle grades students enrolled in high school Geometry or Biology I (offered via Virtual School) must take the statewide, standardized EOC assessment, and the results of the EOC assessment must constitute 30 percent of the student's final course grade. Students must pass the course but are not required to pass the EOC assessment to earn high school credit. However, in order to qualify for a standard high school diploma scholar designation, students must pass the statewide standardized EOC assessment.

Students who score Level 1 on the statewide, standardized assessments for ELA must be enrolled in and complete a remedial course or a content area course in which remediation strategies are incorporated into course content delivery.

One of the middle grades' courses must be at least a one-semester civics education course. Each student's performance on the statewide, standardized EOC assessment in civics education must constitute 30 percent of the student's final course grade. A student does not have to pass the statewide, standardized civics EOC assessment to be promoted to high school; however, a student must receive a passing grade in Civics to be promoted. A middle grades student who transfers into the state's public-school system from out of country, out-of-state, a private school or a home education program after the beginning of the second term of eighth grade is not required to meet the civics education requirement for promotion if the student's transcript documents passage of three courses in social studies or two year-long courses in social studies that include coverage of civics education. If this is not the case, the student must be immediately enrolled in Civics, participate in the Civics EOC and the results of the EOC must constitute 30 percent of the course grade.

Students taking courses at Baker County Middle School must demonstrate mastery of the Florida Standards and intended outcomes by earning a final score of 60 percent or better for that course as prescribed by the school district's grading

system. For those courses with an EOC, the average of the student's four nine weeks grades are given a weight of 70% and the state mandated EOC (End of Couse Exam) is given a weight of 30% to determine the student's final grade for the course. Students enrolled in English language arts, mathematics and 8th grade science who are taking State Assessments will have the PM3 and 8th grade Science assessment scores count as 20% of the overall final grade.

Students taking industry certification courses at Baker County Middle School must demonstrate mastery with a final grade of 60% or higher in the course in order to receive high school credit. The industry certification assessment or EOY assessment will count as 20% of the student's second semester grade.

Promotion from middle school requires that a student must successfully complete 3 middle school or higher courses in English, 3 middle school or higher courses in mathematics, 3 middle school or higher courses in social studies (including at least one semester of civics instruction), 3 middle school or higher courses in science.

The following areas of study are offered and/or required for each grade:

- Intensive Reading (Grades 6-8 for identified students who scored a level 1 on the Florida Assessment of Student Thinking (FAST)
- ELA (Required, Reading, Spelling, Writing, English)
- Mathematics (Required)
- Science (Required)
- Social Studies (Required)
- Civics (At least one semester required.) Student must receive passing grade in Civics to be promoted to ninth grade.
- Career and Technical Education courses (Offered Grade 7 & 8 Only)
- Physical Education (Offered)
- Band (Offered)
- Units of Drug Education, Consumer Education, Health Education, Computer Literacy, Character Education and other mandated state programs will be integrated throughout the curriculum.

Students are involved in a variety of electives. These include: Agriculture, Health, Computer Science, Digital Information Technology, Art, Physical Education, and Band. Each student will take the required program, plus an elective(s), unless assigned to a special program. If the individual schedules allow, students in grades 6, 7, & 8 are encouraged to enroll in physical education classes that stress physical fitness as a significant healthy benefit and encourages healthy, active lifestyles. Students may be pulled from Vocational, Band, and/or Physical Education classes to fulfill remediation requirements. (See item G, under "Physical Education Requirement" for additional information.)

A. Grade Placement:

1) Students failing no more than two subjects in the areas of ELA, math, science, and/or social studies will be retained unless they attend and successfully complete summer school (if offered) and/or successfully complete a credit recovery course. For students in sixth grade, Reading is also categorized as a core subject, and unsuccessful completion of this course may contribute to a student's retention or inclusion in either summer school or credit recovery. Any student that fails three or more of the previously mentioned subjects will be required to repeat their present grade. Summer school students must meet strict attendance and academic requirements in order to pass and advance to the next grade level. Only one absence is allowed during summer school session. Due to limited space and numbers, the principal will consider age, grades, behavior, standardized test scores, attendance, previous retentions, and other individual student circumstances and reserves the right to accept or deny entrance to a summer school program. The curriculum in all classes will reflect the Florida Standards and grade level expectations. Students are expected to have passing scores of 60% or higher, which is in accordance with the state grading scale.

2) Students who score a level 1 on the ELA and/or math sections on the state Florida Assessment of Student Thinking (FAST) may be required to attend and successfully complete an after-school remediation program, in-school remediation program or summer school (if available). These identified students will be referred to the MTSS Team for progress monitoring and strategy development to best meet the students' needs. Diagnostic assessments and progress monitoring will be utilized to determine the nature of the student's learning difficulty, academic needs, and progress. Each student who does not meet the minimum performance expectations defined by the Commissioner of Education for the statewide assessment test in ELA and/or mathematics must continue to be provided with remedial or supplemental instruction.

3) All students scoring a level 1 in the area of ELA may be placed in a remedial class for supplemental instruction the following year.

4) A student in danger of being retained may be considered for promotion under the following "good cause" conditions: Limited English Proficient (LEP) students having less than 2 years of English for Speakers of Other languages (ESOL) instruction; students with disabilities whose Individual Education Plans (IEP) indicate that participation in the statewide assessments is not appropriate, consistent with State Board of Education rule; students who demonstrate an acceptable level of performance on an alternate standardized reading assessment approved by the State Board of Education rule; students who demonstrate through a student portfolio that the student is reading on grade level.

5) Students who score a Level 1 or Level 2 on FAST ELA may be placed in an intensive reading course the following year. This intensive reading course provides a core reading program as well as supplemental reading programs, diagnostic testing, and regular monitoring of progress for each individual student.

6) A student who has been retained for two or more years will have a Multi-Tiered System of Supports (MTSS) Plan which may include placement in an alternative educational setting for academic remediation and intervention, or other academic/behavioral interventions.

B. Notification:

Parents/Guardians will receive a progress report during the fifth week of each grading period. At the end of each nine weeks grading period, the parent/guardian will receive a report card of their child's level of achievement. After the 2nd and 3rd nine weeks, notification will be mailed to the parents/guardian of those students who are in danger of failing. After the completion of the fourth grading period and all assessment scores are received from the state, the final grading report will be ready for pickup. This official reporting document will give notification if a student is retained in present grade, must attend summer school (if available) for promotion, must complete credit recovery course(s), or if the student is promoted to the next grade level. Parents will receive the results of the Florida Assessment of Student Thinking (FAST) as soon as the individual student scores are made available to BCMS from the Florida Department of Education. Parents with a student who is in danger of failing any subject for the year will receive a letter informing them of such at the completion of the 1st semester and after the third nine weeks.

C. High School Courses Taken in Grade 8 or Below:

With the approval of administration and school staff, a student below the 9th grade may enroll in a course designated as a 9-12th grade course. Any such student shall be classified as a high school student during the period that he/she is enrolled in a 9-12th grade course. Credits earned while enrolled in high school courses taken below grade 9 level may simultaneously be used to meet high school graduation requirements as well as for promotion to the next grade level. Beginning with the 2012-2013 school year, a middle school student must pass the Algebra 1 course and the end-of-course (EOC) assessment to earn the high school credit. According to Florida Statute 1003.4282, the score of this end-of-course exam (EOC) will count 30% of the student's final grade. Grade 8 students who do not pass the Algebra I EOC may retake the EOC. If the EOC retake passing score changes the final course grade by at least a letter grade, the Algebra I course grade will be recalculated to reflect the EOC retake score. Students may have their

8th grade Algebra I course grade recalculated, upon passing the EOC, through their junior year.

(a) Attendance Requirements for High School Course Credit (Algebra I, Digital Information Technology and Agriscience Foundations Courses): Middle grade students enrolled in high school courses must meet the requirements of the Baker County High School Attendance Policy regarding course credits.

D. Student Participation:

Students failing any class may be ineligible to participate in activities during and/or after the school day. These include, but are not limited to extra-curricular activities, field trips, assemblies, and dances. Students with excessive absences and/or disciplinary referrals may be denied participation in said events.

E. Personalized Academic and Career Plan

A personalized academic and career plan will be developed for all middle school students. This plan will assist the student in meeting district, state, and federal educational expectations, including career planning and academic course requirements. The plan will include high school graduation requirements, high school assessments, college entrance test requirements, Florida Bright Futures Scholarship Program requirements, state university and Florida college admission requirements, and opportunities through which a high school student can earn college credit.

F. Allocation of Resources:

District school boards shall allocate remedial and supplemental instruction resources to students who fail to meet performance levels required for promotion consistent with the district school board's plan for student progression.

G. Physical Education Requirement:

Students must have the equivalent of one class period per day of physical education for one semester of each year. This requirement will be waived if: a student is enrolled in a remedial course, such as reading and/or math; the parent requests that the student enroll in another course (such as student aide requests); or the student is participating in physical activities outside the school day which are equal to, or in excess of, the requirements of the mandate. Counseling pertaining to the benefits of physical education is also available.

H. Make-Up Work Due to Attendance

A student who has been absent from school will be given the opportunity to make up class work that has been missed, provided that such work is made up within the same number of days as the student was absent. The first day upon returning to school will not count as one of those days except for **pre-announced exams**. The student who has been absent will arrange to make up work at times when it will not interfere with normal class activities. IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST MAKE-UP ASSIGNMENTS FROM THE TEACHERS AND RETURN THE COMPLETED WORK. (This is the procedure on excused as well as unexcused absences.) Tardies and check-outs are considered an absence for missed classes.

Age-Appropriate Placement for Middle School Students

To ensure the safety, well-being, and developmentally appropriate learning environment for all students, the district maintains age-appropriate grade-level placement guidelines.

Effective July 1, 2025, students who turn 16 years of age during the academic year will be subject to administrative review with the parent/guardian to determine the best educational option for the student.

Any student enrolled in middle school who reaches the age of 17 or older at any time during the academic year will be administratively transferred to an alternative educational setting. This policy is designed to support the unique academic and social-emotional needs of older students in an environment better equipped to serve them.

GRADUATION REQUIREMENTS AS DETERMINED BY THE STATE OF FLORIDA

The document below was created by the Florida Department of Education and outlines all high school graduation requirements and opportunities. To access this document online, please use the following link:

https://www.fldoe.org/core/fileparse.php/7764/urlt/standarddiplomarequirements.pdf

If you have any questions or need additional information, please contact the high school guidance office at 904-259-6280.

NUMBER OF HOURS REQUIRED TO EARN COURSE CREDIT

A credit for high school graduation is defined as a minimum of 135 hours of instruction in a 50 - minute class in a designated course which contains student performance standards as adopted by the Baker County School District (1/2 credit is defined as 1/2 of these requirements).

A student's credit **will be withheld** if their attendance does not meet the 135-hour requirement. This rule means that for a student to earn credit, the student may have no more than nine unexcused absences per 18-week term. A student will be considered absent if he/she misses more than half of a class period (more than 25 minutes). This requirement is for each individual class period throughout the day. If a student is absent from a class immediately before or immediately after a period of OJT/WBL (On the job training/Work based learning), the student will be considered absent from the OJT/WBL periods.

No schedule changes will be made that prevent students from complying with statutory requirements for time in class, except when authorized by the Principal or designee.

The statutory requirement also applies to students who enroll, without any transfer grades, too late in the semester to earn credit. These students may be placed in an additional course(s) to make up for the time that they were not enrolled in school. In an effort to allow credit to be earned for the semester.

The high school principal, at his/her discretion, may use for non-instructional extra-curricular activities, the difference between the 135-hour minimum requirement and the 150-hour full credit definition in a 50-minute class.

MAKE-UP WORK DUE TO ATTENDANCE

A student who has been absent from school, whether the absence is excused or unexcused, will be given the opportunity to make up class work that has been missed; provided that such work is made up within the same number of days as the student was absent. The first day upon returning to school will not count as one of those days except for pre-announced projects and/or exams. However, **this is not to be done at the educational expense of other students.** The student who has been absent will arrange to make up work at times when it will not interfere with normal class activities. It is the student's responsibility to request make-up work from the teacher following a student absence.

GRADE REQUIREMENT FOR COURSE CREDIT

In order for a student to receive credit for a course taken at Baker County High School, he/she must demonstrate mastery of the Florida Standards and intended outcomes by earning a final score of 60 or better for that course as prescribed by the school district's grading system. For those courses with an EOC, the final average will consist of semester grade (35% each) and an end of course (EOC) assessment (30%). All other courses will be assessed using semester exams and End of Year (EOY) assessment which are worth 20% of the semester grade during which they are given (see Grading System

on Page 2), with each nine-weeks being worth 40% to earn a semester grade equivalent to one-half credit. Students enrolled in English 1 and/or English 2, who are taking the Grade 9 and 10 FAST ELA State Assessment will not take a semester exam for that course. The State Assessment scores will count as 20% of the final course grade in a similar manner as with the EOC assessments. The final course grade will consist of each semester average (40% each) and the ELA State Assessment (20%). This assessment process will include state mandated end of course assessments, teacher exams, unit tests, teacher observations and evaluations of student work, classroom assignments, and other requirements or evaluative criteria as established for that course. The student will also meet the requirements of the Baker County Attendance Policy. Florida State Standards for all courses taught at Baker County High School have been adopted by the School Board. Copies of these standards are available at http://www.fldoe.org/bii/curriculum/sss/.

DEFINITION OF "CREDIT"

Florida Statutes, Section 1003.436(2), provides the definition of "credit" – In awarding credit for high school graduation, each district school board shall maintain a one-half credit earned system that shall include courses provided on a full-year basis. A student enrolled in a full-year course shall receive one-half credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grade obtained in each half would not result in a passing grade. A student enrolled in a full-year course shall receive a full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the averaging of the grade obtained in each half would result in a passing grade, provided that such additional requirements specified in district school board policies, such as class attendance, homework, participation, and other indicators of performance, shall be successfully completed by the student.

GRADE PLACEMENT AND PROMOTION

Beginning with the 2023-2024 9th grade cohort and thereafter, students will be promoted to the subsequent grade based on their cohort group, until the end of grade 11. In order to be promoted to grade 12, a student must have earned at least seventeen credits. Three (3) of those credits must be in English, three (3) credits must be in math, and two (2) credits must be in science.

Consistent with school board rules and in accordance with state statute (1012.28(5) F.S.), the Superintendent has designated the principal of the school as the final authority in the placement of students in programs or classes.

12th grade students who are not on track to meet all graduation requirements, including earning all required credits and meeting a minimum standard of 2.0 GPA, will not be allowed to participate in Senior activities until those requirements are met, which includes participation in Grad Bash, senior breakfasts, and senior privileges.

STUDENT ENROLLMENT CRITERIA

If a currently enrolled student is seeking a standard diploma and is twenty (20) years of age or older by September 1 of the current school year, enrollment of the student at Baker County High School will be at the discretion of the principal. If a student is eighteen (18) years of age or older and seeking enrollment at Baker County High School, his/her enrollment will be at the discretion of the principal or designee.

PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES

A cumulative GPA of 2.0 or above is required for participation in interscholastic extracurricular activities. Students in the 9th through 12th grade must maintain a GPA of 2.0 or above. If the student's GPA falls below the cumulative 2.0, the student will not be allowed to participate in any extracurricular or sports activities until the next semester when his or her GPA meets or exceeds the 2.0 minimum standard. Students and parents should note that Florida Senate Bill 228 (2011) requires suspension of students from extracurricular activities for multiple dress code offenses.

Home education students may participate in courses with related competitive extracurricular activities at Baker County High School (i.e. Agriculture, JROTC, Band, PE).

Participation in student government, homecoming court, and other school-wide representative roles or honors shall be limited to students who are enrolled as full-time students in the Baker County School District. Full-time enrollment is defined as being registered in a full academic course load as prescribed by the district for the student's grade level. Part-time, virtual only, or off-campus students who do not meet full-time enrollment status within the district are not eligible to serve in or be nominated for such roles. Dual enrolled students may participate if they meet the full-time enrollment requirements.

Students are allowed to satisfy the one required physical education credit by taking the personal fitness course (1501300) **and** any other 0.5 credit physical education course **or** by participating in two full seasons of JV or varsity sports, JROTC, or Marching Band. However, they cannot be awarded a credit on their transcripts. All students who choose to satisfy their physical education requirements by waiver must complete additional credits in elective courses to meet the 24 credits required by the state for graduation.

ELECTIVE CREDIT FOR MILITARY TRAINING

One elective credit toward graduation will be awarded to any student who successfully completes military basic training during the summer between the 11th and 12th grades. A grade of "A" will be assigned to the credit. The course will be identified by course code number 1800990 or its replacement. Prior to participating in this military training, the student has the responsibility to notify the school in writing of his/her intentions to seek credit for the activity. At the conclusion of the military summer training, the student will present adequate documentation of his/her successful completion of the program.

Career and Technical Student Organization (CTSO) Engagement and Participation for Elective Credit

Per FLDOE rule 6A-1.09442, students in grades 6-12 are now able to earn one (1) high school elective credit upon successful participation and completion of 135 hours in one or more CTSO's. Students are not able to earn more than one (1) credit.

All hours must take place after school and must be documented by instructional personnel/chapter advisor responsible for management of the CTSO chapter. Documentation of attendance and participation must be included with submitted form(s).

Activities that are allowed for use:

- CTSO events
- CTSO projects
- CTSO competitions
- CTSO workshop
- Practice time or preparation time for CTSO activity

The CTSO activity participant must NOT be compensated financially in any way and cannot be used for Bright Future hours.

Upon completion, student will be awarded credit using the following course number: 9799999 CTSO EXTACURRIC ACT

ASSISTANCE WITH CUMULATIVE GRADE POINT AVERAGE(CGPA) REQUIRED FOR GRADUATION

Students, who have a 2.0 or less Cumulative Grade Point Average (CGPA) in Grades 9-12, will be identified through the

academic progress reporting system. These students will be afforded assistance by such means as counseling, tutoring and/or summer school. Tutorial assistance may be provided after school and/or on Saturdays as a means of assisting students in meeting the requirements of Florida Statute 1003.43.

In the computation of the CGPA for graduation, when considering those students who are below the 2.0 CGPA requirement of Florida Statute 1003.43, only 24 credits will be utilized. These 24 credits must include all courses specifically required by the State and the District, and the number of elective courses necessary to total 24 credits. Lower grades in electives or non-required courses beyond the 24 credits may be excluded from the computation. However, the grades earned for all courses taken in Grades 9-12 and Grade 8 (if a high school course) will be used when computing overall CGPA's for class rankings.

GRADE FORGIVENESS POLICY

In the computation of the CGPA for graduation, when considering those students who are below the 2.0 CGPA the District Grade Forgiveness Policy will be applied as follows:

FL Statute 1003.4282(5) DISTRICT GRADE FORGIVENESS POLICY—Each district school board shall adopt policies designed to assist students in meeting graduation requirements including grade forgiveness policies. Forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in another course. The only exception to these forgiveness policies shall be made for a student in the middle grades who takes any high school course for high school credit and earns a grade of "C," "D," or "F". In such case, the district forgiveness policy must allow the replacement of the grade with a grade of "C" or higher earned subsequently in the same or comparable course. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student's grade point average. Any course grade not replaced according to a district school board forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

All courses taken will be a part of the student's permanent record.

Students who originally took the Algebra 1 EOC in 8th grade, can request that their Algebra 1 final grade be recalculated if their subsequent EOC retake score would improve their Algebra 1 final grade. This recalculation requires a formal request to be made by the parent or student by the end of their 11th grade school year.

HONORS COURSE PLACEMENT

Students' state assessment scores will be used to assign core academic classes. Students must earn a passing score on the Algebra 1 EOC during the 8th grade in order to be eligible for placement in honors level math at the high school for the following school year. Students must score a level 4 or 5 on the 8th grade state assessment in ELA, Science, or Civics in order to be placed in corresponding honors courses at the high school in the 9th grade. In order to be eligible to enroll in Spanish 1 in their 9th grade year, students must have earned a passing score on the Algebra 1 EOC and a level 4 or 5 on the 8th grade ELA state assessment. Students must continue to maintain a score level of 3, 4, or 5 on math and ELA state assessments to remain in honors courses beyond the 9th grade.

CLASS RANK FOR GRADUATION

Student's Cumulative Grade Point Average (CGPA) used for the purpose of determining class rank, valedictorian and salutatorian will be calculated at the end of the seventh semester, for all students in programs earning a standard high school diploma. This GPA will include weighted Advanced Placement and dual-enrollment courses.

HONORS DESIGNATION

Students who receive a standard diploma may be considered for the following designation: Highest Honor Graduate, High Honor Graduate, or Honors Graduate. The following scale will be used at the end of the first semester of the Senior year to designate honor graduates:

Highest Honor Graduate: 3.76 and up
High Honor Graduate: 3.50 – 3.759
Honor Graduate: 3.0 – 3.50

Beginning with students who enter ninth grade in the 2025-2026 school year, students must also have a minimum of eight (8) credits that are considered upper-level coursework (honors, dual enrollment, or AP) and six (6) of those credits must come from core subject classes to be considered for the honors designation.

VALEDICTORIIAN/ SALUTATORIAN DESIGNATION

Valedictorian and Salutatorian designation is only applicable for students who have been enrolled at BCHS for at least three (3) semesters and meet the qualifications of an Honor Graduate.

GPA Calculation

Grades earned in Advanced Placement and Dual Enrollment courses will add 1 quality point resulting in a weighted GPA. For the purpose of class rank, letter grades will be converted to quality points as defined below:

Standard Course		Advanced Course*	
A	4	A	5
B	3	B	4
C	2	C	3
D	1	D	2
F	0	F	0

* Advanced Placement, and Dual Enrollment Semester classes are calculated at half the point value.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION CEREMONIES

Students who meet the requirements for a diploma or a certificate of completion may participate in graduation exercises (i.e., Baccalaureate and Commencement ceremonies) as set forth in the Baker County School District's Student Progression Plan if they have met the following criteria:

1. Earn the 24 or 18 credits required by the state based upon the original diploma designation.
2. Participate in school provided remediation courses that are offered through 12th grade, such as Research, Intensive Reading, or ACT/SAT bootcamp, etc.
3. Complete state retake test opportunities when offered during the school day, as well as participate in at least one concordant score testing opportunity (ACT/SAT/CLT) offered on any national test date.
4. Complete an entire semester of full-time coursework through Baker County High School during the student's senior year. If a student has a medical condition or other special circumstance and has not met this requirement; then the student or guardian may make a written appeal to the principal, no later than May 1st of the student's senior year for this requirement to be waived.

Home education and full-time virtual school students (with the exception of Baker County Virtual School students) are not permitted to participate in graduation ceremonies. A student with a disability who elected to defer receipt of the diploma in order to continue to receive transition and/or educational services, may participate in graduation ceremonies.

CERTIFICATE OF COMPLETION REQUIREMENTS

The school district will award a Certificate of Completion to those students who have not fulfilled the requirements set by the State Board of Education and meet the criteria listed below. Students who receive a Certificate of Completion are not eligible to sit on the stage at graduation.

Students must complete the following in order to receive a certificate of completion:

Earn the 24 or 18 credits required by the state based upon the original diploma designation.

ASSESSMENT AND REMEDIATION

Students enrolled in the English for Speakers of Other Languages (ESOL) program for less than two school years who meet all graduation requirements except for passing the Grade 10 Florida Assessment of Student Thinking (FAST) may receive immersion English language instruction during the summer following their senior year. These students will earn a standard diploma upon successfully passing the Grade 10 FAST.

Remedial instruction provided may not be in lieu of English and Mathematics credits required by graduation.

Students scoring a Level 1 or Level 2 on FAST ELA may be placed in an intensive reading class for remediation.

ALLOCATION OF RESOURCES

District school boards shall allocate remedial and supplemental instruction resources to students who fail to meet performance levels required for promotion consistent with the district school board's plan for student progression.

FLORIDA BRIGHT FUTURES SCHOLARSHIP INFORMATION

Due to the continually changing requirements and disbursement of the Florida Bright Futures Scholarships, it is recommended that students and parents contact or visit the following for the most up to date information.
Information for Florida Bright Futures is available at:
TOLL-FREE: 1-888-827-2004 E-MAIL: OSFA@fldoe.org
Office of Student Financial Assistance WEB SITE: www.FloridaStudentFinancialAid.org
Bright Futures WEB SITE: www.FloridaStudentFinancialAid.org/SSFAD/bf/

Public high school students should visit
http://www.floridastudentfinancialaid.org/ssfad/PDF/BFEligibilityAwardChart.pdf to review their academic progress toward meeting Florida Bright Futures Scholarship Program eligibility requirements and State University System course requirements for college admission. Evaluations will be based on current program requirements and the most recent transcript received from a student's school district.

COMMUNITY SERVICE/WORK HOURS

Community Service is defined as identifying *and* addressing a social issue in the community. These hours will meet the requirement for the Florida Academic Scholars, Florida Medallion Scholars or Gold Seal Vocational scholarships. The completed hours will be recorded on the student's transcript.

To be eligible to receive one of the Florida Bright Futures Scholarship Awards a student must complete the minimum number of Community Service hours or Work hours as indicated below:

Community Service Hours Needed:
Florida Academic Scholarship – 100 hours
Florida Medallion Scholarship – 75 hours
Gold Seal Vocational Scholarship – 30 hours
Gold Seal CAPE Scholarship – 30 hours

Paid Work Hours Needed:
Florida Academic Scholarship—100 hours
Florida Medallion Scholarship—100 hours
Gold Seal Vocational Scholarship—100 hours
Gold Seal CAPE Scholarship—100 hours

Beginning with the class of 2023, students may use work hours in lieu of service hours. Service and work hours can be combined. If students are enrolled in OJT and are turning in work hours, the hours submitted MUST be in excess of the minimum required OJT course hours needed. For example: If a student is scheduled for 3 periods of OJT each week, he or she needs to work a minimum of 15 hours to receive course credit. The allowable work hours that the student turns in must be hours above and beyond these 15 hours.

Baker County High School presents an honorary silver cord to students who have served 150 hours of community service which symbolizes their commitment to their community. This cord will be worn during graduation ceremonies. Work hours do not count toward earning the silver cord recognition.

Community service hours and work hours must be documented on the Community Service/Work Hours Personal Plan form. These forms must be submitted to the Guidance Office. Students should turn in any hours earned during the school year in which the service occurred (July 1st to June 30th) and should keep a duplicate copy of all forms for their records.

General guidelines for the student community service program are as follows:

1. All services must comply with the policies of the School Board of Baker County, Florida.

2. Student community service hours may be earned in both the school and/or the community.

3. Participation in and travel to theatrical musical performances, festivals or community events will count as service hours if both (A) and (B) below are met:

   A. The performance meets an identified community service need.

   B. The performance is not a fundraiser for the organization, the student is not paid, the performance is outside of school hours. For example, students participating in a BCHS drama or school band may receive hours for performing at a retirement home, charitable, and civic events or for a non-profit agency.

4. Rehearsal and practice time outside of school hours will count for community service projects to be performed or conducted specifically to meet a community service need.

5. Fundraising activities for non-profit charities or school clubs/organizations will only count as community service hours as long as the activity complies with Baker County School Board Policies providing the student is not volunteering for an organization that benefits the individual directly (i.e. raising money to go on a field trip or pay for personal equipment). For example, if a high school club has a booth at the county fair and uses those funds to

pay for things that benefit the entire school or community, then the hours earned would count as community service.

