Baker County Public Schools

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, December 2, 2024 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #11

"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

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

6.1 Approval to Add Item 9.6.: Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.
Wyatt Milton - (259-0401)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on December 2, 2024.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the November 19, 2024, School Board Expulsion Hearing.
Wyatt Milton - (259-0401)

8.3 Approval of the Minutes of the November 19, 2024, Swearing In Ceremony.
Wyatt Milton - (259-0401)

8.4 Approval of the Minutes of the November 19, 2024, School Board Organization Meeting.
Wyatt Milton - (259-0401)

8.5 Approval of the Minutes of the November 19, 2024, School Board Meeting.
Wyatt Milton - (259-0401)

8.6 Approval of the Financial Reports for the Month Ending October 31, 2024.
Teri Ambrose - (259-0418)

8.7 Approval of the 2024-2025 District Instructional Materials Handbook.
Thomas Hill - (259-0429)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of the 2024-2029 NEFEC Athletic Coaching Add-On Endorsement Program.
Thomas Hill - (259-0429)

9.3 Approval of the 2025-2026 School Calendar. (Option 1)
Thomas Hill - (259-0429)

9.4 Approval of the 2024-2025 Five Year District Facilities Work Plan.
Teri Ambrose - (259-0418)

9.5 Approval of the Request to Hire a Technician for the Nutrition Services Department (Federal Fund - New Position)
Tonya Tarte - (259-4330)

9.6 Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.
Wyatt Milton - (259-0401)

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. 6.1

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Travel F.S. 1001.39
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 9.6.: Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.

ATTACHMENTS:
12.02.2024 Approval of Board Member Travel_W.Milton.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

November 26, 2024

This letter is to request Board approval of the travel and travel reimbursement for the following School Board Member to attend the FSBA/FADSS 79th Annual Joint Conference to be held at the Grand Hyatt Tampa Bay in Tampa, Florida on December 3 – 6, 2024, for the purpose of official school district business. Both the travel and travel reimbursement comply with the rules of the State Board of Education and are in accordance with F.S. 1001.39.

Clayton Lyons

Thank you,

Wyatt Milton

Wyatt Milton
Superintendent of School

WM/fdr

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE: December 2, 2024

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 December 2, 2024.

ATTACHMENTS:
12.02.2024 Approval of Peronnel Items List_W.Milton.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON DECEMBER 2, 2024

RESIGNATION FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Leuluai	Kayli			Data Processor (216 Days)	Legacy Elementary School	November 22, 2024
Murphy	Bryan			Teacher Specific Learning Disabilities (197 Days)	Baker County High School	December 5, 2024
Nguyen	Duong			Custodian (197 Days, 8 Hours)	Baker County High School	January 6, 2025
Rich	Aubrey			Extended Day Enrichment Supervisor (182 Days)	Westside Elementary School	November 20, 2024

EMPLOYMENT LIST FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Gaskins	Alycia		Initial Employment / Replacing Rebekah D. Combs / Unit Reassigned from Mathematic M/J	Teacher, M/J (197 Days)	Baker County Middle School	November 6, 2024
Waltman	Megan		Transfer from Office Aide/Guidance Services (187 Days) at Baker County High School / Replacing / Kayli Leuluai	Data Entry Operator Guidance (216 Days)	Legacy Elementary School	December 2, 2024
Woods	Martha		Initial Employment / Replacing Sandy Booker	Teacher, ESE (197 Days)	Westside Elementary School	November 14, 2024

EXTRA DUTY LIST FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Craven	Morgan			PKK Family Night	$31.54 Per Hour / Maximum 1.91 Hour / Funding Source: General	November 5, 2024
Goodwin	Sandra			Panel Playground - Planning	$31.54 Per Hour / Maximum 3 Hour / Funding Source: General	November 30, 2024 - December 5, 2024

EXTRA DUTY LIST FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Goodwin	Sandra			Panel Playground - Presentation	Regular Hourly Rate / Maximum 3 Hour / Funding Source: General	December 5, 2024
Hand	Daphne			PKK Family Night	$31.54 Per Hour / Maximum 1.75 Hour / Funding Source: General	November 5, 2024
Harris	Leslie			PKK Family Night	Regular Hourly Rate / Maximum 2 Hour / Funding Source: General	November 5, 2024
Kennedy	Sarah			PKK Family Night	$31.54 Per Hour / Maximum 1.75 Hour / Funding Source: General	November 5, 2024
Kosakowski	Tara			PKK Family Night	$31.54 Per Hour / Maximum 2.5 Hour / Funding Source: General	November 5, 2024
McDonald	Emily			PKK Family Night	$31.54 Per Hour / Maximum 2.5 Hour / Funding Source: General	November 5, 2024
Rowan	Tanyia			PKK Family Night	$31.54 Per Hour / Maximum 2.0 Hour / Funding Source: General	November 5, 2024

SUPPLEMENT LIST FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Ellis	Yolanda	Rescind Previously Approved on August 19, 2024	Baker County High School	Gate Duty	Rescind Board Approved Rate	Rescind 2024-2025 (Effective November 5, 2024)
Lauramore	Jessica		Legacy Elementary School	Bus Duty	Board Approved Rate - Prorated	2024-2025 (Effective November 13, 2024)