6. Serving at events or programs sponsored by governmental agencies will count.

7. Time out of class may not be used for community service hours; however, a maximum of five (5) community service hours per week can be earned by participation in an organized, supervised and approved peer tutoring program in which the tutoring takes place when school is in session. However, the tutoring sessions cannot take place during any of the tutor's academic classes.

8. Community service hours will be awarded for students volunteering on political and issue campaigns. To receive community service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive community service hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive community service hours for campaigning or being engaged in political activities during the school day and on school campuses.

9. Students may receive community service hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. For example, a student is not eligible for service hours for teaching Sunday school, singing in the choir, playing an instrument, facilitating media production, or serving as an altar server. However, a student may receive service hours for volunteering outside of church service hours. For example, assisting in landscaping, clean up days or volunteering in the day care center.

10. Community service hours completed at a hospital or nursing home will count if the service benefits the patients of the facilities.

11. Community service hours shall not be granted to students who volunteer at for profit summer camps. Students who volunteer at governmental sponsored or not for profit summer camps shall be eligible to receive community service hours for their work. Please note that the collection of a fee does not determine the "Not for Profit" status. The State of Florida issues a 501(c) (3) certificate to "Non-Profit" organizations.

12. Service for a student's family or family business will not count.

13. Service performed as the result of disciplinary action taken by the school or the courts will not count.

14. Participation in campus or competitive activities such as athletics, plays, debate meets, etc. will not count.

15. Babysitting, or similar services, performed for an individual family, will not count.

16. Community service hours may not be certified by a family member or fellow student.

17. The donation of canned foods, toy collections, toys, or monetary donations will not count as community service hours. The time spent collecting the donated items (as long as it does not occur during the school day) can count.

19. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.

20. Participation in self-improvement workshops, clinics, conferences or conventions will not count for community service hours. If workshops, clinics, etc. have a specific service component, the hours spent on that activity can

count.

21. Hours spent helping others (not family members) in disaster preparations or clean up may count. A letter from the parent or guardian indicating that the volunteer service was performed with their permission must be submitted with the log sheet. For example, students volunteering their time to assist neighbors in putting up and taking down hurricane shutters will count towards community service.

22. A student may receive community service hours credit for the time donating blood at an off-campus facility or after school. Donation of blood during the student's school day does not qualify for community service hours credit. However, a student who donates blood at a church blood drive is eligible for community service hours credit.

APPEALS PROCESS FOR COMMUNITY SERVICE HOURS

If a student's hours have been denied by the school-based student volunteer service designee the student may appeal that decision to the BCHS Principal or designee. The appeal must be in writing and a copy of the Log Sheet referencing the hours in question must be attached. The letter must contain a telephone number and address at which the party initiating the appeal can be reached.

BAKER COUNTY HIGH SCHOOL AND FLORIDA GATEWAY COLLEGE
DUAL ENROLLMENT PROGRAM

Academic Dual Enrollment – Part Time

In order to be eligible for participation in the Academic Dual Enrollment program, a student must:

1. Have a minimum of 3.0 unweighted High School GPA based on a 4.0 scale.
2. Have a minimum ACT/SAT/PERT test score as established by the College. In order to begin Academic Dual Enrollment, students must have eligible test scores for Reading, English, and Mathematics.
    1. Students may not take ENC 1101 or ENC 1102 prior to their Junior year.
    2. If a student is registering for a Dual Enrollment Course and it is offered at BCHS the student must take the course offered at the BCHS campus.
    3. A senior student's schedule must combine for at least 6 FTE courses. This can be a combination of High School courses and College Courses.
    4. A junior student's schedule must combine for at least 6 courses per semester. This can be a combination of high school courses and college courses.

Academic Dual Enrollment – Full Time

In order to qualify for the program, a student must comply with these requirements:

1. Complete the following number of courses:

English 3 credits	Math 3 credits
Science 3 credits	Social Studies 3 credits
Physical Education 1 credit	Performing Arts 1 credit

2. Maintain a 3.0 or better cumulative grade point average.
3. Obtain the written approval of a legal guardian.
4. Obtain the written approval of the principal or a designee of the high school.
5. Must have been a full-time student during the previous school year.
6. Have a passing score on the Grade 10 FAST and the Algebra I EOC or a concordant score on an approved assessment.
7. Complete six semesters in grades 9-11.

8. Have minimum ACT/SAT/PERT test score as required by the college.
9. The student must have successfully completed at least one previous academic dual enrollment course. In this instance, success is defined as earning a grade of B or higher.

Career and Technical Education (CTE) Dual Enrollment
In order to be eligible for participation in CTE Dual Enrollment, a student must:

1. Have a minimum 2.0 unweighted GPA based on a 4.0 scale.
2. Meet all specific program entrance requirements as stated in the college catalog.

Guidelines for Dual Enrollment Participation:

1. Credit for dual enrollment CTE and academic courses will be determined by the articulation agreement with Florida Gateway College.
2. Any student earning a D or F in a course will:
   - Repeat the failed course and only the failed course the next term
     OR
   - Need to sit out the next term and be required to repeat the course the following eligible term along with any other program related course work
3. Any student withdrawing, therefore receiving a W in a course will:
   - Only take one course the next term
     OR
   - Need to sit out the next term and then return the following eligible term and resume with any program related course work
4. All grades, including 'W' for withdrawal, count as course attempts and become part of the student's high school and college transcripts; they may affect subsequent postsecondary admission. If the student receives a second 'D', 'F', or 'W' in any course, Dual Enrollment eligibility will end. If a student makes the two in one term, eligibility for Dual Enrollment will end. No late withdrawals will be accepted if they were not received in the Dual Enrollment office by the deadline stated in the Approved Dual Enrollment Academic Calendar, posted by the college.
5. All grades are calculated in a student's GPA and will appear on the student's high school and college transcript.
6. Must follow the Dual Enrollment Code of Academic Ethics and Code of Conduct.

CREDIT FROM NON-ACCREDITED SCHOOLS

Work or credits earned in a non-accredited school shall be validated through the use of standardized tests or other tests as determined by the principal of the individual school program. **No credit shall be allowed for work done under a private tutor.**

ENROLLMENT TERMINATION

Public school students who have attained the age of 16 years and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to terminate enrollment is filed with the district school board. The student is informed that terminating school enrollment is likely to reduce the student's earning potential and is signed by the student and the student's parent or guardian. The student's guidance counselor or other school personnel will conduct an exit interview with the student to determine the reasons for the student's decision to terminate school enrollment and actions that could be taken to keep the student in school. The student will be informed of opportunities to continue his or her education in a different program.

CREDIT RECOVERY PROGRAM

This program is designed to provide students an opportunity to successfully complete the courses required for high school graduation. The participating student is eligible to recover credits that were not obtained during their original participation in the course. In a few cases with special administrator permission, the program may accelerate the student through a particular course on their first attempt. In such cases, the principal or their designee may waive the 135-hour rule. Parent permission is required in order to enroll a student in the program.

Example criteria used to place a student in the Credit Recovery Program include:

a. A lack of accumulated credits to permit graduation within 4 years of entering high school.
b. A lack of success during the most recent or current academic year

Once enrolled in the program, a student may be removed for any of the following reasons:

1. Unsatisfactory Attendance:

Students will sign an Attendance Agreement at the beginning of the school year, verifying their understanding of the Credit Recovery Attendance Policy. The policy states that the student is allowed **no more than nine unexcused absences per semester**. If their credit is withheld students may be removed from the Credit Recovery Program at the end of the semester.

2. Academic Difficulty:

If a student receives a grade of less than a 70 in their credit recovery class at the end of a nine-week grading period, they will be placed on academic probation for the following grading period. If the student's grades do not improve to a 70 or higher during that time, they will be removed from the Credit Recovery Program.

3. Unsatisfactory Discipline:

Students who receive a referral resulting in five or more days of out of school suspension or they receive more than five referrals of any kind will be removed from Credit Recovery at the end of the subsequent semester.

Note: The principal or designee reserves the right to remove any student from the Credit Recovery-Program at any time if it is deemed that their participation has a negative impact on the program or other participating students. Conscious efforts must be made to assure that the educational integrity of this program is maintained. Students should never consider this program a shortcut to graduation.

ALTERNATIVE PLACEMENT CREDIT

Students (in all areas) may earn credit(s) toward graduation when enrolled in the computer-assisted program of instruction while participating in the alternative placement program at Baker County Alternative School. In order to earn such credits, students shall demonstrate mastery of the course standards as established by the state. The individualized programs of instruction shall be supervised and coordinated by a teacher as assigned by the principal. Students who have successfully completed their placement at Baker County Alternative School and are returning to the traditional BCHS campus may be assigned to return at the start of the nearest grading period to allow for a smooth academic transition as determined by the Principal or designee.

COURSE OFFERINGS/EXPECTATIONS

All course offerings are in accordance with the Florida Course Code Directory. Beginning with the Class of 2027, all students will be required to take coursework in financial literacy as determined by the state prior to graduation. All students are expected to complete a CTE program (3 courses within the same CTE program) and will be given the opportunity to take an Industry Certification. Successful completion of Dual Enrollment/Advanced Placement coursework may substitute for the CTE program completion expectation.

BAKER COUNTY PK-12 EXCEPTIONAL STUDENTS PROGRESSION PLAN

A. ADMISSION

Students requiring special adaptations to the regular school program and qualifying for Exceptional Student Education (ESE) programs through the Multi-Tiered Systems of Support (MTSS) process (see general section) shall be admitted through an appropriately executed eligibility staffing and shall maintain a current Individual Education Plan (IEP) or Education Plan (EP) for gifted.

An eligible exceptional student may be enrolled in one (1) or more of the following programs:

Autism Spectrum Disorders
Deaf or Hard of Hearing
Developmentally Delayed (0-5)
Dual-Sensory Impaired
Emotional/Behavioral Disability
Gifted
Hospital/Homebound
Intellectual Disability
Language Impaired
Orthopedically Impaired
Other Health Impairments
Traumatic Brain Injured
Specific Learning Disability
Speech Impaired
Visually Impaired

Students who become three (3) years of age may be eligible for pre-kindergarten exceptional student programs if eligibility requirements are met in any of the above programs.

A student with a disability may also receive speech/language, physical and/or occupational therapy as a related service if eligibility requirements are met.

B. PROMOTION

Students participating in ESE programs must meet the grade level promotion requirements for general education unless otherwise stated on the IEP.

As provided in 1008.25, F.S., an exceptional student may be retained in grade three, when ELA scores, after remediation, are below level two. Refer to Elimination of Social Promotion and Good Cause Exemptions section. Good cause exemption may be used at grades 3-12.

General education standards apply, but factors to consider are:

1. Successful completion of IEP goals and objectives,
2. Chronological age,
3. Grades earned in all courses, and
4. Attendance.

Students with disabilities must meet the school district proficiency levels, unless the student's IEP indicates that the disabling conditions impact the student's progress in the general curriculum.

C. REQUIREMENTS FOR STANDARD DIPLOMA FOR EXCEPTIONAL STUDENTS

All students who enter ninth grade in 2015-16 and beyond will work toward a standard diploma through one of the standard diploma pathway options or any applicable diploma designation. For a detailed explanation of requirements for graduation with a standard diploma, refer to the section on Graduation Requirements for Non-Exceptional Students.

Exceptional students should be awarded credit toward a standard diploma under the following conditions:

The exceptional student has taken a course (regular course code directory number) and passed the course taught by a highly qualified teacher under No Child Left Behind (NCLB).

For regular credit to be earned, exceptional students are to master the content to the same extent required of non-exceptional students. Accommodations to regular courses may include:

1. Flexible setting: changes to the physical setting, grouping arrangements, classroom behavioral expectations, and/or classroom management procedures**.**
2. Flexible scheduling: changes to the daily/weekly schedule, increase or decrease in instructional time, changes to assignment timelines, chunking material, etc.
3. Flexible presentation: variations in instructional techniques or strategies, changes to the instructional format or materials, flexibility in how information is presented (e.g. visual/tactile/auditory, sign language), assistive technology (e.g. FM system, computer-based learning.), etc.
4. Flexible responding: use of alternate response modes, alterations to test or assignment formats, and assistive technology for responding (e.g. communication system, computer output)**.**

On Statewide Assessments, ESE students are allowed appropriate accommodations as determined by the IEP team which will demonstrate the student's abilities rather than reflect the student's impaired sensory, manual, speaking or psychological process skills.

ESE students may enroll in Level 1 English and Math courses to prepare them for the General Education course requirements; however, Level 1 courses do not count as credit toward a standard diploma.

Based on Enhanced New Needed Opportunity for Better Life and Education for Students with Disabilities (ENNOBLES), our district assures that it provides instruction to prepare students with disabilities to demonstrate proficiency in the core content knowledge and skills necessary for successful grade-to-grade progression and high school graduation. A student with a disability for whom the Individual Education Plan (IEP) Team determines that the FAST cannot accurately measure the students' abilities, taken into consideration all allowable accommodations, shall have the FAST requirement of paragraph (4)(6) waived for the purpose of receiving a standard high school diploma, if the student:

1) Completes the minimum number of credits and other requirements in s. 1003.428 (1), (2) and (3) F.S.
2) Does not earn passing scores on one or both parts of the FAST or on a standardized test that are concordant with passing scores on the FAST after one opportunity in 10th grade and one opportunity in 11th grade.

Under s. 1003.433(1), F.S., a student who transfers from another state in the 12th grade must pass the grade 10 FAST or an alternate assessment that is concordant with the FAST; earn a 2.0 GPA; and meet all requirements of the school, district, or state from which he or she is transferring or meet Florida's course requirements in order to earn a standard diploma. A transfer student may be considered for the waiver.

Through a formal IEP meeting (not reevaluation review), the IEP team is required to determine and document on the DOE prescribed form, "Waiver of FAST Graduation Requirement for Students with Disabilities," that the FAST cannot accurately measure the student's abilities, considering all allowable allocations.

In addition, the Superintendent/Designee shall review the IEP team decision and sign-off on all cases where the FAST is waived (Principal's and Superintendent's signatures required).

Factors the IEP team would consider may include, but not be limited to:

- Has the student been enrolled in courses leading to a standard diploma and has had multiple opportunities to

demonstrate proficiency of the Florida Standards that are assessed by the Grade 10 FAST?

- Has the student taken the Grade 10 FAST with appropriate allowable accommodations at least twice, once in grade 10 and once in grade 11, or if not continuously enrolled in a public school in Florida, at least once during each year of enrollment in grades 10 and 11?
- Has the student earned a passing score on the ELA portion of the Grade 10 FAST and the Algebra 1 EOC?
- Has the student demonstrated proficiency of the Grade 10 Florida Standards as assessed on the Grade 10 FAST?

Additionally, to ensure that each student has had every opportunity to pass the FAST, participation in the spring administration of the FAST during the senior year is recommended.

A student with a disability, for whom the IEP team determines that an End of Course exam (EOC) cannot accurately measure the student's abilities taking into consideration all allowable accommodations, shall have the EOC assessment requirement waived for the purpose of determining the student's course grade required.

The awarding of a special diploma or special certificate of completion does not prevent a student with disabilities from pursuing a standard diploma or from receiving a free appropriate public education until the student reaches age 22. The IEP Committee will determine whether continued specially designed instruction and/or additional instruction in transition is required beyond the senior year of high school. In accordance with the IEP process and district and state laws, a student must agree to defer the receipt of his/her diploma in order to continue to receive specially designed instruction until the age of 22.

Only during the 2014-2015 school year, students had the opportunity to switch from a Special Diploma option to a Standard Diploma option and receive elective credit toward a Standard Diploma for passing exceptional student education courses.

D. REQUIREMENTS FOR A DIPLOMA

If a student's IEP plan was written prior to June 20, 2014 and contains a statement that the student is pursuing a special diploma, the student may continue on that plan until he/she reaches graduation.

The Florida Standards for special diploma describe what certain students with a disability should be able to do at various levels of access to the standard curriculum. These standards are herein incorporated into this Student Progression Plan.

Mastery of the Florida Standards through access points for students with significant cognitive disabilities shall include demonstration of proficiency by completing the minimum number of course credits.

Students with disabilities may choose from two additional standard diploma options: The Standard Access Pathway option (open to students with significant cognitive disabilities) and the Standard Academic/Employment option. Both options require the same 24 credits listed for other standard diploma plans. Both options allow students to substitute a career and technical (CTE) course with related content for one credit in ELA IV, mathematics, science, and social studies (excluding Algebra 1, Geometry, Biology 1, and US History).

- Students with significant cognitive disabilities may earn credits via Access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least .5 credit via paid employment.

A student with a disability is not restricted or limited to any particular diploma option, and in accordance with the IEP process, shall be afforded the opportunity to work toward any diploma pathway that is appropriate to his/her ability.

The Individual Education Plan (IEP) Committee shall document the individual student's course of study leading toward a standard diploma on the IEP developed during the year or the year prior to the student's 14th birthday. This decision shall be reviewed annually.

A student with a disability who earns all the required credits for graduation, but does not have a 2.0 cumulative GPA, and/or does not pass the required state assessments for graduation, will receive a certificate of completion. A student with a disability may continue working toward graduation requirements until the age of 22. **In order to do so, the procedures for deferring receipt of the high school diploma must be followed.**

ENHANCED NEW NEEDED OPPORTUNITY FOR BETTER LIFE AND EDUCATION FOR STUDENTS WITH DISABILITIES (ENNOBLES) PROVISION

ENNOBLES provisions for transition to post-secondary education allow for the following to take place for students with disabilities:

A student who has been awarded a special diploma or a certificate of completion is eligible to enroll in certificate career education programs, and a student with a documented disability may be eligible for reasonable substitutions as prescribed in § 1007.264 and 1007.265.

Additionally, any student with a disability shall be eligible for reasonable substitutions for any admissions requirements, when documentation is provided that the person's failure to meet the admissions criteria is due to the disability.
Any student with a disability shall be eligible for reasonable substitutions for graduation, for admission into a program of study, or for entry into the under division, where documentation is provided that the person's failure to meet the admissions criteria is related to the disability, and where failure to meet the graduation requirements or program admission requirements does not constitute a fundamental alteration in the nature of the program. *

*The requirements of § 1003.49, Accelerated high school graduation options, are applicable to students with disabilities working towards a standard diploma.

GUIDELINES FOR PARTICIPATION IN STATE AND DISTRICT ASSESSMENT OF STUDENTS WITH DISABILITIES

This section is related to procedures for student participation in statewide assessments, as required by Rule 6A-6.03411, FAC. (Students who are identified solely as gifted are not eligible for state assessment accommodations.)

The school district shall ensure that:

1. Each student with a disability has the opportunity to participate in any state or district assessment of student achievement with appropriate accommodations if determined appropriate by the individual educational plan (IEP) team and recorded on the student's IEP: As prescribed by Rule 6A-1.0943, statewide assessments for Students with Disabilities makes the provisions for test accommodations which will demonstrate the students

abilities rather than reflect the student's impaired sensory, manual, speaking, or psychological process skills.

Accommodations are authorized for any student who has been determined eligible as a student with disability pursuant to s.1003.01(3)(a), F.S., and Rule 6A-6.0331, F.A.C., and has a current IEP, or who has been determined to be a student with disability pursuant to Rule 6A-19.001(6), F.A.C., and has a plan developed under Section 504 of the Rehabilitation Act.

The accommodations must be identified on the student's IEP or 504 plan and must align with current instructional accommodations and accessible instructional materials used regularly by the student in the classroom.

PLEASE NOTE:

The Baker County School District will follow state guidelines for allowable testing accommodations.

2. The IEP team should answer each of the following questions in order to facilitate informed and equitable decision-making to determine whether a student takes the FAST or an alternate assessment.

    i. Does the student have a significant cognitive disability?
    ii. Even with appropriate and allowable instructional accommodations, assistive technology, or accessible instructional materials, does the student require modifications, as defined in paragraph 6A-6.03411(1) (z), F.A.C., to attain the grade-level general state content standards pursuant to Rule 6A-1.09401, F.A.C.?
    iii. Does the student require direct instruction in academic areas of ELA, math, social studies and science based on access points, pursuant to Rule 6A-1.09401, F.A.C., in order to acquire, generalize, and transfer skills across settings?

If the IEP team determines that **all three questions** accurately characterize a student's current educational situation, then an **alternate assessment** should be used to provide a meaningful evaluation of the student's current academic achievement. If the answer to all three questions is not "yes," the student should participate in FAST with accommodations, as appropriate.

b. Each student's IEP indicates a statement of any individual accommodations in the administration of any state assessment or student to participate in such assessments.

c. If the IEP team determines that the student will not participate in a particular state or district assessment (or part of that assessment) of student achievement, a statement of why that assessment is not appropriate for the child and how the child will be assessed will be indicated on the IEP. Additionally, if a student does not participate in the statewide assessment, our district will notify the student's parent and provide the parent with information regarding the implications of such nonparticipation.

If modifications or accommodations are made in the student's instruction that would not be permitted on the statewide assessment tests, our district will notify the student's parent of the implication of such instructional modifications or accommodations. A parent must provide signed consent for a student to receive instructional modifications or accommodations that would not be permitted on the statewide assessments and must acknowledge in writing that he/she understands the implications of such.

d. An alternate assessment procedure will be provided for each student who is excluded from state or district

assessment of student achievement at each grade level where a state or district assessment is required for other students in the district.

e. Alternate assessment procedures provide documentation of specific student performance and the scoring criteria used to assess the student's progress.

f. Alternate assessment procedures match the instructional goals (standards and benchmarks) as determined appropriate for the student.

g. Alternate assessment procedures address, at a minimum, areas that correspond to areas assessed through the state and district assessment of student achievement.

Class ranking for the purposes of calculating valedictorian, salutatorian, college admissions, scholarships, financial aid, and Beta Club membership will be based on Grade Point Averages (GPA) of all students in programs earning a standard high school diploma.

Acceleration Procedures

Subject Matter/Whole Grade Acceleration
Consideration for acceleration will be limited to one referral, per student, per 12-month period.
Students who are referred for possible accelerated placement 60 or more days prior to the beginning of school year shall be evaluated prior to the students' first day of school.
Students who are referred for possible accelerated placement 60 or more days prior to the beginning of the second semester shall be evaluated prior to the start of the second semester.
Acceleration shall commence at natural transition points within the school calendar, in accordance with school board policy.

Step 1: Complete and submit Academic Acceleration Referral. Forty-five school days are allowed for completion of the evaluation process, including written notification to the parent.

Step 2: Guidance Counselor conducts an initial review which includes:
Attendance
Performance on local, state or standardized assessments
GPA
Discipline records
Recommendations from teachers of the core content area being considered for acceleration
Recommendation from school counselor, if one is assigned to the school of attendance

Step 3: If the initial review does not warrant an evaluation by the Acceleration Evaluation Committee, the parent will be informed in writing of the decision.
If initial review warrants, the Principal will obtain parent permission to proceed with the Acceleration Evaluation.
If whole grade promotion is to be evaluated, the Iowa Acceleration Scale will be administered.
If subject area acceleration is to be evaluated, a subject-specific assessment (to be determined by the district) will be administered. Minimum requirements for acceleration will be 95 % proficiency on this assessment.

Step 4: Principal schedules a meeting of the Acceleration Evaluation Committee. Committee members shall include:
Principal or designee

Current teacher
Potential receiving teacher
Guidance Counselor from school of attendance
Parent

Step 5: Acceleration Evaluation Committee convenes to conduct a Programmatic Assessment. This assessment shall contain, at a minimum, a review of the data collected in the initial review (Step 2). If the committee is considering whole-grade promotion, data from the Iowa Acceleration Scale will also be included in the decision-making process.
If the committee is considering subject area acceleration, the data obtained from selected assessment instruments will be considered.
Committee reaches a decision on acceleration placement.
Principal notifies parent of committee decision (Written notification to parent is required within 45 school days from submission of referral).

Step 6: If acceleration is recommended, parent accepts or declines Permission for Academic Acceleration.
If acceleration is not recommended, the parent has the right to appeal the decision to the superintendent's designee within 30 days. The superintendent's designee has 30 days to render a decision on the appeal, and notify the parent in writing.

Step 7: If acceleration is recommended, an Acceleration Education Plan will be developed. The trial plan will be in effect for one full grading period, and monitored by a designated staff member to ensure successful implementation. Acceleration trial shall commence at natural transition points within the school calendar.

Step 8: At the conclusion of the trial period, the Acceleration Evaluation Committee will reconvene to determine the permanency of the accelerated placement.

Additional Educational Choice Options

As provided by Florida Statutes 1003.3101 and 1012.42, a parent may request his/her child be transferred to another classroom teacher. According to the statutes, a classroom transfer request does not provide a parent the right to choose a specific teacher.

Completion and submission of the Classroom Transfer Request Form is required for a parent to make such a request. Forms are available at the principal's office and must be submitted to the principal's secretary.

Classroom transfer requests will be granted or denied based on schedule availability, state mandates pertaining to class size, team teaching assignments, and principal discretion. The student's school principal shall grant the request or provide an explanation in writing of the denial within two weeks of submission of this form.

School Financial Reports

The following chart provides the per full-time expenditures at each school site. Additional school financial information is available on the district website at https://www.bakerk12.org/departments/finance

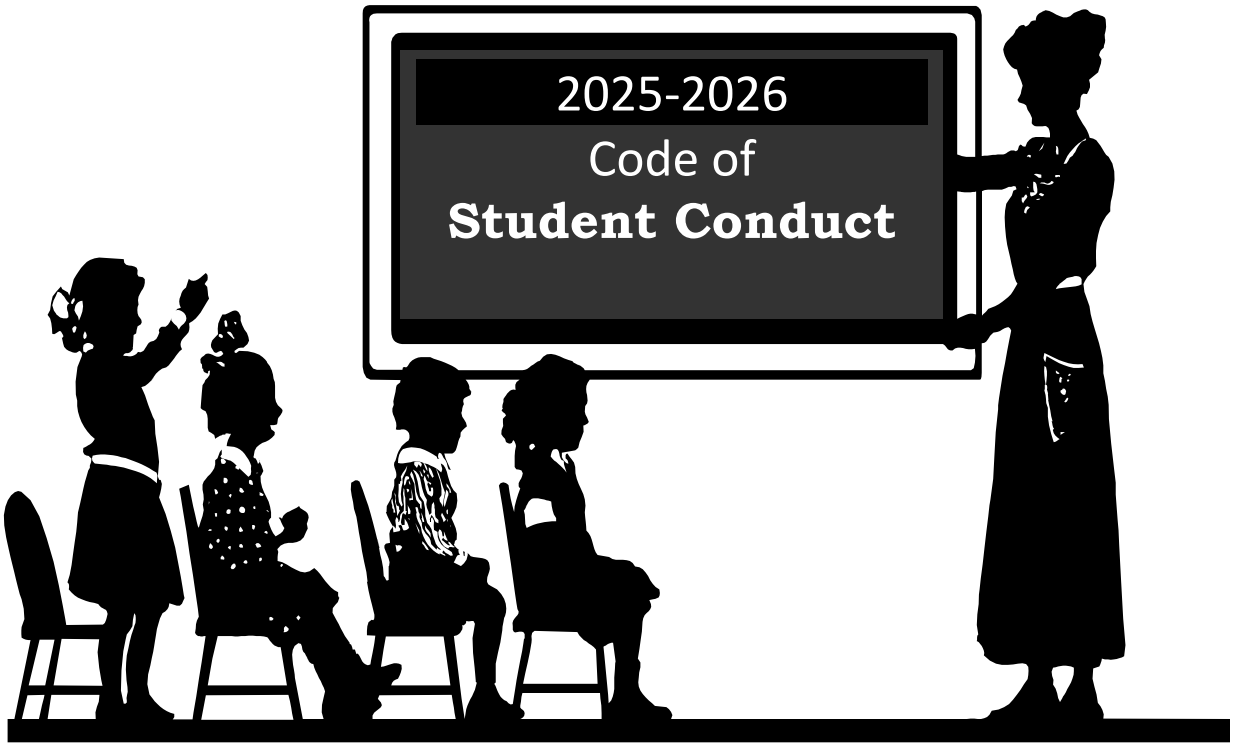
School Site	Average Amount of Money Expended per Student
Baker County Pre-Kindergarten/Kindergarten Center	$10,777.00
Macclenny Elementary School	$9,606.00
Westside Elementary School	$9,315.00
Legacy Elementary School	$7,924.00
Baker County Middle School	$8,925.00
Baker County High School	$9,019.00

Class size requirements, teacher experience, program cost factors, and other expenses associated with operating the school will cause the per student expenditure amount to fluctuate annually.

Nondiscrimination in Student Activities

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

BAKER COUNTY SCHOOL DISTRICT



It is the policy of the Baker County School District that admissions or access to or treatment or employment in its programs and activities are done so without discrimination on the basis of race, color, sex, national origin, marital status, disability, age or religion.

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INTRODUCTION

The purpose of the Code of Student Conduct is to provide students, families, and the public with a clear understanding of the policies, rules, rights, responsibilities, and disciplinary procedures that guide the educational experience within the Baker County School District. While not exhaustive, this document outlines the foundational policies and procedures in effect across the district.

Although these guidelines are broadly established, individual schools may further refine them to reflect the unique needs and circumstances of their campuses.

The Baker County School Board and all educational personnel are committed to ensuring a safe, respectful, and high-quality learning environment for every student. To achieve this, it is essential to define expectations for student behavior, which this handbook seeks to do.

THE HOME, THE SCHOOL, AND THE STUDENT

A successful educational experience relies on a strong partnership between the home, the school, and the student. No one part of this team can be fully effective without the support and cooperation of the others. The Baker County School District values the importance of this partnership and encourages collaborative efforts among educators, families, and students to promote student success and strengthen our community.

This Code of Student Conduct is designed to address shared expectations, responsibilities, and behaviors essential to maintaining an environment conducive to learning. Clear rules and consistent enforcement help us fulfill our mission and earn the continued trust of the public we serve.

The School District is charged in FSS 1003.31 (1) as acting en loco parentis during the time that students are in supervision of the school. District personnel are entitled to make decisions in the best interest of children including, but not limited to questioning, investigating, searching, correcting and teaching.

APPLICATION OF THE CODE

The Code of Student Conduct, along with individual school rules, applies in the following situations:

1. During regular school hours on school property.
2. While students are being transported on school buses and at designated bus stops.
3. At school-sponsored events, field trips, athletic activities, and any other settings where school administrators have jurisdiction.

Additionally, disciplinary action may be taken for student behavior that occurs off-campus if such behavior has a direct and negative impact on the school environment or interferes with the safety and well-being of students or staff.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a district-wide initiative focused on fostering a positive school climate and proactively addressing student behavior. PBIS is a collaborative, data-driven approach that emphasizes education, positive reinforcement, and evidence-based strategies to support meaningful behavior change. Its goal is to create environments where positive behavior is more effective and desirable than disruptive behavior—allowing all students to thrive academically and socially.

STUDENT RIGHTS AND RESPONSIBILITIES

Foreword

This section outlines the rights of students in the Baker County School District, along with the responsibilities that accompany those rights. While not all-inclusive, it reflects both constitutional protections and legal expectations.
Individual rights must always be exercised with respect for the rights of others. With freedom comes responsibility, and students must accept accountability for their actions and understand the limits of their rights within the school setting. A well-functioning school community requires a balance—avoiding both excessive control and lack of order.
A key goal of public education is to prepare students for active citizenship in a democratic society. To that end, schools must protect students' constitutional freedoms while fostering a respectful and productive learning

environment. By understanding and fulfilling their responsibilities, students help create an equitable and supportive school community for all.

Education
Each student has a right to an education, and they also have the responsibility not to interfere with or threaten the education of others by their action.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

Though a student has a right to an education, the amount, quality and type of education they receive is commensurate with their ability and their efforts expended. No person can guarantee a student an education if they do not apply themselves to the task.

Expression
The primary liberties in a student's life have to do with the processes of inquiry and learning, acquiring and imparting knowledge, and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately which do not conflict with the policies of the school nor the rules as set down by the principal.

Speech
Every student has the right to express their opinion, either verbally or symbolically, as long as they do not infringe upon the rights of others.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in any orderly manner whatever views command the assent of their mind. Where soundness of their position can neither be proved nor disproved with documentation, they shall in no way be penalized academically for holding those views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others, and a student has the right to have their own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

Petition
Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process.

Students shall not be subjected to disciplinary measure for initiating or signing a petition provided that the petition is free from obscenities, libelous statements, and personal attacks.

Press
Journalism provides many learning experiences. In a school community, students involved in student publications, whether in a printed or electronic format, shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. In order to achieve the full learning experience, only materials alleged to contain the following should be withheld from the press.

a. Libelous materials by current legal definition.
b. Obscenity by current legal definition or local obscenity standards.
c. Materials, which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.

The responsibility and authority for decisions, based on the standards mentioned above, are vested with the principals or to whomever they delegate this authority.

The distribution of non-school sponsored publications will be prohibited on school property. Exceptions will be limited to simple announcements of community concern at the discretion of the principal or their appointed delegate.

Additional guidelines for publications can be found in School Board Policy 4.070.

Assembly
Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited.

Religion
Students have the right to practice their own religious beliefs, as long as they violate neither the constitutional rights of others nor the Supreme Court's prohibition on a school's extending the mantle of public sanction or support to any particular religion. Students have the right to study, examine, discuss, and analyze religious ideas and institutions just as they may explore any other subject. Students have the right to participate in school-sponsored activities regardless of race, religion, ethnic origin, or economic status.

Satisfactory Conduct
In order for a student to be eligible to participate in interscholastic extracurricular student activities, they must maintain satisfactory conduct and, if the student is convicted of, or is found to have committed a felony, or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities are terminated until final disposition of charges. **Any student who has been suspended out-of-school may not participate in or attend any extracurricular activities through the duration of the suspension.**

Definition of Interscholastic Extracurricular Student Activities
Interscholastic extracurricular student activities are those organized student activities between or among schools, which are carried on outside the curriculum or regular course of study in school. These activities may involve displays of talent, which include, but are not limited to, sports, music festivals, speech, debate, art, and drama competitions.

Government
Students have a right to air grievances, problems, and concerns through legitimate channels provided by the school.

DRESS CODE

The dress code of the Baker County School District is an attempt to work in concert with the goals and philosophy of our schools and to create a wholesome environment for the education of our youth. Each student is expected to come to school in a neat and clean fashion and to wear shoes at all times. Individual schools may have additional dress code requirements published in their student planners. In addition to those requirements students are not allowed to wear the following to school:

1. Unacceptable Dress
    a. Slacks, jeans, shorts, or dresses that reveal body imprints due to excessive tightness, including spandex-type clothing;
    b. Shorts or dresses that are deemed too short by individual school administration, shorts or dresses having splits, or shorts worn for physical education;
    c. Bare midriff, see-through clothing without appropriate under garments, sun dresses without straps, halters, backless dresses/shirts, tube tops, half shirts, open-sided shirts, T-Back tops, and tank tops/camis (unless covered by an appropriate outer garment);
    d. Clothing with words, phrases, symbols, pictures, patches, or insignias, which are obscene, profane, offensive, or drug, alcohol, or gang related; *
    e. Hats, caps, visors, bandannas, hoodies**,** or headbands in school buildings (except for special occasions as approved by the administration);
    f. Hair rollers and/or curlers in hair during school hours;
    g. Any clothing improperly fastened;

h. Pants, jeans, or shorts worn below beltline.

2. Clothing and styles considered hazardous to health and/or safety and which are **not allowed**:
   a. Bare feet; bedroom slippers; shoes with wheels (heelies);
   b. Blankets or robes
   c. Hoods worn over the head
   d. Sunglasses inside the buildings, unless a medical permit is on file;
   e. Choke collars, chains, jewelry, clothing or adornment that may be considered dangerous or disruptive to the learning environment.

Regarding F.S. 1002.23(7), students are expected to dress appropriately, exhibit respect for themselves and others, and maintain orderly conduct which is conducive to an orderly environment. No student can wear clothing that exposes underwear or body parts in an indecent or vulgar manner or which disrupts the orderly learning environment. Any student who violates the dress policy is subject to disciplinary action.

FL Statute 1006.07 (2) (d) states that students who violate the dress code policy is subject to the following disciplinary actions:

1st offense: A student shall be given a verbal warning, and the school principal (or designee) shall call the student's parent or guardian.

2nd offense: The student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent/guardian.

3rd offense or subsequent offense: A student shall receive an In-School Suspension pursuant to s. 1003.01 (13) for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

*Chapter 2014-219, Laws of Florida amends section 1006.07, Florida Statutes (F.S.) related to the code of student conduct. This section states that students should not be disciplined or referred to law enforcement for simulating a firearm or weapon while playing or wearing clothing or accessories which depict a firearm or weapon or an opinion regarding Second Amendment rights. Disciplinary action resulting from inappropriate student clothing or accessories will be consistent with state statutes. If the wearing of clothing or accessory causes a substantial disruption to student learning the infraction may be addressed in a manner that is consistent with school board policies for similar infractions.

Baker County School District maintains school board authority to discipline students for simulating a firearm or weapon when it substantially disrupts student learning, causes bodily harm to another person, or places another person in reasonable fear of bodily harm. Consequences for such offenses will be comparable to the severity of the offense and consistent with school board policies for similar infractions.

STUDENT RECORD PRIVACY

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, is a federal law that affords students and the parents and legal guardians of minor students' certain rights, primarily access and confidentiality, with respect to the students' educational records (20 U.S. Code {U.S.C.} 1232g). FERPA defines education records as all records that schools or education agencies maintain about students.

This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released by consent or only for specific and legally defined purposes which may include:

- School officials with a legitimate educational interest can access students' educational records without their knowledge or consent
- Officials of schools to which student intends to apply or enroll
- Federal, state, or local educational authorities under certain conditions

- School readiness coalitions
- Parties to an interagency agreement between DJJ, school and law enforcement authorities for the purpose of reducing juvenile crime. S 1002.22(3) (d) (13), F.S.

Baker County schools transfer disciplinary records to any private or public elementary or secondary school to which a student transfers. Any Threat Assessment documentation will also be sent in student records.

Florida has a very broad Public Records Law. Virtually all written communications to or from School District Personnel are public records available to the public and media upon request. E-mail sent or received on the School District System will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

SCHOOL PROPERTY SEARCHES

The following rules shall apply to the search of school property assigned to a specific student and the seizure of items in his/her possession:

1. Reasonable suspicion for school authorities to believe that the student possesses an item or items which constitute a crime or rule violation.
2. Specific items, which constitute unlawful possession, or other items which would be used to interfere with the orderly operation of the school, may be the objectives of searches.
3. General housekeeping inspections may be made during each school term.

SEARCHING OF STUDENTS

Students may be searched in the school, if authorities believe that they may carry destructive weapons, obscene materials, items of theft, alcohol, drugs, tobacco/vape devices, paraphernalia, or any other items, which would constitute a school rule violation. School officials will make reasonable efforts to avoid unnecessary embarrassment of the student involved in a search. Such searches will be conducted only by school administrators or under the directions of a school administrator/designee.

EXAMPLES OF IMPROPER STUDENT BEHAVIOR

The school is a community and the rules, regulations, and code of conduct of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. In all the schools of Baker County, the following modes of action will be considered offenses against the schools' societies and will be punishable as prescribed in this document:

1. Alcohol
2. Arson
3. Battery
4. Breaking and Entering/Burglary
5. Disorderly Conduct
6. Drugs/THC
7. Fighting/Bullying
8. Homicide
9. Kidnapping
10. Larceny/Theft
11. Malicious Harassment/Hate/ Bullying
12. Motor Vehicle Theft
13. Robbery
14. Sexual Battery
15. Sexual Harassment
16. Leaving Class Without Permission
17. Missing Detention
18. Not in Assigned Area
19. Sex Offenses
20. Threat
21. Intimidation
22. Tobacco/Nicotine Possession
23. Trespassing
30. Copying/Cheating/Lying
31. Improper Dress
32. Disruptive Behavior/ bullying/Cyberbullying
33. Abuse Behavior to Other Student(s)
34. Disrespect Toward Staff/Insubordination
35. School Rule Violation
36. Any conduct resulting in unsafe conditions for others
37. Sexting*
38. Use of racial epithet(s) to denigrate another individual or group
39. Inappropriate Use of computer/internet including social media
40. Other major Crime/Violence includes: forgery, extortion, gambling, gang-related activities, secret societies, spreading rumors to cause harm or disrupt schools/district setting, etc.
41. Any unfavorable conduct which brings negative reflection on the school while on school-sponsored trips
42. Any other unfavorable act, which is considered offensive to the school community by the administration
43. Violations of established rules of conduct for school bus students
44. Unauthorized buying or selling of personal property or other items
45. Deliberate tampering of computers, software, technology equipment
46. Capturing still or video images of another student or staff member (including physical attack, sexual assault, hazing)

24. Vandalism
25. Weapon(s) Possession
(including guns, knives, chemical agents, brass knuckles)
26. Bomb Threat .
27. Excessive Tardiness
28. Skipping
29. Abuse of Property

47. Use of a cell phone, in any manner, during school hours without permission from proper authority is prohibited. Cell phones must be turned off and kept out of sight until the school day has ended. **Cell phones and other electronic devices may be taken and parent may be required to come to school for retrieval if policy is not followed.** Students are responsible for safeguarding their personal belongings, including cell phones. Neither the school, nor the district will be responsible for restricted items if they are brought to school, Additional discipline procedures may occur from misuse of cellphones during school hours.

49. Knowingly uses or copies the academic work of another and presents it as his own without proper Attributions.
50. Hazing**
51. Incident, Hazing Related***
52. False Report on FortifyFL or other social media platforms.

*Sexting is defined as knowingly using a computer, or similar device, to transmit or distribute to another person any photograph or video of any person which depicts nudity and is harmful to others or possesses a photograph or video of any person that was transmitted or distributed by another person which depicts nudity.

**Hazing
Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

***Incident, Hazing-Related
The incident is hazing-related when the incident includes any action or situation that endangers the mental or physical health or safety of a student for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Important Notice: Florida Statute 943.082 states that if, following an investigation, it is determined that a person knowingly submitted a false tip through FortifyFL, the Internet protocol (IP) address of the device on which the tip was submitted will be provided to law enforcement agencies for further investigation, and the reporting party may be subject to criminal penalties under s. 837.05. In all other circumstances, unless the reporting party has chosen to disclose his or her identity, the report will remain anonymous.

STUDENT DISCIPLINE CONSEQUENCES

Discipline will be administered by teachers and/or administrators and/or parents after the student is determined guilty of one or more of the aforesaid offenses. School administration reserves the right to assign appropriate student discipline. Consequences and/or penalties may involve one or more of the following forms:

1. Conferences with student
2. Warnings and probations
3. Behavior Notice
4. Suspension from school and from buses (length of time based on number of offenses and state and local regulations). Suspension from buses and from school will be done only by the principals or their designee in their absence and/or by the Superintendent or designee.
5. Failure (in cases where students refuse to do assigned work by teachers).
6. Expulsion from school and from buses (This will be done only by the school board after the principal's recommendation.)
7. Written assignments
8. School yard work/cafeteria cleanup

9. Counseling by teachers, counselors, principals, parents, or psychologist
10. Monetary payment in case of destruction of property
11. Parental discipline
12. Being judged ineligible to participate in school-sponsored activities
13. After-school detention
14. In-school detention or in-school suspension
15. Lunch Detention
16. Tardy Tank
17. Counseling by school personnel
18. Corporal Punishment: *Corporal Punishment is defined as "the moderate use of physical force or physical contact by a parent as may be necessary to maintain discipline or to enforce school rules." In accordance with the provisions of s. 1003.32 and School Board policy 5.270, corporal punishment of a Baker County Public School student may only be administered **once per nine weeks** by a parent or legal guardian within guidelines of the district policy articulated in this student code of conduct. A school administrator must be present and inform the parent or guardian in the student's presence of the reason for the punishment. Upon request, the administrator must provide the parent with a written explanation of the reason for the punishment. A parent may administer no more than three swats only on the posterior part of the body. Under no circumstances shall the parent's hand be used as the means of administering corporal punishment. (HB 1255)
19. Others as deemed appropriate by the administration

STUDENT PRIVILEGES

For students in Grades 9-12, criteria must be met in order to earn/participate in the following special privileges at the high school:

1. Compete with athletic teams
2. Participate in clubs or other school-related extracurricular activities
3. Attend fieldtrips, which includes Prom and Grad Bash
4. Park on campus

The criteria supports the school's PBIS Triple A plan to reinforce the following student expectations: Attendance, Attitude and Achievement, and is as follows:

1. Students must attend school regularly and must not exceed 9 unexcused absences per semester.
2. Students must display appropriate behavior while at school or at any school sponsored events. Students must not have excessive or serious breaches of conduct, including but not limited to multiple referrals for tardies, disruptive behavior or disrespect towards staff. Class II or Class III offences may lead to loss of privileges for the remainder of the school year.
3. Students are expected to maintain academic focus while at school in order to make strides towards the goal of graduation. This will be demonstrated by students maintaining a cumulative GPA of 2.0 or higher on a 4.0 scale.

Students falling to meet these criteria may not be allowed to participate in the privileges above until each requirement is met.

USE OF BATHROOMS AND CHANGING FACILITIES

Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any student who willfully enters, for a purpose other than those listed in s. 553.865(6), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer shall be subject to disciplinary action, up to and including expulsion. Parents and students may also refer to BCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

TEACHERS' AUTHORITY TO REMOVE STUDENTS FROM THE CLASSROOM PURSUANT TO 1003.32 (4), F.S.

The Baker County School Board adopts procedures contained in each school's discipline plan that pertains to the teacher's authority to remove students from the classroom. A teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. If the teacher and the principal disagree with the

request for student removal, the teacher must refer the student in question to a committee, consisting of three teachers, for review of their request. Each district school board, each district school superintendent, and each school principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

Manual physical restraint may be used on any student to protect the student or others from serious injury. When possible, this will be administered by a Crisis Prevention Intervention trained and certified employee. If a student poses a threat to himself/herself or to others, physical restraint may be used in accordance with Florida Statutes. Appropriate school staff and administrators will utilize district approved crisis management training strategies.

SCHOOL BUS STUDENTS

The Baker County School District is committed to providing the students of Baker County with the safest and most courteous transportation to and from school. The primary job of the bus driver is to drive/transport the district's children to and from school in the safest manner possible. All student misconduct on a school bus is considered serious. Students must be prepared to: 1) take responsibility for their actions and conduct; and 2) to accept the consequences of their actions and conduct.

RULES OF CONDUCT FOR SCHOOL BUS STUDENTS

1. The driver is in full charge of the bus and students. Students will obey the driver.
2. Outside of ordinary conversation, the same basic rules of behavior observed in a classroom will be observed while riding a school bus.
3. Students will stand off the roadway while awaiting the bus.
4. Students will be on time.
5. Students will board and leave the bus at their regular stop locations. Any changes will require written permission of the parent and the principal. Drivers will notify the principal and the Director of Transportation, if the changes in regular stop locations result in overcrowding of the buses.
6. Students will walk 10 feet in front of the bus, when loading and unloading.
7. The driver has the right to assign seats. Students will sit three to a seat from window to aisle.
8. Students will keep their seats at all times, when the bus is moving.
9. Students will keep their arms and head inside windows.
10. When seated, students will face the front of the bus and will keep their feet out of the aisle.
11. Students will refrain from throwing objects.
12. Students will refrain from fighting, pushing, or tripping others while boarding, riding, or leaving the bus.
13. Absolute silence is required at all railroad crossings.
14. No eating, drinking, or use of tobacco will be allowed on the bus.
15. The sale of any fund-raising items will not be allowed on the bus.
16. No animals (dead or alive), glass containers, sharp objects, ball bats, cutting instruments, batons, or drumsticks will be allowed on the bus without prior permission of the bus driver.
17. Prior permission of the driver will be obtained, when large objects, including band instruments, need to be carried on the bus. The objects must not interfere with seating and safety of students.
18. Serious or repeated misconduct will result in disciplinary action.
19. All school and bus rules and discipline procedures apply to all designated bus stops.

DISCIPLINE CATEGORIES FOR BUS STUDENTS

Category I

1. Loud talking and yelling on bus or out windows, including at railroad tracks
2. Not staying in seat or not sitting in seat properly.
3. Profanity directed at another student
4. Getting off bus at wrong stop without proper permission
5. Aggravating or disrespect to fellow students and/or remarks about students that cause a disturbance
6. Other infractions (including horseplay, hitting games, pushing)

Category II

1. Disrespect to driver
2. Dipping, smoking, lighting matches on bus
3. Spitting on bus
4. Abuse to other students
5. Insubordination
6. Throwing objects out of windows of moving bus
7. Cutting bus seats or defacing bus in any manner
8. Repeated Category I infractions

Category III

1. Fighting on bus/Bullying
2. Any acts of violence
3. Weapons of any kind
4. Profanity directed at driver
5. Drugs and/or alcohol
6. Physical abuse or threats to driver
7. Repeated category II Infractions
8. Sexual harassment and/or sexual misconduct

DISCIPLINE GUIDELINES FOR BUS STUDENTS

CATEGORY I OFFENSES		
1st Offense	Letter from driver to parents	Copy to parent, school, and driver's file
2nd Offense	Referral to school	Conference or school discipline*
3rd Offense	Referral to school	School discipline* or bus suspension for up to 10 days
4th Offense & up	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
CATEGORY II OFFENSES		
1st Offense	Referral to school	School discipline* or bus suspension for up to 10 days
2nd Offense	Referral to school	School discipline* or bus suspension for up to 10 days or expulsion from the bus with School Board approval
CATEGORY III OFFENSES – WITH THE EXCEPTION OF FIGHTING		
Any offense	Referral to school	Bus suspension for up to 10 days or school discipline* or expulsion from bus with School Board approval
FIGHTING		
1st Offense	Referral to school	Bus suspension for up to 10 days or school discipline* or a combination of the above
2nd Offense	Referral to school	Bus suspension from 11 to 25 days with School Board approval or school discipline or a combination of the above
3rd Offense	Referral to school	Expulsion from the bus with School Board approval or bus suspension until possible place in the Alternative Education School or school discipline as deemed necessary
* In-school detention, suspension from school, specialized counseling, alternative bus, expulsion from school		

GENERAL GUIDELINES FOR DISCIPLINE OF STUDENTS WITH DISABILITIES

Except as otherwise provided in this document, procedures for the discipline of a student with disabilities shall be the same as those provided in the case of a non-disabled student when the District's Student Code of Conduct is violated.

The guidelines below are written to facilitate IDEA 2004 regulations and court orders by providing consistent guidelines for discipline of students with disabilities.

Suspension of Students with Disabilities

A good faith effort shall be made by the principal to employ parental assistance or other alternative measures prior to suspension of a student with disabilities, except in the case of emergency or disruptive conditions, which require immediate suspension. An emergency situation is one in which the student:

1. Poses a danger to himself/herself, other persons or property;
2. Bringing a firearm or weapon, as defined in chapter 790, to school, to any school function, or onto any school sponsored transportation or possessing a firearm at school;

3. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance at school or a school function.
4. Engages in act(s) that result in serious bodily harm.
5. Making a threat or false report, as defined by SS. 790.162 and 790.163, respectively, involving school or school personnel's property, school transportation or a school-sponsored activity

After a student with disabilities has been suspended out of school for more than five school days, the office of the Director of Exceptional Student Education will be notified, and a conference will be scheduled with the IEP committee for a review of the IEP/placement and related services.

At this meeting, if a Functional Behavior Assessment (FBA) has not already been conducted, then permission to conduct an assessment will be obtained and appropriate goals and objectives dealing with acceptable behavior will be reviewed. Using the data received from this assessment, a Behavior Intervention Plan (BIP) will be written or revised for the student if needed.

After a student with disabilities has been suspended out of school for ten school days, the office of the Director of Exceptional Student Education must be notified so that the IEP Committee can meet to determine whether the behavior of the student is or is not a manifestation of the student's disability. During that meeting, the IEP Committee will discuss the following issues:
1. Was the behavior event a direct result of a failure to implement the IEP?
2. Was the behavior event caused by, or had a direct and substantial relationship to the student's disability?

Based on the IEP Committee's determination, appropriate revisions to the student's program will be implemented.

Expulsions of Students with Disabilities
For behavior that warrants consideration for expulsion, the office of the Director of Exceptional Student Education must be immediately notified. The IEP Committee must meet to determine whether the behavior is or is not a manifestation of the student's disability.

If the IEP Committee determines that the behavior is not a manifestation of the student's disability, expulsion procedures for non-disabled students are applicable.

For any long-term removal of students with disabilities, the IEP committee will determine services requirements. Services provided must enable the student to appropriately progress in the general curriculum and advance toward achieving his/her IEP goals.

DEFINITIONS OF A SERIOUS BREACH OF CONDUCT

In addition, and according to the State Board of Education (9/13/94) Emergency Rule on **Zero Tolerance for School-Related Violent Crime**, the following list of serious offenses will not be tolerated in the Baker County Schools, on school property, bus stops, on school-sponsored transportation, or during a school-sponsored activity:

1. Intentionally causes, or attempts to cause, substantial damage to school property, or steals, or attempts to steal school property of substantial value;
2. Intentionally causes or attempts to cause substantial damage to private property or steals, or attempts to steal valuable private property;
3. Intentionally causes, or attempts to cause, physical injury to another person except in self-defense;
4. Knowingly uses or transmits with a cell phone or electronic device with the intent to cause harm to another person or disrupt school/district setting
5. Uses a cell phone or other electronic devices to capture the still or video images of another student or staff member
6. Uses a wireless communication device to commit a criminal act
7. Knowingly possesses, sells or attempts to sell, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or alcoholic beverage, or intoxicant of any kind, or any controlled substance as defined in Chapter 893, Florida Statutes while on school property or at any school-sponsored activity

8. Formally is charged with a felony for an incident which allegedly occurred on property other than public school which is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled
9. Repeatedly and intentionally defies the valid authority of supervisors, teachers, or administrators;
10. Bomb threats or any threats to do harm;
11. Homicide (murder, manslaughter);
12. Sexual battery and/or sexual act;
13. A verbal and/or written threat to take or jeopardize the life/safety of student, teacher, and/or other personnel;
14. Armed robbery;
15. Assault, battery, or aggravated battery on a teacher, student, or other school personnel;
16. Kidnapping or abduction;
17. Arson;
18. Possession, use or sale of any explosive device;
19. A student, who knowingly transmits, transports or possesses (on student or in student's automobile or otherwise) on campus any firearm, razor blade, box cutter, knife, or other dangerous object or weapon
20. Bullying, Threats, Intimidation
21. Hazing or Hazing Related Incident
22. Spreading rumors to cause harm or disrupt school/district setting
23. Making a false report on FortifyFL and/or other platforms (FS 1006.07)

A student shall be considered to have committed a serious breach of conduct, which would warrant suspension or expulsion, if he/she does any of the above.

Violent or disruptive students, as determined by school and/or district administration, may be referred to an alternative educational program. Such students may also be referred to mental health services identified by the school district.

BULLYING, THREATS, ABUSE, INTIMIDATION, AND HAZING

It is the policy of the Baker County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying. This behavior may be considered a serious breach of conduct. The district will not tolerate bullying, acts of intimidation, or harassment of any type.

It is the policy of the Baker County School District that all of its students have an educational setting that is safe, secure, and free from dating violence or abuse of any kind. The district will not tolerate any form of teen dating violence or abuse. This behavior may be considered a serious breach of conduct. Teen dating violence or abuse is defined as:

> *a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past dating relationship to exert power and control over another when one or both of the partners is a teenager. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.*

Consistent with the intent and requirements of Section 1006.148, Florida Statutes, the school district upholds that dating violence by any student is prohibited:

On school property;
During any school-related or school-sponsored program or activity; or
During school-sponsored transportation.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing includes any forced activity that could adversely affect the mental health or dignity of the student. (FS 1006.135(1)) Club members or any other students cannot be hazed. (Also, see page 6)

A VERBAL AND/OR WRITTEN THREAT

A student, who commits a verbal and/or written threat to jeopardize the life and/or safety of another student, teacher, or school personnel will have a threat assessment conducted by the Threat Management Team. This includes making a false report on FortifyFL or social media platforms. After the Threat Management Team makes its findings, the information will be shared with the student's parent/guardian and the student may be subject to the following actions:

- Behavioral Contract initiated;
- Alternative placement;
- Community/volunteer services;
- Counseling by appropriate school personnel;
- Expulsion;
- In/out of school suspension;
- Law enforcement intervention;
- Mental/health intervention;
- Mental health evaluation;
- Student Support Management Plan;
- Other action deemed appropriate by the school administration.

NETWORK/INTERNET ACCEPTABLE USE PROCEDURE

Baker County School District provides a telecommunications network accessible to all of its staff and eligible students as part of its overall goal of improving education. Responsible use of the network will enhance both educational and leadership activities.

NETWORK WARNING

With access to computers and people all over the world, also comes the availability of material that may not be of educational value in the context of the school setting. There may be some material, individual contacts or communications, which are not suitable for school-aged children. The Baker County School District views information retrieval from the network in the same capacity as information retrieval from reference material identified by schools. Specifically, the district supports those activities, which will enhance the research and inquiry of the learner with directed guidance from faculty and staff.

The Baker County School District has established Internet filtering software designed to block access to inappropriate sites. Even with this filter, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. At school, each student's access to and use of the network/internet will be monitored as a regular instructional activity. The district performs frequent spot checks of computers accessing the Internet to ensure only appropriate web sites are accessed. The district, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the Baker County School District. **Anyone found accessing inappropriate web sites may lose privileges to the network and possibly disciplinary action.**

GENERAL POLICY AND GUIDELINES

It is a general policy that the network/internet will be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Baker County School District. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving access. Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.

Guideline 1

Acceptable uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their needs and which take advantage of the network's functions: electronic mail, conferences; access to databases, bulletin boards, and access to the internet.

Guideline 2

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with students' rights to privacy;
2. Using profanity, obscenity, or other language, which may be offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain or for any commercial or illegal activity.
6. Use of the network to access materials that are considered pornographic or inappropriate for educational purposes.
7. Use of the network for advertising, soliciting, or harassment of any kind.
8. Use of the network to try to access data that is protected and not intended for use.
9. Using someone else's account or password at any time.
10. Violating any federal or state laws regarding network access and.
11. Trying in any way to interfere with the computer systems in the Baker County School District or anywhere, in an effort to obtain private information, having the computer malfunction, or destroying data.

Guideline 3

Users should practice E-mail etiquette by:

1. Making subject heading as descriptive as possible;
2. Beginning messages with a salutation;
3. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor, and;
4. Ending messages with a signature.

Guideline 4

Classroom teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network and for assuring that students understand that if they misuse the network, they will lose their privilege to use the network. Particular concerns include issues of privacy, copyright infringement, e-mail etiquette, and approved and intended use of the network resources.

Guideline 5

The person, in whose name a login identification is issued, is responsible at all times for its proper use. Users should be extremely careful with their passwords. Each employee will receive a unique user ID and password for each system to which the user is to be granted access. The employee's supervisor will be responsible for requesting the appropriate access based on the employee's job responsibilities. Employees are not to share their user ID and password with anyone. **Employees must take every precaution to secure access IDs and passwords from unauthorized use.**

Guideline 6

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Guideline 7

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network managers take every possible precaution to

safeguard the privacy of e-mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users may occur. In addition, credit card numbers or any other confidential data cannot be considered secure on the network.

Guideline 8

Signed teacher, parent, student, and employee contracts are required for network/internet access through the Baker County School District.

Artificial Intelligence (AI) Use Guidelines:

The Baker County School District supports the responsible and ethical use of Artificial Intelligence (AI) in education. While the District does not prohibit the use of AI by teachers or students, its use must align with established guidelines and limitations.

Educational Purpose:
Teachers may permit AI use for instructional purposes. Students may use AI tools to clarify information, explore ideas, or generate writing prompts. However, AI should never replace original thinking, creativity, or personal judgment.
Privacy and Data Protection:
Students are not permitted to enter any District documents, student or staff names, passwords, or other confidential or identifiable information into AI tools, especially when using District-owned devices, software, or internet access.
Accuracy and Bias:
AI tools may contain errors or reflect biases. Students must verify the accuracy of AI-generated content using credible, primary sources. AI should not be treated as a definitive or credible authority.
Responsible Use:
Students must critically evaluate AI-generated work for accuracy, appropriateness, and potential bias.
Supervisors (teachers or staff) must be notified when AI is used to complete assignments or tasks.
Students must not use AI to complete work that is meant to be done independently or as a substitute for personal effort.
AI use may involve legal considerations, such as intellectual property or privacy rights, and should always comply with all District policies.
Prohibited Use:
Students and staff shall not input confidential, proprietary, or sensitive District data into any AI system.
AI use is strictly prohibited when a teacher has clearly stated it is not allowed for a particular assignment or activity.
For more detailed guidance and permissions, refer to the District's full Artificial Intelligence Policy (Policy 4.265).

STUDENT ARREST FOR A FELONY ACT/CRIME OF VIOLENCE

When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony, if committed by an adult, or a crime of violence, the law enforcement agency must notify the Superintendent of Schools that the child is alleged to have committed the delinquent act. As per adopted Interagency Agreement for Sharing Information about Juvenile Offenders, upon notification, the principal is authorized to begin disciplinary actions pursuant to F.S. 1006.09 and School Board policy 5.350. The information obtained by the Superintendent of Schools, pursuant to this section, must be released within 24 hours (actual working days) after receipt to appropriate school personnel, including the principal of the child's school. The principal must immediately notify the child's immediate classroom teachers. A Threat Management Team meeting will convene to review the allegations and make a request about student discipline.

Pursuant to School Board Policy 5.350, students who have active felony charges will be referred to the alternative educational program until the determination of guilt or innocence is made. The student must provide documentation to the school principal or designee showing that the felony charge was reduced to a misdemeanor and/or that all court requirements have been satisfied, prior to returning to the traditional school setting. If a student is still on Felony Probation they will remain at the BC Alternative School until the probation is completely satisfied.

Any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921 and F.S. 790.115(2) (a), to school, any school function, or on any school-sponsored transportation, will be expelled, with or without continuing

educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution. The Superintendent or designee is responsible for overseeing the notification procedure to its conclusion and that all rules of confidentiality are observed.

DUE PROCESS PROCEDURES

Prior to imposing a suspension for a serious breach of conduct, the principal or designee, in an informal conference with the student must:

1. Provide the student with oral or written notice of the charge;
2. Explain the evidence the authorities have to support the charges, if the student denies them; and
3. Allow the student to tell his/her version of the events leading up to the conference.

If the student is suspended, the parent will be notified by an administrator.

Use and Possession of Tobacco/THC Vaping Devices

A student that possesses, smokes, or otherwise uses tobacco products or **THC** vaping devices during school hours, on school property, or school sponsored activities will be subject to disciplinary action by the school which may include notification of law enforcement.

It is unlawful for any person under 21 years of age to knowingly possess any tobacco products/**THC** vape device. Any person under 21 years of age who violated the provisions of this subsection commits a noncriminal violation. Law enforcement officers are authorized to issue citations to anyone violating the provisions of this act. Violations will constitute a civil infraction, punishable by a fine, and/or community services and student must successfully complete an anti-tobacco program, where available.

Smoking and Tobacco-Free Environment

The Baker County School District recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The district is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events. The district also recognizes that adult staff and visitors serve as role models for students which embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definition

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove, cigarette, cigarillo, hookah, any other smoking product, and any smokeless or spit less tobacco also known as dip, chew, snuff, snus, orbs, and strips, sticks, or electronic cigarette in any form, or any product containing nicotine derived from tobacco that is intended for human consumption whether smoked, breathed, chewed, absorbed, dissolved, inhaled, vaporized, snorted, sniffed, or ingested by any other means.

General Statement of Policy

- Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

- Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school

property or at any off-campus, school sponsored events. This includes products or paraphernalia displaying tobacco industry brands.

- It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

Enforcement

- The first violation will result in confiscation of tobacco products, tobacco-related devices, imitation tobacco products, or lighters; notification to parent(s); and at least one of the following:
    - A student meeting with designated staff to discuss tobacco use and the school policy.
    - Student participation in a tobacco education program.
    - Provision of information to the student about available cessation programs and resources.
- Subsequent violations are subject to the actions above and additionally will result in at least one of the following:
    - Student and parent participation in a community tobacco education program.
    - Civil citation written by School Resource Deputy (which may result in a court appearance and other cessation requirements).
    - a student meeting and individual student assessment with a health educator or designated staff with parents and/or guardians to discuss tobacco use and cessation options.

Opportunities for Cessation Programs

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products. Administrators shall identify and offer evidence-based programs and services for staff members who use tobacco products to support them in complying with this policy.

Exceptions

It is not a violation of this policy:

- For a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
- For a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed

Dissemination of Policy Notice of this policy will be provided through:

- Appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;
- Written notice to students and parents/guardians in student handbooks and orientations;
- Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;
- Reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly. and sold solely for such an approved purpose.

DRUG-FREE SCHOOLS

All students are to be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students, who violate the standards of conduct listed in this document, as well as, those in the Code of Student Conduct of each school.

First Time Offenders

- **Up to ten (10) days of out of school suspension and 45 days in the Alternative School setting**

Second and Subsequent Offenses

- **Up to ten (10) days suspension and 90 days in the Alternative School setting or recommendation for expulsion.**

Use of Alcohol or Drugs

A student who is under the influence of drugs or alcohol on the school campus, on a school bus or school-approved transportation, or at any school-related function shall be deemed to have used and possessed alcohol or drugs. Evidence of such use of alcohol or drugs includes but is not limited to: a student's admission of use of alcohol or drugs on or off campus, witness statements, a positive Portable Breath Test result indicating use of alcohol, red and/or glassy eyes, drooping eyelids, odor of alcohol or drugs, difficulty communicating, difficulty walking or standing, difficulty with other with other motor skills, or other impaired faculties.

Distribution/Sale/Solicitation of Alcohol or Drugs

If a student distributes/sells/solicits any item listed below (or that you represent to be any item listed below), you will be suspended from school for ten (10) days for the first offense and the principal may recommend that you be expelled.

- **Any alcoholic or THC beverage,**
- **Any controlled substance,**
- **Hallucinogens, or**
- **Similar substances on school property, including buses, and at school-sponsored activities, except medications specifically prescribed by a licensed physician.**

Portable Breath Test

When there is a reasonable suspicion that a student may be under the influence of alcohol, the school's administration may request law enforcement to administer a portable breathalyzer (PBT) at school and school related activities.

An interagency guide, which provides information regarding drug and alcohol counseling and rehabilitative and re-entry programs, is available to all students in the principal's and guidance offices of each school, as well as in the Student Services Director's office;

PARENTS AND STUDENTS: Please be advised that compliance with these standards of conduct is mandatory.

CHAPTER 893, FLORIDA STATUTES, AND CONTROLLED SUBSTANCES

When a student is formally charged with a felony for the unlawful possession or sale of any substance, controlled under Chapter 893, Florida Statutes, the principal shall conduct an administrative hearing to determine whether suspension of the student is warranted. The procedures for this hearing shall be in accordance with those outlined in 6A-1.956 of the Administrative Rules of the Florida Board of Education.

SCHOOL SAFETY ZONE

Florida Statute, 790.115(2)(a) creates a "school safety zone," defining it as being in, on, or within 500 feet of any real property owned by or leased to any public school or school board and used for elementary, middle, or high school education. Each principal or designee is to notify the appropriate law enforcement agency to prohibit any person, who does not have legitimate business, from loitering in the school safety zone. Additionally, during the period beginning one hour prior to the start of a school session until one hour after the conclusion of a school session, it is unlawful for any person, who does not have legitimate business in the school safety zone, to enter or trespass within a school safety zone. Violators of these provisions commit a misdemeanor of the second degree.

DRUG LAW – PURSUANT TO F.S. 1006.09 (8)

Principals are required to report to law enforcement and notify parents or legal guardians of any verified incident of use, possession, or distribution of controlled substance.

REVIEW COMMITTEE PROCEDURES FOR EXPELLED STUDENTS THAT HAVE BEEN GRANTED THE POSSIBILITY OF EARLY RE-ENTRY BY THE SCHOOL BOARD

The Review Committee, appointed by the Superintendent, after the dismissal of a student by the School Board, may consist of the following:

1. The principal of the student's school; or designee;
2. A guidance counselor

The purpose of this committee is to meet at the request of the student and/or their parents/guardians. At this meeting, items of information may be presented by the student and/or their parents/guardians in regards to activities that demonstrate the student's behaviors, attitudes, initiatives, etc. relative to their own self-improvement endeavors.

The committee may feel, after considering the presentations, conditions exist that may influence the opinions of the School Board regarding the eligibility of the student to re-enter the public education system. On such occasions, the committee will request that the student's status be reviewed by the School Board.

Since all dismissals are unique, no specific criteria are established for re-entry. However, several areas of behaviors and activities would logically impact in a positive manner the student's situation. These include, but are not limited to:

1. Length of time since the dismissal;
2. Participation in community activities;
3. Participation in personal counseling;
4. Pursuit of educational opportunities other than public schools, i.e. tutoring, correspondence courses, etc.;
5. Participation in community service projects;
6. Personal deportment;
7. Recognition of family and civil authority;
8. Personal remorse;
9. Restitution for anything damaged or destroyed related to the dismissal;
10. Specific goals that demonstrate a greater sense of personal values;
11. Letters that document positive behaviors; and
12. Any other points that demonstrate a commitment to proper behaviors that foster feelings of trust and forgiveness.

In the event that the School Board should decide to allow a student to re-enter the public-school system of Baker County prior to the conclusion of the initial expulsion period, a contract will be prepared by the principal of the particular school and will be signed by the student, as well as his/her parent/guardian. This contract will contain

provisions regarding student performance and behaviors. At least the following three conditions must be included in this contract:

1. The student will be required to re-enter the school system through the alternative school for an agreed upon number of days not to exceed 45 school days.
2. Successful academic performance, i.e., passing all subjects for at least one grading period; and
3. Not becoming involved in any disciplinary action that normally would result in an out-of-school or in-school suspension.

The violation of any of the conditions of the contract will result in the student being returned to "expelled" status for the original duration, plus an additional semester.

ATTENDANCE POLICY FOR BAKER COUNTY SCHOOLS

Philosophy
The Baker County School District is dedicated to providing the best educational environment for all students in our county. Regular attendance is essential for students to be successful in school. The school system realizes the primary responsibility for school attendance rests with parents, but is dedicated to assisting parents in their efforts by providing them with timely attendance information.

It is mandated by Florida Statutes 1003.23 and 1003.26, that the school system continually monitor student attendance and take the necessary actions to ensure that all students are given the opportunity to receive the best education possible. The policies outlined in this document are designed to maximize student attendance both at the elementary and secondary school levels. Baker County School District follows State Statutes concerning school attendance.

Procedures to be Followed for Students Within the Age of Compulsory Attendance (Ages 5-16) and Their Parents

Notification to Parents of Unexcused or Unexplained Absences
Parents or guardians will be notified by digital communication through the Final Site platform when a student has accumulated five unexcused absences during a 90-calendar day period. This letter will inform the parents/guardians that if the student accumulates eight unexcused or unexplained absences within a 90-calendar day period, and/or school semester the student will be referred to a Multi-Tiered System of Student Supports (MTSS) Study Team according to Florida Law. This letter will also inform the parent/guardian that if their child continues to miss school, they will be referred to the School Attendance Review Board (SARB). The SARB's purpose is to assist in the enforcement of the compulsory educational laws and to provide important information concerning available community resources.

If a student is absent from school three additional unexcused days, totaling eight days, the school Guidance Department will send the parent/guardian notification requesting a meeting or telephone conference to discuss the MTSS process, provide a list of services available, and also explain the School Attendance Review Board (SARB) process.

An additional letter will be sent from the Superintendent or designee when a student accumulates 10 unexcused or unexplained absences, repeating the above information and notifying the parents/guardians that the student is exhibiting a pattern of non-attendance and that the student's attendance will be monitored daily for the remainder of the year. The student will also be referred to the School Attendance Review Board. The student and parent will be required to appear before the board at a scheduled date and time.

Should the child accumulate a total of 15 unexcused days within a 90-calendar day period, the Superintendent or designee, will notify the parents/guardians in person or by certified letter that a Truancy Petition regarding school non-attendance is being filed through the court system pursuant to Florida Law. A parent meeting/conference will be scheduled at the courthouse with school/district representatives as well as a court appearance. Failure to attend meeting/conference and/or court session will result in truancy matter being turned over to the court system.

Fifteen Unexcused Absences Within Ninety (90) Calendar Days Constitutes Habitual Truancy, Pursuant to F.S.1003.01 (8)

ATTENDANCE POLICY FOR EXCESSIVE ABSENCES

Parents/guardians of students, whose academic progress is in jeopardy, due to excused and/or unexcused absences, shall be required to attend a parent conference. A parent conference will be held during each of the affected grading periods. Parent attendance will be documented. These activities are pursuant to Florida Statute 1003.26.

The Superintendent or designee will determine if the parent/guardian and/or child has violated the compulsory attendance statutes. Official dropouts over the age of 16 are not subject to compulsory school attendance. If it is determined that the child's parent/guardian has violated the law, then procedures under Florida Statutes 1003.27 and 414.1251, and cooperative agreements shall be followed. If the child has been truant without the parent's knowledge or consent, Florida Statutes 1003.27 shall be followed. Parents/guardians shall be notified, if applicable, that court proceedings may carry penalties regarding either parent or child, or both.

Attendance Conference

An Attendance Committee (MTSS Team) will be established at the high school, middle school, and elementary schools to review reason(s) for excessive absence(s). The Attendance Committee will include an Educational Leader or designee, Guidance Counselor, and the student's teacher. If the Attendance Committee finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent and student must be scheduled to identify potential remedies for the student's truancy. Written documentation from a doctor or recognized agency may be accepted in lieu of an attendance conference provided all absences are included and it's within 10 days of the absence. Blanket doctor's notes to cover multiple days of an illness will not be accepted unless the parent/guardian signs a Release of Medical Records, so that the school nurse can communicate with the doctor concerning the student's illness and days absent. If the initial meeting does not resolve the problem, the Attendance Committee shall implement interventions that best address the problem. The interventions may include, but need not be limited to:

Interventions

1. Frequent communication between the teacher and the family
2. Changes in the learning environment
3. Mentoring
4. Student counseling
5. Tutoring, including peer tutoring
6. Placement into different classes
7. Evaluation for alternative education programs
8. Attendance contracts
9. Referral to other agencies for family services
10. Recommendation for filing a truancy petition pursuant to s.984.151
11. Other interventions.

Notification

In cases in which a student is not residing with his/her parents, the parent of the pupil shall designate in writing the adult person with whom the pupil resides. This designated adult will stand in loco parentis for the student in order for him/her to be admitted or continue in school. The statement must be notarized and presented to the principal for acceptance.

AGRICULTURE SCHOOL ACTIVITIES

Students will be excused from school when participating in activities or programs sponsored by 4-H or FFA when documentation is provided to the school principal by a 4-H or FFA representative (FS 1003.24 (5)(a)(b).

STUDENT ABSENCE FOR RELIGIOUS HOLIDAYS

The school principal is authorized to grant an excused absence for a student, who presents information documenting a religious holiday that occurs during the time that school is in session or religious beliefs that preclude secular activity on a school day. The request for an excused absence must be presented to the principal at least five school days prior to the expected absence. All schoolwork missed, because of such an absence, may be made up as provided in this section.

RESPONSIBILITIES OF PARENTS/GUARDIAN

Attendance

Parents are legally responsible for compliance with the law requiring school attendance. They have an obligation, not only to keep their children in school, but also to promptly report and explain any absence to school officials. Failure to do so carries a penalty that is assessed by the court regarding either parent, child, or both.

CONTROLLED OPEN ENROLLMENT (COE)

It is the responsibility of the parent/guardian to submit a Controlled Open Enrollment application within the application window to request attendance at a school other than the student's zoned school. If the student resides in another county, it is also the responsibility of the parent/guardian to initiate an out-of-county school attendance waiver. The superintendent or designee has the authority to grant or deny the attendance waiver request. For more information and application visit www.bakerk12.org

PRE-KINDERGARTEN AND KINDERGARTEN STUDENTS

It is the parent/guardian's responsibility to ensure that a responsible individual wait with their child at the assigned bus stop for the morning bus and has a responsible individual meeting the bus in the afternoon. This individual must be within speaking distance of the bus driver.

ATTENDANCE POLICY FOR EXCUSED ABSENCES – PURSUANT TO F.S. 1003.24(4)

In order to receive a satisfactory grade for their course work, the State of Florida requires students must be present for a given number of hours per course. The following requirements are placed on students' attendance by grade level:

Kindergarten	135 hours per semester
Grade 1-3	180 hours per semester
Grades 4-5	225 hours per semester
Grades 6-8	67.5 hours per class, per semester
Grades 9-12	67.5 hours per class, per semester

ATTENDANCE POLICY FOR STUDENTS IN GRADES K-5

Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (FS 1003.21, requires that children 6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines.

The student will be given ten (10) days in which to provide all written documentation concerning their absence(s). Without appropriate documentation, absences will be considered unexcused. Students will be held accountable for their absences.

1. A written statement signed by a physician, mental health professional, or health department employee attesting to the illness, infection with a communicable disease, or injury of a child;

2. A copy of a funeral notice or obituary, accompanied by a note from the parent/guardian indicating a death in the family resulting in the absence of the child from school;

3. A written statement from a lawyer or representative of the court system indicating the child was absent due to a legal or judicial proceeding;

4. A written statement from the parent explaining the reason for the absence(s). This parent right may only be used to cover 3 days per semester;

5. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken;

    a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.

    b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.

4. The principal/designee has the discretion to excuse any absences not covered by the above (1-4).

Any absence for which the above information **has not been provided** will be considered **unexcused**. All written documentation concerning absences should be presented to the school on the day following the absence or at least by five work days.

Students Being Tardy to School

Students who arrive at school after the official school beginning time, shall be considered tardy. The parents of students, accumulating eight tardies per nine weeks, will be referred for follow-up. A record of days tardy will be included should a court case develop over truancy.

Half-Day Absences

Students in Grades K-5 will be counted absent one-half day if they arrive at school later than 10:00 AM or leave before 2:00 PM. A record of half-day absences will be included should a court case develop over truancy.

Perfect Attendance

In order to earn a Perfect Attendance Award for a school year, the student must not only be in attendance every school day (excused absences are counted as an absence from school for purposes of perfect attendance), but must also meet three other criteria:

1. He/she must have no more than two excused tardies in arriving at school. Student must have proper documentation for tardy to be excused.
2. Have no half-day absences on his/her attendance record for the school year. (Arrive later than 10:00 AM or leave before 2:00 PM)
3. He/she can have no more than two excused checkouts before 3:00 PM or before 12:00 PM on early out days. Student must have proper documentation for checkout to be excused.

<u>Any unexcused tardies or check-outs will negate the perfect attendance award.</u>

ATTENDANCE POLICY FOR STUDENTS IN GRADES 6-12

This policy is designed to meet all state attendance requirements and effectively monitor student absences. Students, within the age of compulsory attendance (ages 6 years of age by February 1 of any school year through 16), see **Procedures to be Followed for Students within the Age of Compulsory Attendance (Ages 6 years of age by February 1 of any school year through 16) and Their Parents.**

Attendance is monitored each class period daily. Parents will receive digital notification through the Final Site platform whenever a student is absent five times in any class period. Parents will receive a second letter and will be contacted for a meeting when a student is absent eight unexcused times in any class period. Absences are assessed and parent notifications are documented each grading period. Parents of minors will be referred to the School Attendance Review Board (SARB) when student has ten unexcused absences **in any one class period**. Each parent/guardian shall be responsible for the attendance of a child within the age of compulsory attendance (6 years of age by February 1 of any school year through 16 years of age) as required by Florida Law and the Baker County School Board Policy. An absence from school may be considered as excused or unexcused, based on legal and policy guidelines. Based on current legislature and new accountability laws tied to attendance, all Baker County schools will **strictly** adhere to attendance policies.

Student Absence from School

1. For each grading period, a student will be allowed to make up any class work missed due to absences, whether excused or not, and receive the earned grade at the end of the grading period.

2. A student, involved in school-related and school-sponsored activities, will be counted present in class and will be expected to make up all work missed.

3. The student will be given one day per day(s) absence in which to turn in all class assignments missed. The first day upon returning to school will not count as one of these days.

4. The student will be allowed to make up any class work missed due to out-of-school suspension. The same time frame as in #3 (one day/each day absent) for make-up work will apply to suspension days. Days absent from school due to out-of-school suspension will be considered excused.

5. The exceptions to this will be when a student refuses other forms of punishment or disrupts in-school suspension, which will result in an out-of-school suspension. These days will be recorded as unexcused absences and the student has forfeited their opportunity to make up work during this time.

6. A child, sent home for having head lice, will be granted one day of excused absence for corrective measures to be taken:

    a. A student, who is found to have head lice, shall be excluded from school until cleared by the School Health Nurse or any approved school board personnel. A determination will be made that the student is no longer contagious.

    b. When contact with a parent cannot be made before the close of the school day for a bus student, the student will be transported home by bus that day. Parents will be required to accompany the student to school for clearance. Once cleared, bus transportation will be resumed.

7. Documentation must be provided within ten (10) days of the absence to be considered for excusal. The following are acceptable written notices for consideration:
    a. A written statement, signed by a physician, mental health professional, or health department employee, attesting to the illness, infection with a communicable disease, or injury of the child;
    b. Funeral notices accompanied by a note from the parent/guardian indicating a death in the family.
    c. School-related activities.
    d. Parent written notes (maximum of 3 days per semester)

NOTE: Excuse notes will be verified by school personnel. Notes found to be fraudulent in nature will be denied and all parties to the note will be notified of the fraudulent findings. Additionally, if a student turns in a fraudulent excuse note, he or she will be given a referral and assigned a minimum of 2 days ISD. This is an illegal activity and will not be tolerated.

8. Students whose unexcused absences exceed (9 days) in a 50-minute class per semester will not receive credit for that class and will be credit withheld, receiving a *59 as the semester grade, unless the earned semester grade is below 59%.

9. Students who have exceeded the attendance limit and their credit will be withheld, may request a review by Principal or designee at the end of each semester. The Principal or designee will review the information presented by the parent and student and make a final decision regarding the student's credit for the course(s) in jeopardy. Middle School students may be retained due to excessive absences.

Students Being Tardy to School

Students in Grades 6-8 who arrive to school after the tardy bell (7:29 AM) will be considered tardy. Disciplinary actions can be implemented due to excessive tardiness. If a student is tardy to school for a total of four unexcused times during the nine weeks, the student will be placed in lunch detention for one day. If a student is tardy an eighth time during the nine weeks, the student will be placed in lunch detention for one additional day. Upon the twelfth tardy and every subsequent fourth tardy thereafter, the student will be placed in detention during an elective period. Please note that a mandatory parent meeting will be scheduled with the attendance officer and administrator after a student has five unexcused tardies during a nine-week period. A student's tardy record will be included should a court case develop over truancy. (Please see the school planner for additional information pertaining to the tardy policy at BCMS).

Perfect Attendance Awards

To earn a Perfect Attendance Award for a school year, a student must be in attendance every school day (Excused absences are counted as an absence from school for purposes of perfect attendance.) A student must have no more than two excused tardies. (Student must arrive before 8:00 a.m. and have proper documentation for tardy to be excused.) Students must not have more than two excused check-outs from school. These check-outs can be no earlier than 1:30 p.m. Proper documentation must be submitted the following day. Any unexcused tardies or check-outs will negate the perfect attendance award.

Procedures and Guidelines for Granting an Appeal

1. If the days missed were due to reasons, which were unavoidable to the student, the student or parents may appeal the grade "F" before the principal and/or designee.

2. It is the sole responsibility of the student/parent to apply for a waiver before the Principal or designee and to obtain all written documentation.

3. Parent/student will have the opportunity to bring additional supporting documentation to the Principal or designee.

4. Appeals will be heard no later than one month following the end of the grading period.

5. A waiver from the attendance policy will be considered with the following documentation:
   a. Other third parties of competence outside the family (example: doctor, lawyer, judge, etc.);
   b. Special situations that parent/guardian can validate that meet the attendance laws of the State of Florida and the policies of the Baker County School Board;
   c. Prior approval for an extended absence from school, which was approved by the principal or designee.

DRIVER'S LICENSE LAW

The Driver's license law, F.S. 1003.27(2) (b), requires that:

1. Principals are required to notify the School Board of each minor who accumulates 15 unexcused absences in a 90-day calendar period.

2. The District is to notify the Department of Highway Safety and Motor Vehicles (DHSMV) with appropriate demographic data for each minor.

NOTE: The court may penalize both parent and child for attendance problems including: fines, community service, and parenting classes.

PROCEDURES AND GUIDELINES FOR A HARDSHIP WAIVER HEARING AND APPEAL

1. A student, who already has a license, but has been notified by the DHSMV that his/her driver license will be suspended, will have 15 days to request a hardship waiver hearing from the date they receive a Notice of Intent to Suspend from the DHSMV.

2. A student, who has been denied his/her driving privilege and/or driver license, because of failure to meet attendance requirements, must then be monitored by the school until that student has attended school for thirty consecutive school days. If the minor fails to meet this requirement, he/she has 15 days to request a hardship waiver hearing.

3. The School District notifies DHSMV within 24 hours of request for hardship waiver hearing.

4. The School District notifies the School Board of the request for hardship waiver hearing.

5. The principal or designee will conduct a hardship waiver hearing thirty days from the student's request.

6. The hardship waiver committee will consist of the principal and two designees, who will make the decision as to whether the student may be granted a hardship waiver.

7. The principal or designee will notify DHSMV within 24 hours of hearing results.

8. If the waiver is denied, the student may appeal the decision to the School Board, who will make the final decision on the waiver request.

Destruction of and Damage to School Property

Florida Law makes parents responsible for any damage to school property as a result of the student's actions. State statutes also authorize recovery of civil damages from the parent of any student, who willfully destroys any property, real or personal, belonging to the school district or any other school or school district. These laws specifically make the parent responsible for the loss, destruction, or unnecessary damage to textbooks and/or Chromebooks issued to his/her child.

School Debt

Parents are legally responsible for all school debts incurred by their child, including but not limited to: cafeteria debts, lost or damaged books, Extended Day Enrichment Program fees, School Readiness fees, Chromebooks, Dual Enrollment debts, and extracurricular activities. Any student who has a debt will not be allowed to participate in field trips, purchase a parking pass, and/or may not be able to participate in other activities until the debt is paid in full. Any debt remaining at the end of a school year will be carried into the next school year. Student debt must be cleared prior to participation in Commencement ceremony.

DISTRICT GRADING SYSTEM

The following district-wide grading system has been adopted by the Baker County District School Board. Its numerical equivalents are:

Letter Grade	Score	Grade Point Value	Description
A	90-100	4.0	"Outstanding Progress"
B	80-89	3.0	"Above Average Progress"
C	70-79	2.0	"Average Progress"
D	60-69	1.0	"Lowest Acceptable Progress"
F	0-59	0.0	"Failure"
I	0	0.0	"Incomplete"

All averaging will be done by numerical value and not by letter value. For some classes and programs, the following letter grade will be used:

E = "Excellent" (90-100%)
S = "Satisfactory" (70-89%)
N = "Needs Improvement" (60-69%)
U = "Unsatisfactory" (0-59%)

Affixing plus or minus to the letter grade is optional in the elementary schools. Kindergarten will be evaluated by its own grading scale

In grades 6-8, End of Course (EOC) exams that are required by the Florida Department of Education (FLDOE), such as, Algebra I and Civics, will be worth 30% of his/her final grade unless otherwise mandated by Florida Statutes.

High school, end of course (EOC) exams will be worth 30% and semester exams will be worth 20%.

THE RIGHT TO INSPECT AND REVIEW STUDENT RECORDS

Florida Statute 1002.22 provides the right of the parent, guardian of any pupil, or student (if eighteen or older) to review, challenge, or keep private any records or reports created, maintained, and used by any public-school system. The rights of access include:

1. A list of the types of records and reports maintained on the individual student;
2. The right to be shown any record or report relating to the individual student;
3. A copy of the records and reports relating to the individual student at a cost determined by the individual school.

The parent, guardian, or student (if eighteen or older) has the right to challenge the content of any record or report.

The school system may not release individual records without the written consent of the parent, guardian, or student (if eighteen or older).

Parents or guardians may exercise these rights by first contacting the school principal or the guidance counselor of the respective school.

STUDENT GRIEVANCE PROCEDURES

A student may feel that they have been treated unfairly under the code and other rules and regulations. The following steps provide a fair resolution of a student grievance:

1. Student/teacher conference
2. Student/assistant principal conference
3. Student/principal conference

The first step taken by the student is with the member of the staff involved in the unfair action. If the grievance is not resolved after the initial contact, the student may involve the parent(s).

If the grievance goes beyond an informal basis, the student must submit a written statement signed by the parent(s) to the next level of the grievance procedure. The statement must be filed with the district equity coordinator and must contain the following:

1. Name(s) of any person(s) involved;
2. Date(s) on which the student feels there was unfair treatment;
3. A brief statement as to why the student feels there was unfair treatment;
4. What corrective action the student would like to see taken.

STATEMENT OF NONDISCRIMINATION

The provisions of the Code of Conduct of the Baker County School District shall be applied to all students in a sense of equity without regard to race, color, sex, national origin, marital status, disability, age, or religion, unless modified through an Individual Education Plan for that specific student.

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail equity-coordinator@bakerk12.org

SECTION 504 OF THE REHABILITATION ACT OF 1973

For Section 504 purposes, parents, adults, students, and guardians have certain procedural safeguards. This Code also serves to comply with Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504, the district's grievance coordinator (compliance officer) is Mrs. Alice Schmitges, Director of Student Services, 420 S. 8th Street, Macclenny, Florida, 32063, and telephone (904) 259-7825.

ENGLISH LANGUAGE LEARNER

No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English.

SCHOOL HEALTH SERVICES

The Baker County School District has a School Health Program, which provides for a Registered Nurse to be staffed at each school on a daily basis. The following areas of health services are provided, once a parent/guardian consent is obtained:

1. First aid, evaluation and referral of injuries and illnesses;
2. State and locally mandated health screenings, unless a parent/guardian requests exemption in writing;
3. Classroom instruction on current health issues;
4. Identification of student health problems, follow-up, referral and home visits, when necessary;
5. Administration of medication(s) with written parental permission;
6. Provision of medical procedures as ordered by a physician (catheterizations, breathing treatments, etc.);
7. Health counseling.

Please contact the nurse regarding any questions or health concerns about your child. If you have any objections, comments, questions, or do not wish your child to participate in any of the above services, notify the principal in writing.

Florida Statute 1002.23 (2) (a5) (h) (7) (e) information will be provided to parents on the importance of student health and available immunizations and vaccinations.

Medication Administration

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medication). First dosage of any new medication shall not be administered during school hours because of the possibility of an adverse reaction.

Parents will be responsible for delivery and retrieval of medications to and from the school nurse/health designee.

All medications to be administered by school personnel shall be received and stored in the original containers and must have the current Rx date on the bottle along with the name of the student, current dosage, frequency of administration, physician's name and expiration date.

No student will be allowed to carry prescription medications on their person with the exception of Epi-pens, asthma inhalants, insulin and pancreatic enzymes.

Parental authorization for administration of medication with doctor's orders and/or medical management plans for self-administration must be completed and returned to school before the student is allowed to carry their medications.

Any child caught with unidentified medication or caught sharing medication with other students will be subject to school board policy regarding discipline for having drugs on his or her person.

School Entry Immunizations

Students entering school for the first time will be required to have a **fully completed** Florida Certificate of Immunization (Form DH 680) on file with the Baker County School District prior to admittance or attendance in public school. The following are the minimum requirements by grade:

2025-2026 School Entry Requirements

Before attending school in Florida (kindergarten through 12th grade), each child must provide a Florida Certification of Immunization (DH 680 form), documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12th Grade:

- Five doses of diphtheria-tetanus-pertussis (DTaP) vaccine±
- Three doses of hepatitis B (Hep B) vaccine
- Four or five doses of polio vaccine* (IPV)
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella (chicken pox)

Additional Immunization Requirements for 7th Grade Entry:

In addition to Kindergarten through twelfth grade vaccines, students entering or attending seventh grade need the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve
- An updated DH 680 form to include Tdap, must be obtained for submission to school

Need health insurance for your child? Apply online at www.floridakidcare.org or call 1-888-540-5437 for an application.

FOR MORE INFORMATION, CALL 1-877-888-7468 OR VISIT WWW.IMMUNIZEFLORIDA.ORG.

Florida Department of Health
School Health Services Program

School Physical

All students entering school for the first time will be required to have a current (in the last calendar year) physical form (DH3040 or similar) completed by a healthcare provider licensed in the state of Florida to provide physical examinations, on file with the Baker County School District prior to admittance or attendance in school.

In addition, all students transferring from another state or country must provide a current physical examination and current Florida Certificate of Immunization (DH680) prior to admittance or attendance in school. Students transferring from within the state of Florida will be given 30 days to provide documentation of a physical exam and current immunization status.

NO SHOTS, NO PHYSICAL = NO SCHOOL

ANNUAL NOTICE: CONFIDENTIALITY OF RECORDS

The intent of the Family Rights and Privacy Act (a Federal Law) is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests, will have access to your child's educational records.

You may have an appointment to inspect and review your child's records. The appointment may be made in person or by telephoning the school center. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading, or inappropriate, you have the right to request that the records be amended. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the District Superintendent.

The parents' rights described herein are transferred to the child/student upon their eighteenth birthday.

Copies of educational records are available to parent or eligible student and are reproduced at a cost of 15 cents per page, or 20 cents per two-sided copy. Three copies of transcripts sent to a post-secondary institution or scholarship granting agencies shall be provided for the student without charge.

Certain information, that is individually identifiable, may become public information, such as athletic team membership, height, and weight, club membership, names and addresses of graduating seniors, etc. You have the right to restrict this information from the public records, but this right must be a formal written request made within 10 days of your examination of records. This information will be released only in accordance with the guidelines established by the Baker County School District.

The District School Board of Baker County has adopted full and complete policies covering the above areas. These policies are open to the public and are on file at the District School Board Office and in each of the district schools. For information on the complete policies, please contact the principal.

A copy of the District's Code of Student Conduct and the Student Progression Plan is available for download at https://www.bakerk12.org/Page/1549. Individuals interested in obtaining a hard-copy of these documents should contact the front desk receptionist at any of the district's schools.

SCHOOLS' CODE OF CONDUCT

Each school has specific guidelines for student conduct. They are available at each school site.

Respect and Civility Statement

The Baker County School District believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Baker County students will reach their highest potential. This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff that is free of disruptive, demeaning, intimidating, threatening, or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members, and members of the public with respect and will expect the same in return.

2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.

3. Volatile, hostile, or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

4. These expectations are for all school activities, including athletic events, extra-curricular activities, school programs, etc. If civility is not followed, the person/persons causing incivility will be asked to leave the premises, and could be banned from further visits to school property.

District students' rights and responsibilities are further defined within the Student Code of Conduct.

BCSD Policy 5.101 (III A.B.C.)

Authority: F.S. 1001.41(1)

CONCLUDING STATEMENT

Should any item in this Code of Student Conduct be deemed contrary to Baker County School Board Policies, State Department of Education rules and regulations, state statutes, or federal laws, the particular item shall be null and void, and the aforesaid regulation shall prevail.

AGENDA ITEM NO. 9.3

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the No Cost Agreement with Age of Learning.

ATTACHMENTS:
08.18.2025 Approval of No-Cost Agreement with Age of Learning_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of Human Resources
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 5, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached no-cost agreement between the Baker County School Board and Age of Learning.

Please do not hesitate to contact me with any questions that you may have about this agreement.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
(904) 259-0427

Age of Learning®

Creators of ABCmouse

101 N. Brand Blvd, Suite 700, Glendale, CA 91203
school.orders@aofl.com

QUOTE #: **Q-05217** *Valid until: 7/31/2025*
CONFIDENTIAL | *Prepared by: Susan Provost*

Learning Kids Love!



My Math Academy®



My Reading Academy®



My Reading Academy ESPAÑOL

Quote Submitted to:
Thomas Hill
Baker County School District
Macclenny, Florida
Proposal Date: 7/14/2025

Submitted by:
Susan Provost
Account Executive
susan.provost@aofl.com

Age of Learning®

101 N. Brand Blvd, Suite 700, Glendale, CA 91203 | *Submit PO & Quote to*: **school.orders@aofl.com**

QUOTE #: **Q-05217** *Valid until: 7/31/2025*
CONFIDENTIAL | *Prepared by: Susan Provost (susan.provost@aofl.com)*

Prepared For:
Thomas Hill
thomas.hill@bakerk12.org
Baker County School District
392 South Blvd E
Macclenny Florida 32063

Bill To:
Baker County School District
392 South Blvd E
Macclenny Florida 32063

Payment Terms: Net 30

Subscription Term: 12 Months (8/1/2025 - 7/31/2026)

Item #	Product Name	Up To Qty	Unit	List Unit Price	Net Unit Price	List Total	Total*
MMA-PSite	My Math Academy Pilot Site License	1	Site	$6,000.00	$0.00	$6,000.00	$0.00
MRA-PSite	My Reading Academy Pilot Site License	1	Site	$6,000.00	$0.00	$6,000.00	$0.00
	Total					$12,000.00	**$0.00**

**Prices shown above do not include any taxes that may apply.*

Item #	Product Description
MMA-PSite	My Math Academy Pilot Site License includes educator access to self-guided virtual professional learning courses, product implementation/configuration and ongoing technical product support for the term of the pilot.
MRA-PSite	My Reading Academy Pilot Site License includes educator access to self-guided virtual professional learning courses, product implementation/configuration and ongoing technical product support for the term of the pilot.

The subscription(s) and/or services on this quote are inclusive of any costs and fees for participation by invitation in certain customer events sponsored by Age of Learning including, but not limited to, roundtables, lectures, panel discussions, and Leadership Forums (including meals, where applicable) for the purposes of implementation planning and engagement, customer feedback, professional development, and related activities and events. Services on this quote will expire with the named term or one year from purchase.

PLACING AN ORDER: To place an order with Age of Learning, Inc. for the services during the Subscription Term as described in this quote, send email to **school.orders@aofl.com,** copy your account partner, Susan Provost (**susan.provost@aofl.com**) and include the following items:

1. this signed quote,
2. your purchase order, and
3. your tax exemption certificate (or add tax to your purchase order).

If a Data Privacy Agreement is required and has not yet been provided, please forward your required agreement to your account partner. This quote is valid through 7/31/2025; if you have not returned this quote to Age of Learning, Inc. by such date, please contact your account partner for a revised quote.

Pilot Project Memorandum of Understanding

This Memorandum of Understanding ("MOU"), effective as of 8/1/2025, governs a project deployment (the "Program") to pilot the personalized mastery learning solutions (the "Solution(s)" or "Services") as set forth on the Quote, from Age of

TM & © 2024 Age of Learning, Inc. All rights reserved. The names of other companies, products, and services are the property of their respective owners. *202406*

Age of Learning®

101 N. Brand Blvd, Suite 700, Glendale, CA 91203 | *Submit PO & Quote to*: **school.orders@aofl.com**

QUOTE #: **Q-05217** *Valid until: 7/31/2025*
CONFIDENTIAL | *Prepared by: Susan Provost (susan.provost@aofl.com)*

Learning, Inc., a Delaware corporation ("AofL"), with **Baker County School District** (the "Client"). This MOU outlines the agreement between **Baker County School District** and AofL to ensure a successful implementation. These GENERAL TERMS AND CONDITIONS (https://educate.aofl.com/cdn/pdf/Pilot_MOU_GeneralTerms.pdf) are applicable to the pilot services described in this quote.

For this Program implementation, AofL agrees to:

- Designate a manager and point of contact for the Program to facilitate communication between the Client and AofL, and to ensure the success of the Program.
- Provide the Client with applicable Solution licenses as identified on this quote for the term of the Program.
- Organize an initial meeting with key Client stakeholders to review and finalize a detailed implementation plan for the Program, including timing and key success metrics.
- Provide implementation training for all administrators and teachers participating in the Program as identified on this quote.
- Provide ongoing support for all administrators, teachers, and families involved in the Program, including regularly scheduled check-in meetings.
- Conduct a mid-Program review with key Client stakeholders.
- Regularly review progress with key Client stakeholders at intervals to be determined during initial meeting.
- Conduct a final review of the Program with key Client personnel.

To participate in this Program, **Baker County School District** agrees to:

- Designate a manager and point of contact for the Program to facilitate communication between the Client and AofL and support the Program
- Identify personnel who will participate in the Program and facilitate introductions to AofL for Implementation purposes.
- Make best efforts to ensure participating personnel have students use the applicable Solution(s) for at least 45 minutes per week for each Solution, the research-based usage target for the personalized mastery learning solutions.
- Participate in regularly scheduled coordination meetings, including the mid-Program and end-of-Program reviews.

Grade Level Details: **PK & K**

By signing, you represent that you agree to the terms of this quote and MOU, and are authorized on behalf of **Baker County School District** to execute this quote and MOU.

Signature:_____ Date: ___/___/___

Name (print): Tiffany McInarnay Title: Board Chairperson

Payment Method: __ PO __ Check __ACH/Wire Ref # (PO #/Check #/ACH Conf #): _____

Please return all pages of the quote with your signature!

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AGENDA ITEM NO. 9.4

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Chadd Scarborough - (259-5420)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Award Bid for Macclenny Elementary School Front Door Entrance Project to Little & Williams in the Amount of $36,281.00.

ATTACHMENTS:
08.18.2025 Approval of the Bid for MES Front Door Entrance_C.Scarborough.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Facilities and Maintenance
270 East Jonathan Street Macclenny, FL 32063
(904) 259-5420
www.bakerk12.org
Wyatt Milton, Superintendent

August 18 , 2025

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mr. Milton:

I would like to request School Board approval of the bid for the **Hardening of Macclenny Elementary School front door entrance**. The low bid was submitted by **Little+Williams** of **Lake City, Florida** in the amount of **$ 36, 281.00.** (please see all attachments).

Should you have any questions concerning this request, please feel free to contact me at your earliest convenience.

Sincerely yours,

Chadd W. Scarborough,
Director of Facilities and Maintenance
904-524-5559

BID TABULATION AND NOTICE OF AWARD RECOMMENDATION

DATE OF POSTING: August 5, 2025 TIME OF POSTING: 10:00 am.

PROJECT NO.: **2504B**
BID OPENING DATE: **August 5, 2025**
PROJECT TITLE: **New Cross Corridor Doors at Macclenny Elementary School**
BID OPENING TIME: **10:00 AM**
BID OPENING PLACE: **Baker County School Board Conference Room, 392 South Boulevard East, Macclenny, Florida 32063**

CONTRACTORS	BID SECURITY RECEIVED	SUBCONTR. LIST RECEIVED	ADDENDA NUMBER RECEIVED				BASE BID	ALTERNATE 1	ALTERNATE 2
KBT Contracting	✓	✓	✓				38,918.00		
Little & Williams	✓	✓	✓				36,281.00		
Scorpio	✓	✓	✓				48,507.00		

Bids Opened By: Bill Bishop Date: 5 August 2025

Bids Tabulated By: Chadd P. Scarborough Date: 5 August 2025

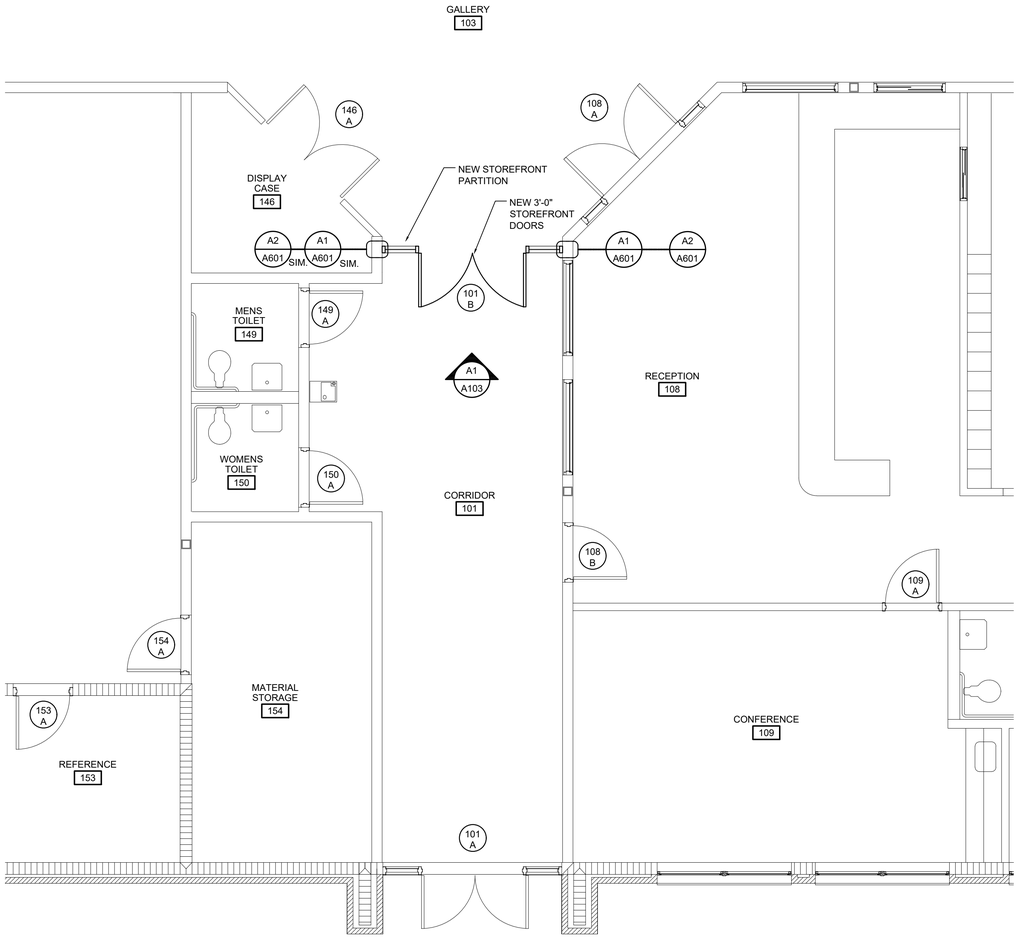
Bids Verified By: _____ Date: _____

MES Cross Corridor Project

Doors (metal type with push bar and key access) to be installed in entry vestibule to limit accessibility to students and staff .

Doors will be installed in vestibule to provide line of sight to office personnel.

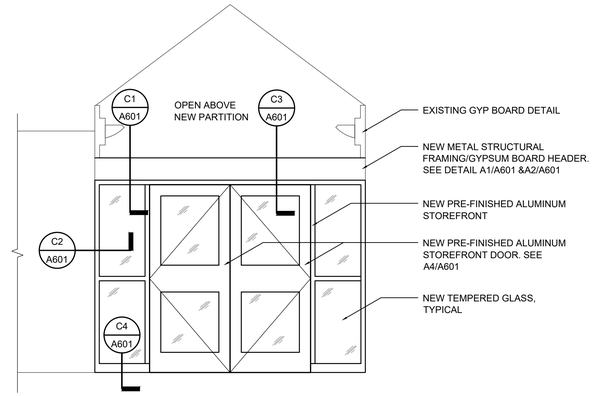
All work to be performed on weekends or after instructional time has ended for each working day.



ENLARGED FLOOR PLAN

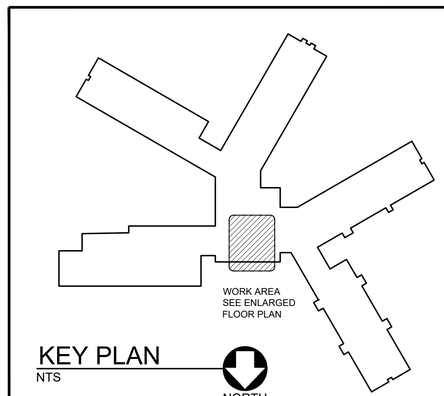
SCALE: 1/4"=1'-0"

NORTH



C4 INTERIOR ELEVATION

SCALE: 3/8" = 1'-0"



KEY PLAN

NTS

NORTH

AKEL ☐ LOGAN ☐ SHAFER
ARCHITECTS AND PLANNERS

704 Rosselle Street / Jacksonville, Florida 32204
Telephone (904) 356-2654 / Fax (904) 356-4010
AAC002135

CONSULTANTS

STATE OF FLORIDA
WILLIAM B. HYDE
AR0009761
REGISTERED ARCHITECT

NEW CROSS CORRIDOR DOORS AT MACCLENNY ELEMENTARY SCHOOL

FOR

BAKER COUNTY SCHOOL DISTRICT

MACCLENNY, FLORIDA

MARK	DATE	DESCRIPTION

ISSUE:	05/20/2025
PROJECT NO:	2504B
CAD DWG FILE:	
DRAWN BY:	ALS
CHECKED BY:	WHB

CONSTRUCTION DOCUMENTS

SHEET TITLE

KEY PLAN, ENLARGED FLOOR PLAN, INTERIOR ELEVATION

SHEET NUMBER

A101

AGENDA ITEM NO. 9.5

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Carrie Dopson - (259-0408)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Baker County School District Virtual School Handbook.

ATTACHMENTS:
08.18.2025 Approval of the Baker County Virtual School Handbook_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Virtual School
418 South 8th Street
Macclenny, FL 32063
(904) 259-0436
www.bakerk12.org

Wyatt Milton, Superintendent

August 6, 2025

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL 32063

Dear Superintendent Milton:

I am pleased to submit the **Baker County Virtual School Handbook** for your review and approval. This handbook serves as a vital resource for students, parents, and staff, clearly outlining our school's expectations, policies, and procedures. It reflects our commitment to providing a high-quality, flexible, and supportive learning environment tailored to the unique needs of virtual learners.

I respectfully request the Board's approval of the handbook for implementation in the upcoming academic year. Please do not hesitate to contact me with any questions or if further revisions are needed.

Thank you for your continued support of Baker County Virtual School and our mission to provide innovative and accessible learning opportunities for all students.

Sincerely,

Carrie Dopson
Executive Director of Teaching & Learning; CTE and Adult Education

Tiffany McInarnay District 1 | Jack Baker, Jr. District 2 | Clayton Lyons, Jr. District 3 | Mandi Canaday District 4 | Amanda Hodges District 5

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Virtual School Handbook

Website: www.bakerk12.org
Email: bcvs@bakerk12.org

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7. BCVS Part-Time Enrollment Criteria
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13. ESE/504/IEP Plan
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Vision

The vision of the Baker County School District is to prepare individuals to be lifelong learners, self-sufficient, and responsible citizens of good character.

Mission

The Baker County School District is committed to meeting the needs of all students in a safe, nurturing, and encouraging environment. The Baker County School District involves parents, students, teachers, and community members in the process of determining goals that meet students' needs.

About Baker County Virtual School

Baker County Virtual School is an interactive learning environment created through technology. Online learning through Baker County Virtual School enables students to assume responsibility for their learning and includes a curriculum that addresses various learning styles. Baker County Virtual School is an online public school of choice offered by My District Virtual School (MDVS), provided by the North East Florida Educational Consortium for grades K-12. We offer full-time enrollment using Florida Virtual School curriculum for students who reside in Baker County. To view a list of courses offered through MDVS for full and part-time Baker County Virtual students, go to: https://sites.google.com/nefec.org/mdvs/mdvs-powered-by-flvs.

Overview

In full-time virtual instruction, students are expected to work from home each day by accessing the curriculum and instruction via the Internet. Elementary students will work with a parent or guardian acting as a learning coach**.** Secondary school students will work more independently with their teachers. Teachers will facilitate and monitor learning through the Internet, email, phone, and video conferencing. **Virtual learning does provide flexibility, but students must work each school day in every assigned course following the pacing guide or learning plan.**

Virtual instruction provides an alternative to the traditional school and classroom. Successful participation in virtual instruction necessitates that learners be self-motivated and possess good organizational and time-management skills.

The enrollment process includes a student review of grades, test results, and prior attendance to confirm the best learning opportunity for the individual student. Students' progress, grades, and attendance will be monitored each week. Teachers and counselors will communicate with students and parents to ensure success. At the end of the grace period (28 days), if the student is not successful, they will be given the option to return to their brick and mortar school or go to home education. As the semester continues, students will be required to consistently turn in work. If a student falls behind pace, they may be subject to removal from the program at the end of the semester. The virtual program is based on mastery of a concept. Students must complete a full semester before transferring to another program or brick-and-mortar school.

BCVS Full-Time Enrollment Criteria

To be a successful full-time student with Baker County Virtual School, students should meet the following requirements:

- Have a 2.0 or higher GPA. For mid-year entrance, students must have demonstrated success in first-semester courses (grades of C or better)
- Score a Level 3 or higher on the FAST ELA & Math assessments. Students entering a full-time virtual program with a prior score of Level 1 or Level 2 must be scheduled to take remedial or intensive reading/math courses in person.
- Have a positive history of attendance at their previous school. BCVS is not a cure for poor attendance.

These recommended criteria do not determine enrollment but are used as a guideline. Each student is enrolled based on an individual basis.

Enrollment Windows for Full-Time Virtual

1st Enrollment Period: April 1, 2025, to August 1, 2025

- For a start date of August 11, 2025

2nd Enrollment Period: December 1, 2025, to December 19, 2025

- For a start date of January 6, 2026

Summer enrollments will continue through FLVS. BCVS will NOT offer summer virtual courses.

Registering as a Full-Time Student

1. Submit Intent to Enroll Application
2. BCVS will set up an in-person enrollment conference.
3. STUDENTS NEW TO THE DISTRICT MUST complete the initial Baker County School District enrollment packet and provide the following documents:
   • Parent's driver's license.
   • Florida Immunization Form 690
   • Physical examination (Florida DH 3040) dated 12 months of the enrollment date.
   • Proof of Residency (Two forms of documentation).
   • Records from previous school. (Final report cards and most recent test scores)
   • IEP (Individual Education Plan) or 504 (If Applicable)

Course Selections

Elementary and Middle Grades students will take the following courses per year:

- English Language Arts/Reading
- Math
- Science
- Social Studies (8th Grade-Civics)
- PE or elective or Career Research and Decision Making

Physical Education is a mandated course by the State of Florida. Parents may sign a PE waiver and choose another elective.
All middle grades students must take M/J Career Research and Decision Making one time during middle school. Middle Grades students must have scored a Level 3 on their prior year reading and math assessments to take an advanced course.

High School students will follow Florida's graduation requirements:
https://www.fldoe.org/core/fileparse.php/7764/urlt/aaflyer-2324thereafter.pdf

- 4 English credits
- 4 Math credits

- 3 Science credits
- 3 Social Studies credits
- 8 elective credits (½ credit of Personal Finance is required)
- 1 Fine/Performing/Practical Art credit
- 1 Physical Education credit (HOPE)

Baker County Virtual School staff will assist in selecting grade-appropriate courses for high school students.

Registering as a Part-Time Student

Students can register at any time during the school year with their school counselor's approval. A student must be enrolled in a Baker County Public School to register as a part-time BCVS student. Requested courses will NOT be approved until the school counselor provides approval that the course is appropriate for the learner's ability and grade level.

Academic Expectations

A. Maintain an appropriate pace and a C or higher in all courses.

One week behind pace or below C average	phone call to parents
Two weeks behind pace or below C average	academic warning letter and potential virtual/in-person tutoring
Three weeks behind pace or below C average	in-person academic conference and mandatory virtual/in-person tutoring
Four weeks behind pace or below C average	Withdraw from Baker Virtual based on non-compliance and mandatory enrollment into a brick-and-mortar school or home education within three days to comply with compulsory attendance requirements.

B. Maintain enrollment through the end of each semester. Baker Virtual does not issue quarterly grades. Grades are issued at the end of the semester.

(If a student chooses to leave BCVS prior to the end of the semester, no grades will be transferred to the next school of enrollment.)

C. Live lesson attendance will be required for all courses with state assessments. The live lesson schedule will be provided with the school calendar.
D. Complete coursework in sequential order as outlined in the pacing guide.
E. Complete the required number of courses for each year. High School - 6 courses per year; Middle School and Elementary - 5 courses per year.
F. Complete a minimum of 20% in the first 28 days after activation, or the student will be dropped from the course.
G. Dropped courses may be reinstated one time for completion based on administrative review and approval.
H. Students must complete their work and should not copy or plagiarize internet content or another student's work. Students must uphold Academic Integrity (see page 8).
I. Complete the assigned Mental Health, Human Trafficking, and Drug and Alcohol Awareness courses as mandated by F.S.1012.584.
J. Complete the assigned CPR First Aid training course as mandated by F.S. 1003.453(3) for students in grades 9 and 11.

Attendance Expectations

A. The state of Florida mandates attendance. Elementary students are expected to work a minimum of 20 hours per week and submit all weekly assignments. Secondary students are expected to work a minimum of 25 hours per week and submit all weekly assignments for each course.
B. Attendance will be monitored weekly. Attendance is based on completed assignments for the previous week. A student is considered absent and off pace if no assignments are completed. 5% progress per week, per course is expected.

One week behind pace or below C average	phone call to parents
Two weeks behind pace or below C average	academic warning letter and potential virtual/in-person tutoring
Three weeks behind pace or below C average	in-person academic conference and mandatory virtual/in-person tutoring
Four weeks behind pace or below C average	Withdraw from Baker Virtual based on non-compliance and mandatory enrollment into a brick-and-mortar school or home education within three days to comply with compulsory attendance requirements

C. Notify teachers at least 2 weeks in advance of planned absences and discuss the pacing guide and assignment completion.
D. Notify teachers and BCVS administration of any emergency absence that may be prolonged.
E. If a student does not meet the weekly attendance expectations, parents will be notified and expected to meet with the administration.
F. For secondary students, the Department of Highway Safety and Motor Vehicles is required to be notified if the student is not in school attendance. The student's driver's license may be revoked due to non-attendance.

Communication Expectations

A. Communication between students, parents, and teachers constitutes a vital part of the virtual learning environment. Students and parents must complete a welcome call with each teacher during the first week of the course prior to activation.

B. Students are expected to respond to all text messages, calls, and emails within a 24-hour period.
C. Students must complete discussion-based assessments (DBAs) before the module exam. Each teacher will instruct students on the correct procedures to complete a DBA.
D. Update any contact information by emailing BCVS at bcvs@bakerk12.org

Testing Expectations

A. According to F.S. 1008.22, all state assessments are mandatory for public school students.
B. Parents must provide transportation to the testing location for the assessments administered in person.
C. Students must complete all progress monitoring (PM1, 2, and 3) in-person for both reading and math assessments based on district and state requirements. Testing dates will be provided.
D. Civics, US History, Algebra 1, Geometry, and Biology EOC exams count as 30% of the overall grade for the course. Students will not receive credit for the course until the district receives the scores and calculates 30% into the final grade for the course. Please be aware that the final grade in Skyward will be different from the final grade on your FLVS or MDVS transcript.
E. **Failure to participate in state-mandated testing during the school year will be grounds for removal from the program the following school year.**

An evaluation of each student will be conducted at the end of each semester to determine his/her continued enrollment.

Grading

Any grades earned at a non-public school are subject to the Baker County School District's accreditation policy, and course codes and credits are determined by the district's course code directory. There are no guarantees of identical course transfers. All Baker County Virtual grades are transferable to any Florida public school upon completion. Transfers that occur before the completion of a course will receive no credit and no grade. **Grades will not transfer from one school to another during the middle of a semester.**

Academic Integrity

Academic integrity is a crucial part of the virtual learning environment. All work submitted by the student for grading must be original student work. Plagiarism and cheating are not acceptable and could lead to consequences such as resubmission of an assignment, grade reduction, failing grade, and even removal from a course.

The goal is for Baker County Virtual students to master the subject content. Students may resubmit assignments (not including quizzes and module exams) up to three times to show mastery. **The FLVS platform uses Turnitin.com to guarantee the authenticity of the student's work. Websites or software such as chatgpt.com and any other AI assistance programs must not be used to complete assignments. (Reference BCSB policy 4.265)** FLVS also maintains its database of student academic integrity incidents. Discussion-Based Assessments (DBAs) ensure the student has understood and retains course content. All DBAs must be completed with a passing grade to receive the password for an exam. Assignments and DBAs must be completed in order, or the student may be placed in "contact instructor" status. This means the student may not continue until the teacher has been spoken to by phone. Students with repeated academic integrity incidents may be asked to attend live proctored exams with a Baker County Virtual instructor.

Dual Enrollment/AP Courses

Advanced Placement, Honors, Advanced, and Dual Enrollment courses are available with Baker Virtual. Students must score a Level 3 or higher on the state assessment for reading and mathematics and have a passing grade of a "C" or higher in pre-requisite courses to qualify for enrollment in an honors or advanced placement course.

AP exams will be provided for MyDistrict students who are not awarded scholarships through the state. AP exams will be offered on our campus based on the schedule provided by the College Board. Students enrolled in an AP course, the district reserves the right not to test based on course performance.

Dual Enrollment qualifications include a 3.0 GPA (Grade Point Average), a Level 3 or higher on the Grade 10 FAST ELA assessment, and Algebra I EOC (End of Course).

and meet score requirements on a college entrance exam. Please contact the school counselor for more information about enrollment dates and deadlines.

Mental Health Requirement

The State Board of Education passed a rule requiring every Florida public school to provide students in grades 6-12 at least five hours of mental health instruction each year. Along with training and professional development, Florida's teachers are equipped to recognize the signs of mental illness and can assist students in getting

professional help. Students taking courses with Baker County Virtual School will be required to complete the 5 hours of mental health instruction before the end of the school year.

ESE/504/IEP Plan

Baker County Virtual School is considered a "school of choice." This means the special education services which were provided to students with an IEP at his/her previous school of enrollment may not be provided to him/her at Baker County Virtual School in the same manner as "face-to-face" instruction. Before enrollment, the child's IEP team and parent(s) will meet to determine whether or not virtual school would be an appropriate placement for your child. Please utilize this information to make appropriate academic placement choices for your student for this coming year and beyond.

ELL

ELL (English Language Learner) students and paperwork will be maintained by the school counselor. ELL plans will be updated annually, reflecting the results of required state assessments. Baker County Virtual staff will monitor ELL students' needs to provide successful educational experiences and outcomes for the students.

Extracurricular activities

Full-time BCVS students may participate in sports and extracurricular activities at their home-zoned school. Contact school administration, team coach, and/or club sponsors for more information. NCAA Division I and II prospective student-athletes

should consult the NCAA initial eligibility requirements regarding virtual courses. Full-time BCVS students must follow the same guidelines relative to GPA, FHSAA guidelines, and "try-out" procedures instituted at the schools.

It should be noted that our students who participate in activities on BCSD campuses are subject to the school rules of that campus. Failure to abide by the rules and expectations of that particular campus may result in disciplinary action.

Severe violations may result in suspension, expulsion, legal action, and/or removal from the virtual instruction program.

Graduation

Baker County Virtual School is a diploma-granting institution. A graduation ceremony is held in May for all graduating seniors and early graduates. BCVS students must meet the same pupil progression requirements and graduation requirements as students at Baker County High School.

Parent Responsibilities

Parents are Learning Coaches and are critical for successful participation. They are responsible for providing adequate supervision for their students and supporting the students' learning. This includes providing a suitable working environment, encouragement, and appropriate assistance with course content when possible. With an updated email address, parents will receive copies of every email sent to their

student. **It is expected that parents monitor their child's academic activities daily through direct supervision.**

Student Dress Code

Students visiting the Virtual School building or meeting online with instructors must adhere to the district dress code. The dress code can be found in the Student Code of Conduct:
https://www.bakerk12.org/cms/lib/FL02213740/Centricity/Domain/147/2024-2025%20Code%20of%20Conduct.FINAL.pdf
Students have a responsibility to dress appropriately while online with instructors. If personal hygiene, appearance, or dress interferes with the educational process, parents will be notified.

Technology

Baker County Virtual students must have the necessary technology to be successful in virtual learning. Once enrolled and a signed Network Agreement is returned, a student will receive a school-issued laptop for coursework if needed. Any issue with technology should be addressed to bcvs@bakerk12.org.

Withdrawal Policy

Due to the nature of how the online learning system works in this program, if students plan to withdraw and move to another learning institution, it is recommended that the change take place at the end of a semester. We understand that this may not always be

possible due to situations and circumstances. **It should be noted that a student moving mid-semester, using BCVS curriculum, may not have transfer grades from their courses.**

All students withdrawing from the program will be required to either return to a brick and mortar school or if rostering under Home Education, complete and return an intent form to Angie Crews located at the ESE office. Final verification of withdrawal will come in the form of a records request from the new institution. Failure to comply with these procedures may result in a truancy referral.

Students who are 16 or older who wish to withdraw to Adult Education to seek a GED are required, by law, to meet with the BCVS administrator to complete required

documents and review all options regarding this decision. If the student is a minor, the parent must also be present at the meeting and sign all documents.

Support/Office Hours

Teachers are expected to communicate with students and families regularly. Teachers should respond to text or email within 24 hours, unless notification of out of office has been provided. It is important for students to advocate for themselves if they need support. Review the teacher announcement page for procedures to schedule an appointment or phone call. If you need additional support or are not receiving timely communication from your teacher, please contact Baker County Virtual School Staff.

Ashton Norman Griffin, BCVS Administrator
ashton.norman@bakerk12.org
(904)259-0486

Baker County Virtual School Expectations

The following information serves to help parents understand the enrollment expectations for Baker County Virtual School (BCVS). Students enrolled full-time must withdraw from their zoned brick-and-mortar school and enroll in Baker County Virtual School, which offers virtual learning through My District Virtual School (MDVS), provided by the North East Florida Educational Consortium. Students should meet the following expectations to foster a successful virtual learning experience.

Academic Expectations:

- Maintain an appropriate pace and a grade of a C or higher in all courses. The pacing guide differs for each class and is reviewed during the welcome call.
- Live lesson attendance will be required for grades K-5, Language Arts and Mathematics; grades 6-8, Mathematics; Language Arts, and Science; grades 9-10, Language Arts; Algebra I, Geometry, Biology, and any EOC or FAST ELA review sessions. The live lesson schedule will be issued with the school calendar.
- Complete the active segments by the dates outlined in the attached Academic Calendar.
- Complete the required number of courses for each year. High School- 6 courses per year, Middle School- 6 courses per year, and Elementary School- 5 courses per year.
- Complete a minimum of 20% in the first 28 days after activation with MDVS, or the system may automatically drop the student from the course.
- Tutoring sessions will be available during open office times. Students requesting a tutoring session should be prepared with personal or guided notes, attempted practice problems or a lab, or specific questions relating to the content found in a lesson.
- Students must uphold Academic Integrity as outlined in the BCVS Handbook.

Communication Expectations:

- Students and parents will complete a welcome call during the first week of the course with each teacher for activation in the course. Each teacher will explain communication practices for their course.
- Students must complete discussion-based assessments (DBAs) before the module exam. Each teacher will instruct students on the correct procedures to complete a DBA.

Attendance Expectations:

- The state of Florida mandates attendance. Elementary students are expected to work a minimum of 20 hours per week and maintain pace in a course. Secondary students are expected to work a minimum of 25 hours per week and maintain pace in a course.
- Attendance will be monitored weekly. Attendance is based on completed assignments for the previous week. A student is absent and considered off pace if no assignments are completed within seven days.

Testing Expectations:

- According to F.S. 1008.22, all state assessments are mandatory for public school students.
- Students must complete all progress monitoring (PM1, 2, and 3) in-person for both ELA and Math assessments based on district and state requirements. (Please refer to testing dates in the attached Academic Calendar for 2024-2025.)
- Civics, US History, Algebra 1, Geometry, and Biology EOC exams count as 30% of the overall grade for the course. Students must attend all end-of-course review sessions as well as the FAST ELA review.

Signing below indicates the student and parent understand and agree to the academic, communication, attendance, and testing expectations for enrollment in Baker County Virtual School. If the student falls behind pace in any course, BCVS may require a face-to-face conference to determine if virtual learning is the best academic plan for the student.

_____	_____
Student Name	Student Signature and Date
_____	_____
Parent/Guardian Name	Parent/Guardian Signature and Date

Middle School Physical Education Waiver Request Form

Florida middle school students are required by state statute to take at least one semester of physical education during each year of middle school. Parents are allowed to request a waiver from the requirement if their child is participating in physical fitness activities outside of the school day that are equal to or in excess of the requirement. In addition, the school can waive this requirement if the child needs remedial courses such as Intensive Reading and/or Intensive Math.

Through the completion of this form, you are requesting that your child be exempted from the physical education requirement.

I request that my child _____ be allowed to waive the physical education requirement for the _____school year due to his/her participation in physical fitness activities outside of the school day that are equal to or greater than the required state statute physical education course.

Sport(s) played outside of school: _____

Number of weeks per year: _____

Number of minutes per week:_____

By signing below, I am stating that my child participates in physical fitness activities outside of the school day that are equal to or greater than the state statute required physical education course. The school district has the authority to request evidence that a student has met the Physical Education requirements through alternate activity/activities. I understand the course my child will take in place of physical education is based on availability.

Parent
Name_____Date_____

Parent
Signature_____

Elementary Physical Education (P.E.) Waiver Request Form

Kindergarten through grade 5 students in the state of Florida are required to take 150 minutes of Physical Education (P.E.) per week. This requirement shall be waived for a student who is enrolled or required to be enrolled in a remedial course. It may also be waived if the student's parent or guardian indicates in writing, as directed in the P.E. waiver, that the student be allowed to take another course among those offered by the school, or that the student is participating in physical activities outside of the school day which are equal to or above the mandated requirement.

By completing and submitting this form, you are requesting that your child be waived from the Physical Education requirement. One form is required for each student. School districts are not required to add additional course offerings for students eligible for P.E. waivers.

I request that my child _____be allowed to waive the Physical Education requirement for the _____ school year due to his/her participation in physical fitness activities outside of the school day that are equal to or greater than the Physical Education hours required by state statute.

Sport(s) played outside of school: _____
Number of weeks per year: _____
Number of minutes per week: _____

By signing below, I am stating that my child participates in physical fitness activities outside of the school day that are equal to or greater than the Physical Education state statute requirement. The school district has the authority to request evidence that a student has met the Physical Education requirements through alternate activity/activities. I understand that the course my child will take in place of Physical Education is based on availability.

Parent Name_____Date_____

Parent Signature _____

Student Device Acceptance Acknowledgement

Chromebook Guidelines

● Students should inspect their Chromebook before use and immediately report any issues.
● The screen should never pick up Chromebooks. Always handle Chromebooks by grasping the keyboard section of the device to lift it.
● Chromebooks may only be used to complete your coursework.
● Watch the "charge level" on the upper right of the menu. Plug in the device when it gets below 15% battery life.

The following Chromebook has been issued to _____, enrolled in Baker County Virtual School.

Make _____
Model _____
Asset Number _____
Serial Number _____
Power Supply:

- ☐ Included
- ☐ Not Included

I have read the Chromebook guidelines, and I agree to follow all of the expectations. I understand that if I do not follow the guidelines, I will lose my privilege of using a Chromebook provided by the Baker County School District. If the Chromebook is damaged when returned, there will be a replacement cost of $300.

Student's Name_____ Date _____

Student's Signature_____Date_____

Parent's Signature _____ Date_____

AGENDA ITEM NO. 9.6

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: August 18, 2025

SUBMITTED BY: Carrie Dopson - (259-0408)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Course Billing and Contract Services Related to Personalized Education Program (PEP) Scholarship.

ATTACHMENTS:
08.18.2025 Approval of the PEP Course Billing and Contract Services_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 32063
(904) 259-7825
www.bakerk12.org
Wyatt Milton, Superintendent

August 6, 2025

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL 32063

Dear Superintendent Milton:

I am writing to formally request Board approval for **Course Billing and Contract Services** related to the **Personalized Education Program (PEP) Scholarship**. As part of our ongoing commitment to providing flexible, student-centered educational pathways, the PEP scholarship enables families to tailor instruction and services in alignment with individual learning goals.

Attached you will find detailed documentation, billing structures, and fee schedules.

I respectfully request that the Board approve the course billing and contract services contract in support of the Personalized Education Program. Your support is critical in enabling us to offer diverse and innovative learning opportunities that meet the unique needs of each student.

Thank you for your time and consideration.

Sincerely,

Carrie Dopson
Executive Director of Teaching & Learning; CTE and Adult Education

CD/AN

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Exceptional Student Education
and Student Services
420 South 8th Street
Macclenny, FL 32063
(904) 259-7825
www.bakerk12.org
Wyatt Milton, Superintendent

PEP Course Billing and Contract Services

Student Information:

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Parent/Guardian Information:

Name: _____

Phone Number: _____

E-mail address: _____

This Personalized Education Program (PEP) Course Enrollment Contract is entered into between the Baker County School District and the undersigned Parent/Guardian on behalf of the enrolled student for participation in the identified PEP contracted services.

The parent agrees to pay the established fees for PEP contracted services through the Education Marketplace Account (EMA) at www.stepupforstudents.org as outlined in this contract. Contracted Services for Assessment Fees, Course Setup Fees, and Technology Rental Fees are non-refundable.

Section A: Verification of Requirements

- ☐ ● Student Registration Packet Completed and Submitted
- ☐ ● District's Student Code of Conduct Reviewed
  - ☐ ○ The student is subject to all discipline policies while participating in PEP contracted services.
- ☐ ● Academic Calendar Reviewed
- ☐ ● District's PEP Fee Structure Reviewed

Section B: Contracted Services Fees

● Name of School: _____

● Start Date: _____

Contracted Service	Frequency	Total Fee	Notes
☐ Assessment ☐ Course ☐ Course Setup Fee ☐ Technology Fee ☐ Other Service	☐ One-Time ☐ Semester	$	
☐ Assessment ☐ Course ☐ Course Setup Fee ☐ Technology Fee ☐ Other Service	☐ One-Time ☐ Semester	$	
☐ Assessment ☐ Course ☐ Course Setup Fee ☐ Technology Fee ☐ Other Service	☐ One-Time ☐ Semester	$	
☐ Assessment ☐ Course ☐ Course Setup Fee ☐ Technology Fee ☐ Other Service	☐ One-Time ☐ Semester	$	

Contracted Services - Course Enrollment Fees

	Course Setup Fee (per course)	On-Campus Instruction Cost per Semester (per course)	Virtual Instruction Cost per Semester
Grades K-5	$50	Not Available	$375
Grades 6-8	$50	$550	$375
Grades 9-12	$50	$450	$375
Technology Rental Fee		$75 (required)	Not Applicable

Contracted Services - Assessment Fees

Service Provided	Cost per Exam/Assessment
Statewide Assessments	$50
EOC Exam	$50
AP Exam	$100
IB Exam	$125
AICE Exam	$100-$250
Industry Certification Exam	Exam fees vary by certification type.

Section C: Invoicing and Payments

- Invoice
    - An itemized invoice will be sent to the parent using the provided email within 1 week of signing this contract.
    - The itemized invoice will list all applicable fees for the contracted services requested.
    - The parent is expected to submit the invoice for direct payment through the EMA platform within 1 week of receipt.

- Payments
    - Payments via education savings accounts or other scholarship accounts will be made through the EMA platform.
    - The parent is expected to promptly approve requests through the EMA platform for direct payment to the district.
    - **If payment is not received by the designated deadline, the student's registration may be cancelled.**
    - The minimum charge, a Course Setup Fee, for each enrolled course is $50.00.
    - BCSD provides students with a 14-day withdrawal window after a course begins to determine whether or not they want to continue the course. For on-campus instruction, a second withdrawal window is provided before the start of a new quarter.
    - If a course is dropped within the 14-day window, the district will only request payment for the Course Setup Fee. For direct reimbursement purposes, services are considered delivered after all withdrawal windows have closed. BCSB will request direct payment through the EMA platform according to the Contracted Services- Course Enrollment Fees table.

Section D: Additional Terms

- Attendance and Academic Expectations
    - Students' attendance and academic progress will be monitored and reported through the Skyward System. It is the responsibility of both the student and the parent to regularly monitor Skyward for updates regarding attendance and grades.
    - The student is expected to attend all scheduled days as outlined in the district's academic calendar and must follow the provided course schedule.
- Food Service
    - If a student is receiving contracted services on a school campus during breakfast or lunch, a meal will be provided.
- Statement of Understanding: Contracted Services Only
    - The student is not enrolled with the district and is in attendance solely for the purpose of receiving contracted instructional services.
- Transportation
    - The district will provide no transportation. It is the parents' responsibility to arrange transportation for the student.

- Technology Use
    - A Chromebook may be provided to a student at the parents' request if the student is receiving virtual contracted services.
    - A Chromebook is required for a student receiving on-campus contracted services. This device is the property of the district and must be returned upon completion of services.
    - The parent assumes full responsibility for the care and safekeeping of the Chromebook. Any loss, theft, or damage (including cosmetic or functional) that occurs while the student is in possession must be reported to the district immediately. The Chromebook will be evaluated by the District's IT department, and parents will be responsible for restitution to fix/ repair the device.
    - The student must comply with the district's acceptable use policy for technology and internet use at all times. Unauthorized use, including but not limited to accessing inappropriate content, tampering with system settings, or using the device for non-educational purposes, may result in loss of device privileges.
    - If a student loses their device privilege, the parent will be responsible for the replacement cost of the device and must provide their own technology for the student.

By signing this contract, all parties, including the Baker County School District, the parent, and the student, acknowledge and agree to the terms and conditions stated herein.

Parent Signature:

Printed Name: _____

Signature: _____

Date: _____

District Representative:

Printed Name: _____

Signature: _____

Date: _____

AGENDA ITEM NO. 9.7

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Seek Request for Qualifications for Construction Management Services Related to the Construction of a New Middle School Facility.

ATTACHMENTS:
08.18.2025 Approval of the RFQ for Construction Management for BCMS_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Office of the Superintendent
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 11, 2025

Dear School Board Members,

As Superintendent of Schools for the Baker County School District, I am requesting approval to seek Requests for Qualifications for Construction Management services related to the construction of a new middle school facility. Once I have your approval, I will begin the requests for qualifications process.

Your support for this project is greatly appreciated.

Sincerely,

Wyatt Milton
Superintendent of Schools

AGENDA ITEM NO. 9.8

Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE:	August 18, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Contract
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Contract Between Baker County School Board and Driver Training Solutions, LLC.

ATTACHMENTS:
08.18.2025 Approval of the Contract with Driver Training Solutions, LLC_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Tech Education
270 South Boulevard East
Macclenny, FL 32063
(904) 259-6251
www.bakerk12.org

Wyatt Milton, Superintendent

August 15, 2025

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached contract between the Baker County School Board and Driver Training Solutions. This contract is for the purchase, delivery, and installation of a PatrolSim 8 Law Enforcement Driving Simulator to be used in the Criminal Justice Program at Baker County High School. The cost of this project is $97,600 and includes equipment, installation, 2 on site days of training for instructors, customized software, skillset assessment software, lifetime support and Full-service warranty. This purchase will be fully covered by a Workforce Capitalization grant award for our Criminal Justice program. Driver Training Solutions, LLC is the sole manufacturer of this type of equipment.

Please do not hesitate to contact me with any questions that you may have about this contract and purchase.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning
904-259-0408

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Date: 8/13/2025

Reference Number:
Internal Reference: DTS-TNTF-1657 r1

Subject: Baker County High School

Seller:

Supplier Name: Driver Training Solutions, LLC.
Address: 2961 W. California Ave, Salt Lake City, UT 84104
POC:

- **Name**: Bradford Trent
- **Title**: Program Manager
- **Email**: bradford.trent@acronaviation.com
- **Phone:** (801) 738-5644

Buyer:

Buyer Name: Baker County High School
Address: 1 Wildcat Drive, Glen St Mary, FL 32040
POC:

- **Name**: Johnny Byrd
- **Title**:
- **Email**: johnny.byrd@bakerk12.org
- **Phone**: (904) 838-7790

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

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Proprietary Statement:

The data contained in this submission represents in its entirety "proprietary data" of Driver Training Solutions, LLC. This document is to be used solely for the limited purpose for which it is made available. Neither it nor the information contained therein is to be transmitted for any purpose except with the written permission.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Statement of Work

Driver Training Solutions, LLC is pleased to provide this fixed price proposal for the following:

-

Related software, hardware, content packages, and services will also be priced. The delivery and installation of the product will occur on dates mutually agreed upon based on the standard lead time—noted in the assumptions section of this document.

Our solutions focus on post-incident safety training, safety refresher skills training, effectively assessing driver skills, pre- screening new drivers and advanced skills and career development for experienced drivers. We want to ensure that each student is given the best opportunity to learn all that is required to safely operate a vehicle regardless of skill level or experience. We are committed to serving our customers through best-in-class solutions that provide unparalleled value.

Special Notes:

Below we will detail any special notes that the Buyer may want or need to know. After reading the section, or if it is blank, please continue to the pricing.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Simulator Pricing:

Units	Description	Part Number	Unit Price	Subtotal	Discount	Price
	Training Systems					
1	**Instructor Operator System (IOS)**	UT09022	$7,500	$7,500	15%	$6,375
1	**PatrolSim 8 Law Enforcement Driving Simulator** Fully-shrouded, realistic driver compartment/cabin Powerful image generation processing platform: Intel i7 4.9 GHz processor, super fast NVM3 SSD, GeForce RTX 4070 video and graphics Replica Ford Police Interceptor Dashboard, Seat, Radio, MDT Automotive OEM seat, restraint, steering wheel, pedals, brake controls and transmission controls mirrors, virtual pan, and optional over-the shoulder view), presented on 4K Ultra High-Definition displays Realistic, software-defined instrumentation Operator touch-screen interface for driver scenario and instruction control and unique vehicle interfaces Ford OEM transmission control 5.1 Surround Sound with tactile vibration and "rumble" sound transducer Force-feedback braking Force-feedback, realistic steering OEM, responsive and realistic pedals Advanced Unreal Engine graphics, with industry-best realism and detail Exclusive automotive physics engine with real vehicle behavior Baseline Urban, Suburban, Rural, Freeway, Skid pad, Mountain, Snow virtual environments Hundreds of simulated impeding conditions, obstacles and malfunctions including fog, snow, rain, wind, ice, glare, intoxication, rail crossing, pedestrians, animals, tire blow-out, brake failure, etc. >120+ included pedagogically rigorous scenarios Driver Training Solutions Scenario-Builder™ software for custom user customization and build-from-scratch curriculum Complete scenario recording and playback with "DVR" functionality Baseline, single-page individual assessment and scoring Learning Management System for full control of lesson plans, scenario presentation and student database. Law Enforcement Bundle Law Enforcement Vehicles PIT Maneuver Skills Range / Driving Track EVP 2 Scenarios POST Certified Scenarios Novice Driving Scenarios DUI Scenarios EMS Vehicles & Scenarios Virtual Environments Expansion Package (1 per IOS) Advanced airport, coal mine, construction site, desert, dirt road, indoor trucking course, mountain forest, oil field, swamp virtual environments and more.	UT09876	$96,500	$96,500	15%	$82,025
	Software Options					
1	**Driver Training Solutions Scenario-Builder™** software for custom user customization and build-from-scratch curriculum	UT09926	$2,500	$2,500	100%	$0
1	**Skillset Assessment Software (no cost option, 1 per IOS)** Advanced Skillset™ assessment software with additional metrics, student evaluation and extended reporting continuously monitoring more than 40 driving behavior parameters.	UT04462	$5,000	$5,000	100%	$0
	Hardware Options					
	Unless otherwise noted all hardware purchases after original delivery will require minimum 2-Day Field Services					
1	**D-Box Gen3 Motion Base Series 8** One per simulator.	UT09895	$18,000	$18,000	20%	$14,400
	Content Packages					
1	**2021 LE Pursuit Course (8)**	UT09670	$2,500	$2,500	100%	$0
	Services					
1	**Standard Installation (included)** Installation (one site, coincides with training)	UTINSTALL	$5,000	$5,000	100%	$0
1	**Operations Training - On-Site** Two (2) days of training Day 1 Training: Operations Training. (Coincides with Installation) 1 HR Executive Presentation Day 2 Training. Virtual Training, up to 8 hrs. (Scheduled with customer within 60 days after install) Up to four (4) people	UTSTRAINING	$2,500	$2,500	100%	$0
1	**Lifetime Customer Support (Per Simulator)** during work hours. Software updates included.	UTSWARRANTY	$2,500	$2,500	100%	$0
1	**Premium Full-Service Warranty (Per Simulator)** service maintenance. Priority shipment. Software updates and remote installation	UTSWARRANTY	$9,500	$9,500	100%	$0
1	**Shipping & Handling (CONUS for single site only)** Packing and shipping costs to continental United States	UTSSHIPPING	$5,000	$5,000	100%	$0
	Promotional Discount		**Sim Price**	**Discount**		
5%	**Customer Referral Discount** contact in internal notes.	UTDISCOUNT	$104,000	$5,200		-$5,200
	Total Price:					$97,600

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Acceptance of Offer:

Buyer to complete billing and shipping information below:

Billing Contact:	Megan Waltman	**Shipping Contact:**	Megan Waltman
Billing Address:	418 S Eighth St, Macclenny, FL 32063	**Shipping Location:**	1 Wildcat Dr, Glen St. Mary, FL 32040
Billing Phone:	904-259-0403	**Shipping Phone:**	904-259-0403
Billing Email:	megan.waltman@bakerk12.org	**Shipping Email:**	megan.waltman@bakerk12.org

Tax Exemption:

I certify that our organization qualifies for tax exemption. **If yes, attach certificate.**

X Yes No

Signatures:

Buyer Acceptance:	**Seller Acceptance:**
Name Carrie Dopson	Name JITTE VAN DEN BOUT
Title Executive Director of Teaching & Learning	Title Head of Commercial, CTS
Organization Baker County School Board	Organization Driver Training Solutions, LLC
Date 8/15/2025	Date 8/14/2025
Tax ID No. 85-8015982665C-9	Tax ID No. 33-4081072
Signature	Signature DocuSigned by: JITTE VAN DEN BOUT 9E58E449AF13441...

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

General Terms and Conditions

Assumptions:

1. The Seller will complete the delivery, installation, and training services utilizing Buyer's simulator, onsite:
    a. Installation & training will be provided for up to the following number of days:
        i.
    b. Delivery
        i. Facility & Delivery Logistics
            1. Simulator installation will be completed on the ground level.
            2. Facility doorways/openings are at least 52" wide and 80" tall.
            3. Facility has a loading dock or drop-off location that is accessible by a delivery semi- truck.
            4. Equipment will be delivered by a third-party freight forwarder. The Equipment may arrive in advance of installation & training. Buyer may need to store equipment in interim between delivery and installation & training.
        ii. Fees
            1. Advanced Installation Fee
                a. The Seller will provide a site-survey prior to scheduling the installation. Buyer will complete the site survey to identify the installation logistics. If a completed site-survey is not returned by the Buyer, or if the site-survey does not reflect the facility logistics, see clause 1(b)(i) in this section, a fee may be assessed if installation requires unplanned effort or resources, anticipated to be $2,000.
            2. Location Change Fee
                a. The Seller will deliver Goods to the location listed in "Shipping Location(s)" field or if left blank to the "Billing Address" listed in Offer Letter. Any changes to shipping location will need to be mutually agreed between the parties and may incur additional charges assessed to the Buyer. Changes to the shipping address within 30 days of shipping will result in a minimum $2,000 Shipping Address Change Fee.
        iii. Lead Time
            1. Lead time for shipment is ninety (90) to one hundred twenty (120) days.
    c. Training
        i. Number of Students
            1. Training will be provided for up to four (4) students.
        ii. Training Curriculum
            1. Our Operations Training course covers driver simulation products and services, including hardware and software familiarization, environmental and safety requirements, maintenance, and integration of simulation technologies into existing training plans.
        iii. Cancellations
            1. Cancellations of training dates without prior mutual agreement of the Seller will be billable at the contracted rate.
2. Warranty
    a. The Warranty and Support coverage shall consist of the following type and shall be provided for the following period (apart from our "Lifetime Customer Support"):
        i. Type:
        ii. Duration:
    b. The Warranty and Support coverage shall commence upon delivery of the Product by the Seller to the Buyer and shall be provided in accordance with Exhibit B – Standard Conditions of Warranty.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Conditions:

1. Price
    a. All prices are stated in U.S. Dollars (US$). Price is based on order of quantity(s) and total amounts stated. the seller reserves the right to update pricing if quantity(s) are changed. All items must be ordered at the same time and not on a line-by-line basis.
    b. Tax is not included in the calculations seen above.
    c. The pricing in this proposal is provided in accordance with the specific requirements set forth in the request for proposal associated with this effort and is consistent with the Seller's estimating system.
2. Additional Terms and Conditions
    a. External Documents
        i. Exhibit A – Standard Conditions of Sale
        ii. Exhibit B – Standard Conditions of Warranty
    b. Acceptance of the Conditions in Exhibit A and Exhibit B represents a binding contract between the Buyer and Seller. Upon receipt of this signed agreement from the Buyer, an authorized representative of the Seller will review, countersign, and return the final agreement to Buyer for reference of contract execution. Any changes to the attached referenced terms must be made in writing and accepted, in writing, by both parties.
3. Validity
    a. This proposal is valid for the following amount of time:
        i.
4. Miscellaneous
    a. Data Items: No Data Items are included in this estimate.
    b. No liquidated damages will apply to this proposal.
    c. No offsets or Industrial Participation Requirements will apply to this proposal.

Please review this information and forward to the appropriate personnel. Please feel free to contact the sales personnel below or the POC listed on the cover page if you would like to discuss this information.

- **Name:** Richard Griffin
- **Phone:** (385) 226-7475
- **Email:** Richard.griffin@l3harris.com

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Payment Terms:

All payments are to be paid to the Seller. Payments can be made by either: Check or wire transfer:

a. **Check payments:**
For check payment details, request them specifically

b. **Payments may also be wired directly to: Bank Name**: JPMorgan Chase Bank, N.A. **Bank Address**: 1 Chase Manhattan Plaza, New York City, NY 10081, US
ABA (ACH): 071000013
Routing (Domestic Wire): 021000021
Swift (Intl): CHASUS33
Beneficiary: Driver Training Solutions, LLC
Account#: 727110454

c. All payments are to be made in U.S. dollars and without expense to.

d. Buyer agrees to pay any expenses incurred in collecting any unpaid balance of the purchase price, or in recovering possession of goods including reasonable attorney's fees.

e. Balance of contract will be paid in full net 30 days from invoice.

Taxes:

Prices stated do not include local or state taxes. Buyer shall provide a copy of their sales tax-exempt certificate if claiming tax exempt status. If Buyer does not have a valid tax exemption, then Buyer is responsible for all sales taxes, use taxes, duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract. Buyer shall pay to the Seller any applicable tax imposed on any part of this transaction and the Seller will remit the amount to the appropriate tax authorities. Buyer further agrees to defend, indemnify, and hold the Seller harmless from and against the aforesaid taxes, duties, and charges because of performance hereunder, and all reasonable legal fees, costs, and expenses incurred in connection therewith.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Exhibits

Please see any exhibits as attachments below.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A



Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

STANDARD CONDITIONS OF SALE ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

By agreeing to purchase these selected Goods, Services or other items (collectively the "Products") Buyer agrees and confirms its acceptance of these Conditions of Sale and this Agreement shall govern the terms of said purchase to the exclusion of any other terms and conditions, standard or otherwise, upon which Buyer accepts or purports to accept the quotation including any terms and conditions contained on the applicable Purchase Order.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Terms & Conditions

It Is Hereby Agreed as follows:

1. Interpretation:

1.1. "Goods" means the goods detailed in the applicable proposal as referenced in Buyer's order including but not limited to simulation training devices, hardware only sales, associated software, repairs and spares.

1.2. "Services" means the services detailed in the applicable proposal including but not limited to technical query resolution and the delivery of upgrades to an in-service simulation training device and/or the manufacture, delivery, and installation of new simulation training devices, as referenced in Buyer's order.

1.3. "Products" means collectively the Goods, Services and any other items which DTS offers to Buyer on the terms contained herein.

1.4. To the extent that DTS provides a proposal referencing this Agreement said proposal takes precedence in the event of an inconsistency between this Agreement and the terms of the proposal.

1.5. In this Agreement words importing the singular only also include the plural and vice versa and, where the context requires, words importing persons include firms and corporations.

1.6. The use of the term DTS is interpreted to include DTS employees and contracted personnel (including sub-contractors).

2. Orders:

2.1. All Orders are subject to acceptance and confirmation of delivery schedule by DTS.

2.2. DTS reserves the right to charge cancellation fees on any order which following acceptance pursuant to 2.1 is cancelled by Buyer.

2.3. The commencement date for the provision of Services is the date of receipt of the initial payment in cleared funds and not the date that the order is accepted pursuant to clause 2.1.

2.4. Buyer may request changes to the order within the general scope of work. DTS will notify Buyer of any adjustment to any dependencies impacted by the requested change and is not obligated to implement any requested changes until Buyer provides written confirmation of its acceptance of said adjustment.

3. Payment and Price:

3.1. Unless otherwise agreed in the terms of the contract Buyer shall pay invoices within thirty (30) days from receipt of the relevant invoices by electronic transfer in the invoiced currency. Payments are not subject to any deductions, set off, or discounts for early payment.

3.2. DTS will issue invoices either on achievement of the relevant Service milestones or on dispatch of the Goods.

3.3. All prices are expressed exclusive of VAT, unless otherwise stated.. Buyer will pay VAT if is it applicable. VAT will be invoiced in addition to prices, if VAT is applicable.

3.4. If Buyer fails to make payment on the due date, then, without prejudice to any other right or remedy available, DTS reserves the right to:

3.4.1. withhold or suspend delivery of the Products;

3.4.2. charge Buyer interest on the amount unpaid, at a rate of 8% over the United States Prime Rate, until payment is made in full.

3.5. Prices stated do not include local or state taxes. Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract, unless Buyer has a valid tax exemption.

3.6. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties, and charges as a result of performance hereunder, and all reasonable legal fees, costs, and expenses incurred in connection therewith.

Docusign Envelope ID: BBB3ABA8-C56A-45A8-9667-22A322BF977A

Terms & Conditions

4. Delivery of Goods:

4.1. Unless otherwise stated Goods will be delivered FCA (DTS).

4.2. DTS will pack and mark the Goods in accordance with industry standard practices given the nature of the Goods. In the event that Buyer requests unique or special packaging and/or marking such request will be considered in accordance with clause 2.4.

4.3. Quoted dispatch or delivery date is DTS best estimate of the Goods availability date and DTS will in no event be in default for any failure to deliver the Goods on the stated delivery date.

4.4. DTS reserves the right to deliver the Goods early without penalty or incurring any additional charges.

5. Acceptance:

5.1. Buyer shall inspect the Goods immediately on receipt and the goods will be deemed accepted five (5) days from delivery.

5.2. DTS will prior to the commencement of the Services, provide Buyer with a schedule of approved baseline checks for in-service equipment.

6. BFE, Data & Parts:

6.1. Buyer shall deliver Buyer Furnished Equipment (BFE) at no cost to DTS at the times and places agreed by the Parties.

6.2. Unless expressly stated Buyer is responsible for the purchase of all parts and OEM data license fees ("Parts and Data") required to support the Product and such Parts and Data shall be included as BFE.

6.3. Buyer shall ensure that all necessary agreements, authorizations and/or licenses which may be required by the OEM, including but not limited to the relevant manufacturer, to support the supply, delivery, and use of the Product by DTS and Buyer, have been entered into in a timely manner following acceptance of the DTS proposal.

6.4. For the avoidance of doubt DTS is not liable for any delay caused as a result of Buyer failing to comply with the obligations contained in clause 6.3.

7. Access to Buyer's Premises and Equipment:

7.1. Buyer shall provide timely access to any premises, equipment, staff and/or facilities that may reasonably be required to support delivery of the Services by DTS.

7.2. If Buyer fails to permit performance of the Services then, without prejudice to any other right or remedy available to DTS, DTS may invoice Buyer for any and all additional costs incurred by DTS as a result of such failure.

8. Force Majeure and Consequences of Force Majeure:

8.1. Force Majeure means and is limited to the circumstances set forth in clause 8.2.1 through

8.2.12. below but only if and to the extent:

8.1.1. Such circumstances are not within the control of DTS, or its subcontractors;

8.1.2. Such circumstance, despite the exercise of reasonable diligence cannot be prevented, avoided or removed by DTS or its subcontractors;

8.1.3. Such event materially adversely affects the ability of the DTS to perform its major obligations under this Agreement;

8.1.4. DTS has taken reasonable precautions, due care of reasonable alternative measures to avoid the effect of such event on its ability to perform its obligations under this Agreement and to mitigate the consequences of such circumstance, and;

8.1.5. Such event is not the direct or indirect result of the failure of DTS or its subcontractors to perform any of their obligations under this Agreement;

8.1.6. DTS has given Buyer a written notice as set forth in clause 25.

8.2. Subject to the clauses 8.1. and 8.3., Force Majeure means any of the following occurrences outside the control of DTS preventing or delaying

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its timely performance of obligations under this Agreement:

8.2.1. any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, rebellion, riot, insurrection, civil commotion, act or campaign of terrorism, or sabotage;

8.2.2. any government acts or omissions;

8.2.3. radioactive contamination or ionizing radiation;

8.2.4. nationwide legal and general strikes affecting the performance of the contractual obligations;

8.2.5. labor or material shortages that could not have been reasonably foreseen;

8.2.6. any Buyer failure, whether through act or omission, to perform any of its obligations under the Contract;

8.2.7. any lightning, earthquake, hurricane, drought, tsunami, monsoon, tempest, flood, storm, cyclone, volcano, mudslide, typhoon, tornado, or other unusually severe weather or act of nature;

8.2.8. fire, explosion or chemical contamination;

8.2.9. epidemic, pandemics, blight, famine, quarantine or plague, including but not limited to COVID-19;

8.2.10. any transportation accidents while transportation of Goods;

8.2.11. suspension of flight operations due to inclement weather while transportation of Goods;

8.2.12. delays of suppliers at any tier arising from unforeseeable causes beyond the control and without the fault or negligence of both DTS and its supplier.

8.3. If DTS is prevented or delayed in the performance of any of its obligations under this Agreement by an occurrence of Force Majeure, then it shall give prompt written notice and, in any event, within thirty (30) days of the occurrence specifying:

8.3.1. The occurrence constituting Force Majeure and the date of the occurrence;

8.3.2. The obligation or obligations the performance of which is thereby prevented or delayed;

8.3.3. The further period for which it is estimated that such prevention or delay will continue;

8.3.4. The reasonable proof of the nature of such delay issued by the relevant Official Authority(ies) confirming the accuracy of the particular contained in such notification;

8.3.5. Precautions taken to avoid the effect of such event and to mitigate the consequences of such circumstance;

8.4. If by reason of Force Majeure the affected Party suffers delay in fulfilling its obligations under this Agreement, it shall be granted a reasonable extension of time.

8.5. By reason of Force Majeure, DTS will not be entitled to claim indemnity and have the right to claim price difference, excepting in the event a replacement source of supply is required due to a Force Majeure event.

8.6. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment to DTS under clause 3 hereof by reason of Force Majeure Events.

8.7. In the event that DTS is by virtue of Force Majeure as defined in this clause 8, excused for a continuous period of one hundred and eighty (180) days from performance of its obligations under this Agreement, within that one hundred and eighty (180) day period, if permitted, the Parties shall meet to review the situation with a view to attain means of achieving a resumption of performance but in the absence of any such agreement Buyer may terminate this Agreement as per clause Termination for Default (clause 12).

9. Intellectual Property Rights ("IPR"):

9.1. Buyer agrees that the ownership of all intellectual property rights in the Product remain the exclusive property of DTS and/or the relevant third-party supplier as applicable.

9.2. Upon acceptance of the Product in accordance with clause 5, DTS grants to Buyer a non- exclusive, non-transferable, license to use the Product for the sole purpose of operating and maintaining the Product and any associated equipment as long as Buyer operates the Product at Buyer's site and

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complies with the terms and conditions of this Agreement, including the right to:

9.2.1. make one (1) copy only of the software to be used solely for back-up or archiving purposes; and

9.2.2. make copies of any documentation provided as are reasonably necessary for the purpose of providing simulation training to a maximum of three (3) copies.

9.3. Buyer shall not:

9.3.1. copy (other than in accordance with clause 9.2.1 and 9.2.2), modify, export, or derive training material and/or devices from, nor reverse engineer, decompile, disassemble from the or translate nor create derivative works based on the Product; or

9.3.2. use the Product to manufacture or enable the manufacture of any Products and/or of any part, component, system, or element of the Equipment; or

9.3.3. disclose any Confidential Information regarding the Product or any part thereof to any other persons or companies without DTS prior written approval.

9.3.4. refer to DTS' Products by name or likeness to market Buyer products or services, without express written permission from DTS.

9.4. In the event that an arbitration award or a court decision having the authority of a final conclusive judgement duly concludes that DTS's Product infringes a third party's intellectual property rights then DTS indemnifies, defends, and holds harmless Buyer against all reasonably incurred legal proceedings and costs resulting from such infringement except and to the extent that any such infringement is based upon:

9.4.1. any act or omission of Buyer in its use of the Product; or

9.4.2. the claim relates to a third-party supplier's Product and DTS shall use reasonable efforts to obtain from such third parties the most favorable patent indemnity protection for Buyer hereunder.

9.5. DTS is not responsible for any settlement made by Buyer without DTS's prior written consent.

9.6. Notwithstanding clause 12.2 any breach of this clause 9 by Buyer will be considered a substantial material breach of this Agreement and DTS will be entitled to terminate this Agreement with immediate effect.

10. Warranty and Support:

10.1. Unless otherwise stated in the applicable proposal, Warranty and Support will be provided in accordance with STANDARD CONDITIONS OF WARRANTY.

11. Liability & Indemnity:

11.1. Buyer is responsible for and shall defend, indemnify, and hold harmless DTS, its servants, agents, and subcontractors from and against all claims, losses, damages, costs (including reasonable legal costs), expenses, and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from any negligent acts or omissions or the willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

11.2. DTS is not liable for any loss, destruction, or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction, or damage is a direct result of DTS's willful misconduct.

11.3. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE, OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT, OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

11.4. IN NO EVENT WILL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE OR THE AMOUNT ACTUALLY

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PAID FOR BY BUYER FOR THE PRODUCT, WHICHEVER IS LESS.

11.5. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision will be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

11.6. Nothing in this clause excludes or limits either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

12. Default:

12.1. Either Party may terminate all or a portion of this Agreement for default which is defined as a substantial breach of material obligations by the other Party.

12.2. In the event of termination for default, the Party shall give the other Party fifteen (15) days prior written notice to cure or to commence to cure the alleged breach.

12.3. In addition, either Party may terminate the contract if the other becomes insolvent, makes an assignment for the benefit of creditors, is adjudged bankrupt, or if a receiver is appointed for the whole or any part of its assets.

12.4. DTS is entitled to payment for Products delivered prior to termination including work in progress undertaken.

13. Insurance and Title:

13.1. Both Parties shall obtain and maintain, at their expense, policies of insurance of a coverage and scope sufficient for the purposes of the obligations contained in this Agreement.

13.2. Failure to obtain sufficient insurances is not a defense against recovery of any amounts due by Buyer to DTS for claims under this Agreement.

13.3. Title to the Product, as applicable, will pass to Buyer upon receipt of payment in full of the price.

13.4. Risk of Loss for items will transfer to Buyer on delivery.

14. Confidentiality:

14.1. Each Party shall treat all information ("Confidential Information") belonging to the other Party as confidential and safeguard it accordingly and shall not disclose any Confidential Information belonging to the other Party to any other person without the prior written consent of the other Party, except to such extent as may be necessary for the performance of this Agreement or where disclosure is otherwise expressly permitted by the provisions of this clause 14.

14.2. The provisions of this clause 14 shall not apply to any Confidential Information received by one Party from the other which:

14.2.1. Is or becomes public knowledge (otherwise than by breach of this clause);

14.2.2. was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

14.2.3. is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;

14.2.4. is independently developed without access to the Confidential Information; or

14.2.5. must be disclosed pursuant to a statutory or legal obligation placed upon the Party making the disclosure.

15. Data Protection

15.1. For the purposes of this clause 15 the following phrases are interpreted as: "Data Laws" mean any data protection legislation which may govern either Party's personal data and any amendment, replacement, or re-enactment thereof, and any statutes or regulations made thereunder. "Data Subject" means an identified or identifiable natural person. "Personal Data" means any information relating to a Data Subject received by one party (the Recipient) from or on behalf of the other party (the Discloser) in connection with the performance of the Recipient's obligations under this agreement.

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15.2. The Parties acknowledge that in the course of carrying out their obligations in respect of this Agreement they may collect certain Personal Data which is protected by the Data Laws.

15.3. Both Parties shall undertake to only use or store such Personal Data in compliance with its obligations under this Agreement and in accordance with the Data Laws.

15.4. The Parties warrant and represent that:

15.4.1. they shall comply with all Data Laws in connection with the exercise and performance of its rights and obligations under this Agreement;

15.4.2. it has implemented technical and organizational measures that meet the requirements of the Data Laws.

15.5. In the event that either Party receives a Subject Access Request, as defined in the Data Laws, it shall notify the other Party without undue delay and said other Party shall provide such reasonable assistance to the receiving Party as it may reasonably require to ensure its compliance with the receiving Party's obligations under the Data Laws.

15.6. Buyer shall fully indemnify, defend, and hold harmless, DTS and its affiliates, directors, officers, employees, agents, and representatives from and against any and all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, awards, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs and any costs or expenses incurred to support Subject Access Requests), whether or not involving a third-party claim, which arise out of, relate to, or result from the violation or breach of any of your covenant, representation, warrant, provision or other obligation or duty under this clause 15 or under applicable law, including but not limited to the unlawful or improper processing of the personal data.

16. Export Control:

16.1. Unless otherwise implied by the delivery terms stated in the applicable proposal Buyer is responsible for procuring all necessary import or export licenses required to support delivery of the Goods and is solely responsible for any duties payable in respect of the same.

16.2. Buyer shall fully comply with all applicable import, export or re-export regulations (including, but not limited to, any US Government export control requirements) applicable to the Goods or piece of equipment bound to the Goods, and shall hold harmless and indemnify DTS against any claim, liability, losses, costs, damages, and expenses (including without limitation attorney's fee) of whatsoever nature or kind or amount, based upon or resulting from any action or claim raised by any third party (including without limitations any entity, whether incorporated or not, state agency, governmental authority) due to a failure by Buyer, or any of its agents, assignees, and/or transferees and/or sub-licensees to comply with any and all export/re- export regulations.

17. Severability:

17.1. The provisions of this Agreement are severable and the invalidity, illegality, or unenforceability of any one or more of its provisions does not affect the validity and enforceability of any other provisions.

17.2. If any provision of this Agreement is declared to be invalid, illegal, or unenforceable the parties agree that the court of competent jurisdiction should substitute a valid and enforceable provision that, to the maximum extent possible in accordance with all applicable law and preserves the legal and economic positions of each party as intended in this Agreement.

18. Anti-Bribery and Corruption:

18.1. In entering this Agreement, each Party warrants that it has not done, and in performing its obligations under this Agreement, it will not do, any act or thing that contravenes the Bribery Act 2010 (UK), US Foreign Corrupt Practices Act, or any other applicable anti-bribery or anti-money laundering laws and/or regulations.

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Terms & Conditions

19. Disputes and Law:

19.1. In any dispute arising between DTS and Buyer, the parties shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

19.2. Nothing prevents the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

19.3. This Agreement is governed by the laws of the State of New York exclusive of its conflict of law provisions and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

20. Waiver:

20.1. The waiver by either Party of any breach of any term of the Agreement will not prevent the subsequent enforcement of that term and will not be deemed a waiver of any subsequent breach.

21. Sole Remedy:

21.1. The Parties agree that the rights and remedies arising by virtue of the operation of this Agreement are the sole and exclusive rights and remedies between the Parties in relation to any of the matters arising under this Agreement or otherwise and no Party is entitled to claim any right or remedy against the other which does not arise by virtue of the operation of this Agreement.

22. Assignment:

22.1. Each Party shall not assign to any third party any or all of its rights and obligations under this Agreement, without prior written consent of the other Party, such consent not to be unreasonably withheld, except and to the extent that DTS reserves the right to refuse consent to any assignment to a direct competitor in the design and manufacture of simulation training devices and/or the provision of simulation training services.

23. No Agency:

23.1. The relationship of the Parties hereunder is one of buyer and seller of the Equipment. No relationship of agency, joint venture, or partnership exists or will be deemed to exist between the Parties in particular, it is expressly understood that Buyer does not have the authority to bind DTS in any way.

24. Third Party Rights:

24.1. A person who is not a Party to the Agreement may not enforce any of its terms under any applicable laws and/or regulations.

25. Notices:

25.1. Any notice or communication given under this Agreement will be given in writing and will be regarded as properly served:

25.1.1. By email – on receipt of a "Received Receipt";

25.1.2. By post – forty-eight (48) hours after dispatch by Guaranteed Next Day Delivery.

26. Variations:

26.1. No variation to this Agreement will be binding unless agreed in writing between the Parties.

26.2. Notwithstanding clause 26.1, DTS reserves the right to update this Agreement in line with operational requirements.

27. Agreement:

27.1. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes and merges all prior or contemporaneous proposals, negotiations, understandings, and agreement, whether oral or written, relating to the subject matter hereof.

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STANDARD CONDITIONS OF WARRANTY- LIFETIME ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

Driver Training Solutions, LLC, a Delaware corporation, with offices at 2961 West California Avenue, Salt Lake City, UT 84104 ("DTS") and Buyer enter into this Full-Service Warranty Contract (the "Contract") for the support of DTS's Simulator products (referred to collectively as "Product" herein) beginning on the Coverage Start Date set forth below. Subject to this Contract, DTS agrees to provide the following support services with respect to DTS's Simulator Products contained herein:

- Customer Service & Support: 8:00AM to 5:00PM MDT Monday - Friday less applicable holidays or other scheduled closures.
- Remote diagnostics via internet connectivity between DTS customer service and Buyer's simulator. (Buyer must provide voice and high-speed internet connection at the simulator).
- Software and hardware updates are included as defined in Section 5.

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Terms & Conditions

In consideration of the mutual agreement as set out in this Contract, the parties hereby agree:

1. Coverage Start & Expiration Dates:

1.1 Coverage starts and expires as indicated in the offer.

2. Requesting Service & Service Hours:

2.1. To initiate and/or request service, Buyer may call 1-800-595-5740, 24 hours a day, seven (7) days a week. Technicians are available between the hours of 8 AM and 5 PM Mountain time Monday through Friday or by appointment. All calls received outside regular business hours will be returned at the earliest possible time.

3. Troubleshooting and Repair:

3.1. When Buyer calls DTS regarding a technical problem with their simulator, Buyer and Customer Service technician will troubleshoot the problem. It is the responsibility of Buyer to maintain a voice and high-speed internet connection at the simulator(s) at the time of the troubleshooting effort, for use to diagnose the problem. Once DTS diagnoses simulator over the phone and determines the failure, DTS will ship replacement part(s). When Buyer receives the part(s), Buyer will call DTS Customer Service (800-595-5740) and DTS will provide telephone assistance to repair Buyer's simulator. This process enables efficient repair of the simulator.

4. Moving Your Covered Product to a New Location:

4.1. Buyer may change its service address at any time by notifying DTS in writing at the address set forth above. Damage incurred by moving Buyer's covered product is not covered under this Contract, unless the move is managed by DTS. Cost of a DTS-managed move is not covered under this contract.

5. Updates:

5.1. Software and hardware updates (if applicable to this product) will be defined by DTS. These updates (where applicable) may be provided free of charge to Buyer.

6. Service Contract Cancellation:

6.1. DTS may cancel this Contract if any of Buyer's obligations, agreements or promises contained in this Contract are breached, in which case, Buyer will be refunded a pro-rata amount of the Contract price, less (1) the costs incurred by DTS in making any repairs and/or rendering any service pursuant to this Contract, and (2) any other costs or expenses incurred by DTS on account of such breach.

7. Service Contract Limitations:

7.1. Non-Original Manufacturer and Re- Manufactured Parts - Genuine factory parts will be used whenever possible, however, this Contract only allows use of non-original manufacturer and re-manufactured parts when authorized by DTS.

7.2. Buyer shall be responsible for and shall defend, indemnify and hold harmless DTS, its servants, agents and subcontractors from and against all claims, losses, damages, costs (including reasonable legal costs), expenses and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from the negligence or willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

7.3. DTS is not liable for any loss, destruction or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction or damage is a direct result of DTS's willful misconduct.

7.4. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

7.5. IN NO EVENT SHALL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING

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DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE FOR THE PRODUCT.

7.6. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision shall be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

7.7. Nothing in this clause shall exclude or limit either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

8. What is NOT Covered Under This Contract:

8.1. Repair or replacement of Product(s) or parts upon Buyer's noncompliance with any part of this agreements.

8.2. Coverage, components, products or items not specifically listed herein, or Products whose serial numbers have been removed or altered.

8.3. Any loss, damage or failure of any components or peripherals not installed by DTS, an authorized representative of DTS or under the direction of DTS.

8.4. Any loss, damage or failure resulting from improper use, storage or operation.

8.5 Consumer replaceable items, including but not limited to batteries, tapes, ribbons, bulbs, air filters, fuses, belts, etc.

8.6 Loss, damage or failure resulting from unauthorized repairs, additions, or modifications performed by Buyer or third parties.

8.7 Any loss, damage or failure of the cabinet, housing, case or frame of the Product or any non-operating part, such as any plastic or decorative parts masks, or glass.

8.8. Any loss, damage or failure caused by conditions beyond DTS's control, such as normal wear and tear, inadequate plumbing, wiring or electrical/power supply, power surge, rust, corrosion, infestation, negligence, abuse, misuse, theft, vandalism, acts of God, environmental conditions (e.g., fire, floods, sand, dirt, windstorm, hail, earthquake, or exposure to weather conditions), failure to follow DTS's required maintenance, leaking batteries, excessive humidity or dampness.

8.9. Any loss, damage or failure of any software (other than software manufactured by DTS).

8.10. Service outside of the United States and Canada is covered for the original delivery destination. First-level support for outside the US and Canada starts with telephone support. Replacement parts, shipping, taxes, duties, etc. are covered under the provisions of this contract. On-site support will be provided at the discretion of DTS in order to resolve technical issues that arise.

9. Your Promises and Assurances:

9.1. In order for this Contract to remain in full force and effect during its term, Buyer promises and assures to: (1) fully cooperate with DTS, DTS technicians and authorized representatives during diagnosis of the Product, (2) Report any problem or defect associated with the Product promptly upon Buyer's discovery of such defect or problem to the customer service department. (1-800-595-5740), and (3) maintain in good operating condition (at Buyer site) a voice and high-speed internet connection required by DTS for compatibility with the telecommunication equipment and software at DTS's facility for support under this Contract.

10. Taxes:

10.1. Prices stated do not include local or state taxes. If Buyer does not have a valid tax exemption, then Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract.

10.2. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties and charges as a result of performance hereunder, and all reasonable legal fees, costs and expenses incurred in connection therewith.

11.Governing Law:

11.1. In any dispute arising between DTS and Buyer, the parties each shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

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11.2. Nothing shall prevent the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

11.3. This Agreement is governed by the State of New York laws and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

12. Force Majeure:

12.1. Neither Party shall be liable for nor deemed to be in default on account of delays in performance of any of its obligations under this Agreement which are due directly or indirectly to any event or circumstance or combination of events or circumstances that is beyond the reasonable control of the affected Party and materially and adversely affect DTS the performance by such Party of all or a part of its obligations under or pursuant to this Agreement. ("Force Majeure Event.")

12.2. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment associated with Services milestones achieved prior to the occurrence of a Force Majeure Event.

12.3. The affected Party shall give the other party timely notice after it becomes aware of any Force Majeure Event, which notice shall, to the extent practicable, specify the length of the delay anticipated and any additional costs, incurred or likely to be incurred, by reason of such Force Majeure Event and the Parties shall agree to amend Buyer's order.

12.4. If a Force Majeure Event continues for a period of one hundred and eighty (180) consecutive days then this Agreement shall automatically terminate unless the Parties agree otherwise in writing.

13.Contract Renewal:

13.1 At the end of this Full-Service Warranty Contract, DTS has the option to renew and propose a Full-Service Warranty extension or Maintenance Agreement for one (1) additional year. The renewal contract must be purchased thirty (30) days or more prior to warranty expiration. If this Contract has lapsed prior to renewal, the simulator may be eligible for a warranty renewal if Buyer pays an evaluation fee to assess the condition of the simulator, Buyer pays for any necessary repairs to attempt bringing simulator up to full operating condition, and simulator passes DTS inspection.

14. Entire Contract:

14.1. These Terms and Conditions together with any subsequent purchase order shall comprise the exclusive terms, conditions, and agreements of the Parties with respect to the sale of Goods and/ or Services described herein and supersede any provisions on the face and reverse side of Buyer's purchase order or any prior agreement inconsistent with the provisions hereof. Any terms or conditions set forth on any documents or forms utilized by Buyer, including, but not limited to, pre-printed terms and conditions on purchase order documents, and any communications (written or oral) between the Parties that are inconsistent with, or are not included within, the Terms and Conditions contained herein, shall be of no force or effect, unless expressly otherwise mutually agreed between the Parties. Acceptance by Buyer of such Goods and/ or Services covered hereunder shall, absent a contrary agreement in writing signed by Seller, constitute acceptance of these Terms and Conditions. The invalidity of the whole or in part of any provisions hereof shall not affect the validity of any other provision. The headings of the sections herein have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions hereof.

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STANDARD CONDITIONS OF WARRANTY- PREMIUM ("AGREEMENT")

Legal Conditions: THIS DOCUMENT MAY CONTAIN TRADE SECRETS, CUSTOMER SENSITIVE DATA AND/OR COMMERCIAL OR FINANCIAL INFORMATION AND IS PROPRIETARY TO DRIVER TRAINING SOLUTIONS, LLC AND MAY NOT BE USED, COPIED OR DISCLOSED TO THIRD PARTIES OR OTHERWISE APPROPRIATED WITHOUT THE WRITTEN CONSENT OF DRIVER TRAINING SOLUTIONS, LLC.

EXPORT DISCLAIMER: This document consists of Driver Training Solutions, LLC general capabilities information that does not contain controlled technical data as defined within the International Traffic in Arms (ITAR) Part 120.10 or Export Administration Regulations (EAR) Part 734.7-11. The technology described herein is controlled under the Export Administration Regulation (EAR) and may not be exported without proper authorization by the U.S. Department of Commerce or the U.S. Department of State.

Driver Training Solutions, LLC, a Delaware corporation, with offices at 2961 West California Avenue, Salt Lake City, UT 84104 ("DTS") and Buyer enter into this Full-Service Warranty Contract (the "Contract") for the support of DTS's Simulator products (referred to collectively as "Product" herein) beginning on the Coverage Start Date set forth below. Subject to this Contract, DTS agrees to provide the following support services with respect to DTS's Simulator Products contained herein:

- Repair or replacement of defective parts & components.
- The costs for shipping parts out and bringing them back from Buyer's location.
- On-Site field service support for labor and repairs.
- Customer Service & Support: 8:00AM to 5:00PM MDT Monday - Friday less applicable holidays or other scheduled closures.
- Remote diagnostics via internet connectivity between DTS customer service and Buyer's simulator. (Buyer must provide voice and high-speed internet connection at the simulator).
- Software and hardware updates are included as defined in Section 5.

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Terms & Conditions

In consideration of the mutual agreement as set out in this Contract, the parties hereby agree:

1. Coverage Start & Expiration Dates:

1.1 Coverage starts and expires as indicated in the offer.

2. Requesting Service & Service Hours:

2.1. To initiate and/or request service, Buyer may call 1-800-595-5740, 24 hours a day, seven (7) days a week. Technicians are available between the hours of 8 AM and 5 PM Mountain time Monday through Friday or by appointment. All calls received outside regular business hours will be returned at the earliest possible time.

3. Troubleshooting and Repair:

3.1. When Buyer calls DTS regarding a technical problem with their simulator, Buyer and Customer Service technician will troubleshoot the problem. It is the responsibility of Buyer to maintain a voice and high-speed internet connection at the simulator(s) at the time of the troubleshooting effort, for use to diagnose the problem. Once DTS diagnoses simulator over the phone and determines the failure, DTS will ship replacement part(s). When Buyer receives the part(s), Buyer will call DTS Customer Service (800-595-5740) and DTS will provide telephone assistance to repair Buyer's simulator. This process enables efficient repair of the simulator.

3.2. If the simulator is not repairable by Buyer with the remote assistance of the DTS technician, then DTS will schedule a Field Service Engineer to visit Buyer's site to repair and service the simulator. DTS shall bear all travel-related costs (e.g., airfare, rental car, gas, lodging and meals) it incurs with respect to this Contract. DTS will provide on-site service during normal business hours at Buyer's address. DTS will determine the need for the on-site visit.

3.3. After the simulator has been repaired, Buyer will return the defective part(s) and any other unused part(s) within ten (10) business days to DTS using the instructions and return shipping labels provided. If the part(s) are not received at DTS within ten (10) business days after the problem has been resolved, Buyer will be billed for the cost of the part(s).

3.4. Carry-in Service - Periodically, Buyer's Product may need to be removed and repaired at a DTS authorized repair center, in which case, Buyer is responsible for delivering the product to and from the DTS authorized repair center, located at 2961 West California Avenue, Salt Lake City, Utah 84104. If "carry-in" service is required or requested by Buyer, Buyer is responsible for delivering its product to and from the authorized repair center.

4. Moving Your Covered Product to a New Location:

4.1. Buyer may change its service address at any time by notifying DTS in writing at the address set forth above. Damage incurred by moving Buyer's covered product is not covered under this Contract, unless the move is managed by DTS. Cost of a DTS-managed move is not covered under this contract.

5. Updates:

5.1. Software and hardware updates (if applicable to this product) will be defined by DTS. These updates (where applicable) may be provided free of charge to Buyer.

6. Service Contract Cancellation:

6.1. DTS may cancel this Contract if any of Buyer's obligations, agreements or promises contained in this Contract are breached, in which case, Buyer will be refunded a pro-rata amount of the Contract price, less (1) the costs incurred by DTS in making any repairs and/or rendering any service pursuant to this Contract, and (2) any other costs or expenses incurred by DTS on account of such breach.

7. Service Contract Limitations:

7.1. Non-Original Manufacturer and Re- Manufactured Parts - Genuine factory parts will be used whenever possible, however, this Contract only allows use of non-original manufacturer and re-manufactured parts when authorized by DTS.

7.2. Buyer shall be responsible for and shall defend, indemnify and hold harmless DTS, its servants, agents and subcontractors from and against all claims, losses, damages, costs (including reasonable

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legal costs), expenses and liabilities of every kind or nature in respect of the personal injury or death of any personnel or third party and/or damage to third party property resulting from the negligence or willful misconduct of Buyer, its servants, agents or sub-contractors under this Agreement.

7.3. DTS is not liable for any loss, destruction or damage to Buyer's property, including any property which may be the subject of the order unless and then only to the extent that such loss, destruction or damage is a direct result of DTS's willful misconduct.

7.4. IN NO EVENT WILL DTS BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, MULTIPLE OR PUNITIVE DAMAGES OR ANY DAMAGE DEEMED TO BE OF AN INDIRECT OR CONSEQUENTIAL NATURE ARISING OUT OF OR RELATED TO ITS PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED UPON BREACH OF CONTRACT, WARRANTY, INDEMNITY, NEGLIGENCE AND WHETHER GROUNDED IN TORT, CONTRACT OR CIVIL LAW OR OTHER THEORIES OF LIABILITY, INCLUDING STRICT LIABILITY.

7.5. IN NO EVENT SHALL THE TOTAL CUMULATIVE LIABILITY OF DTS OR ITS SUBCONTRACTORS OR SUPPLIERS OF ANY TIER FOR THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR ANYTHING DONE IN CONNECTION THEREWITH EXCEED THE PRICE PAYABLE FOR THE PRODUCT.

7.6. In the event that this limitation of liability conflicts with any other provisions of this Agreement, said provision shall be regarded as amended to whatever extent is required to make such provisions consistent with this provision.

7.7. Nothing in this clause shall exclude or limit either Party's liability to each other for death or personal injury; or fraud or fraudulent misrepresentation or any other liability which cannot be excluded or limited at law.

8. What is NOT Covered Under This Contract:

8.1. Repair or replacement of Product(s) or parts upon Buyer's noncompliance with any part of this agreements.

8.2. Coverage, components, products or items not specifically listed herein, or Products whose serial numbers have been removed or altered.

8.3. Any loss, damage or failure of any components or peripherals not installed by DTS, an authorized representative of DTS or under the direction of DTS.

8.4. Any loss, damage or failure resulting from improper use, storage or operation.

8.5 Consumer replaceable items, including but not limited to batteries, tapes, ribbons, bulbs, air filters, fuses, belts, etc.

8.6 Loss, damage or failure resulting from unauthorized repairs, additions, or modifications performed by Buyer or third parties.

8.7 Any loss, damage or failure of the cabinet, housing, case or frame of the Product or any non-operating part, such as any plastic or decorative parts masks, or glass.

8.8. Any loss, damage or failure caused by conditions beyond DTS's control, such as normal wear and tear, inadequate plumbing, wiring or electrical/power supply, power surge, rust, corrosion, infestation, negligence, abuse, misuse, theft, vandalism, acts of God, environmental conditions (e.g., fire, floods, sand, dirt, windstorm, hail, earthquake, or exposure to weather conditions), failure to follow DTS's required maintenance, leaking batteries, excessive humidity or dampness.

8.9. Any loss, damage or failure of any software (other than software manufactured by DTS).

8.10. Service outside of the United States and Canada is covered for the original delivery destination. First-level support for outside the US and Canada starts with telephone support. Replacement parts, shipping, taxes, duties, etc. are covered under the provisions of this contract. On-site support will be provided at the discretion of DTS in order to resolve technical issues that arise.

9. Your Promises and Assurances:

9.1. In order for this Contract to remain in full force and effect during its term, Buyer promises and assures to: (1) fully cooperate with DTS, DTS technicians and authorized representatives during diagnosis and repair of the Product, (2) make the Product accessible to DTS; (3) provide a non-threatening and safe environment for DTSs on- site technicians, (4) provide the presence of a responsible person during the service, (5) Report any problem or defect associated with the Product promptly upon Buyer's discovery of such defect or

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problem to the customer service department. (1-800-595-5740), (6) return, at DTS's expense, failed part(s) within 10 business days, and (7) maintain in good operating condition (at Buyer site) a voice and high-speed internet connection required by DTS for compatibility with the telecommunication equipment and software at DTS's facility for support under this Contract.

10. Taxes:

10.1. Prices stated do not include local or state taxes. If Buyer does not have a valid tax exemption, then Buyer is responsible for any and all sales taxes, use taxes, duties, including but not limited to import and export duties, and any other taxes or similar charges levied by any taxing authority, for Products or Services provided under this Proposal/Contract.

10.2. Buyer further agrees to defend, indemnify and hold DTS harmless from and against the aforesaid taxes, duties and charges as a result of performance hereunder, and all reasonable legal fees, costs and expenses incurred in connection therewith.

11.Governing Law:

11.1. In any dispute arising between DTS and Buyer, the parties each shall first use all reasonable endeavors to resolve amicably in the ordinary course of business.

11.2. Nothing shall prevent the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

11.3. This Agreement is governed by the State of New York laws and the parties hereby submit to the exclusive jurisdiction of the State of New York Courts.

12. Force Majeure:

12.1. Neither Party shall be liable for nor deemed to be in default on account of delays in performance of any of its obligations under this Agreement which are due directly or indirectly to any event or circumstance or combination of events or circumstances that is beyond the reasonable control of the affected Party and materially and adversely affect DTS the performance by such Party of all or a part of its obligations under or pursuant to this Agreement. ("Force Majeure Event.")

12.2. For the avoidance of doubt, Buyer will not be relieved of its obligation to make timely payment associated with Services milestones achieved prior to the occurrence of a Force Majeure Event.

12.3. The affected Party shall give the other party timely notice after it becomes aware of any Force Majeure Event, which notice shall, to the extent practicable, specify the length of the delay anticipated and any additional costs, incurred or likely to be incurred, by reason of such Force Majeure Event and the Parties shall agree to amend Buyer's order.

12.4. If a Force Majeure Event continues for a period of one hundred and eighty (180) consecutive days then this Agreement shall automatically terminate unless the Parties agree otherwise in writing.

13.Contract Renewal:

13.1 At the end of this Full-Service Warranty Contract, DTS has the option to renew and propose a Full-Service Warranty extension or Maintenance Agreement for one (1) additional year. The renewal contract must be purchased thirty (30) days or more prior to warranty expiration. If this Contract has lapsed prior to renewal, the simulator may be eligible for a warranty renewal if Buyer pays an evaluation fee to assess the condition of the simulator, Buyer pays for any necessary repairs to attempt bringing simulator up to full operating condition, and simulator passes DTS inspection.

14. Entire Contract:

14.1. These Terms and Conditions together with any subsequent purchase order shall comprise the exclusive terms, conditions, and agreements of the Parties with respect to the sale of Goods and/ or Services described herein and supersede any provisions on the face and reverse side of Buyer's purchase order or any prior agreement inconsistent with the provisions hereof. Any terms or conditions set forth on any documents or forms utilized by Buyer, including, but not limited to, pre-printed terms and conditions on purchase order documents, and any communications (written or oral) between the Parties that are inconsistent with, or are not included within, the Terms and Conditions contained herein, shall be of no force or effect, unless expressly

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otherwise mutually agreed between the Parties. Acceptance by Buyer of such Goods and/ or Services covered hereunder shall, absent a contrary agreement in writing signed by Seller, constitute acceptance of these Terms and Conditions. The invalidity of the whole or in part of any provisions hereof shall not affect the validity of any other provision. The headings of the sections herein have been inserted for convenience of reference only and shall not affect the interpretation of any of the provisions hereof.