SUPPLEMENT LIST FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Roberts	Kenneth	Rescind Previously Approved on September 3, 2024	Baker County Middle School	Head Football Call - Spring	Rescind Board Approved Rate	Rescind 2024-2025 (Effective October 22, 2024)
Woods	Martha		Westside Elementary School	ESE Teacher	Board Approved Rate - Prorated	2024-2025 (Effective November 14, 2024)

STIPEND LIST FOR APPROVAL ON DECEMBER 2, 2024					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Brown	Mallory		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Clardy	Cynthia		2025 Teacher of the Year (Excluding the District Teacher of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Derby	Deborah		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Howell	Lloyd		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Hyde	Amber		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Roberson	Wanda		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Snell	Connie		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025
Staier	Brandi		2025 Teacher of the Year (Excluding the District Teacher of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025

STIPEND LIST FOR APPROVAL ON DECEMBER 2, 2024					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Yonn	Jamie		2025 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 3, 2025

OCCASIONAL PERSONNEL STAFFING FOR APPROVAL ON DECEMBER 2, 2024				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Burnham	Christopher	Middle School Assistant Football Coach	$1,500.00 Flat Rate / Funding Source: General	August 2, 2024 - May 30, 2025
Gerard	Robert	High School Drama	$3,000.00 Flat Rate / Funding Source: General	September 3, 2024 - June 30, 2025

OUT OF FIELD PERMIT FOR APPROVAL ON DECEMBER 2, 2024						
LAST NAME	FIRST NAME	MI	CERTIFIED IN	PERMIT FOR	SCHOOL SITE	EFFECTIVE DATES
Deel	Ellen		Elementary Education K-6, Educational Leadership, Specific Learning Disabilities K-12, Mental Health K-12	English Language Learners Hospital Homebound / Home Instruction	Elementary & Secondary Hospital Homebound / Home Instruction Classes As Needed	2024-2025

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Minutes of the November 19, 2024, School Board Expulsion Hearing.

ATTACHMENTS:
12.02.2024 Approval of 11.19.2024 Expulsion Hearing Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
EXPULSION HEARING (CLOSED TO THE PUBLIC)
Tuesday, November 19, 2024 - 4:30 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page # 10

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

Expulsion Hearing - Closed to the Public:

DATE	TIME	TYPE	CASE #	SCHOOL
November 19, 2024	4:30 p.m.	Expulsion Hearing	111920244300054	Baker County High School

Case #: 111920244300054 / Baker County High School

The Baker County School Board met on Tuesday, November 19, 2024, 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 a closed expulsion hearing on Baker County High School student case #111920244300054. The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandi Canaday. The District 3 Seat is vacant pending gubernatorial appointment. Superintendent Wyatt Milton and School Board Attorney Jeffrey Grosholz were both present at the closed hearing. Principal Johnnie Jacobs, Deputy Ricky Crews, and Executive Director of Teaching and Learning Thomas Hill were present at the closed hearing. The student's mother was present for the closed hearing. Chairperson McInarnay called the closed expulsion hearing to order on Baker County High School student case #111920244300054 and then turned the proceedings over to Superintendent Milton. After hearing the evidence and testimonies presented, Superintendent Milton made the recommendation to expel Baker County High School student case #111920244300054 from the Baker County Public Schools for the remainder of the 2024-2025 school year, which also includes the Adult Education Program, as well as, all school sponsored activities. The recommendation includes that Baker County High School student case #111920244300054 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County High School student case #111920244300054 must re-enter through the Baker County CATS Academy alternative school setting for a minimum of forty-five (45) days. As recommended by Superintendent Milton, Jack Baker Jr. made a motion to approve, seconded by Amanda Hodges. The motion carried 4-0.

_____ _____
Superintendent Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

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

DATE: December 2, 2024

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the November 19, 2024, Swearing In Ceremony.

ATTACHMENTS:
12.02.2024 Approval of 11.19.2024 Swearing In Ceremony Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
SWEARING IN CEREMONY (OPEN TO THE PUBLIC)
Tuesday, November 19, 2024 - 5:30 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063
Minute Book #40 / Supplemental Book #53 / Page # 10

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

Swearing In Ceremony

5:30 p.m. - Swearing In Ceremony for Superintendent Wyatt Milton (Will be Sworn-in by School Board Attorney Jeffrey Grosholz.)
Superintendent Wyatt Milton was sworn in office by School Board Attorney Jeffrey Grosholz. The following School Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandy Canaday. The District 3 Seat is vacant pending gubernatorial appointment. Superintendent Milton's parents were present and by his side to commemorate the event. No board action was taken at this ceremony.

_____ _____
Superintendent Board Chairperson

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Minutes of the November 19, 2024, School Board Organization Meeting.

ATTACHMENTS:
12.02.2024 Approval of 11.19.2024 School Board Organization Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
SCHOOL BOARD ORGANIZATION MEETING (OPEN TO THE PUBLIC)
Tuesday, November 19, 2024 - 6:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page # 10

"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 Tuesday, November 19, 2024, at 6:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold the organizational board meeting. Superintendent Milton announced that Lynn Green was going to give the invocation followed by the Pledge of Allegiance led by Naomi Anderson.

2. ROLL CALL OF MEMBERS

Superintendent Milton called the board organization meeting to order and asked for a roll call of members. The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandi Canaday. The District 3 Seat is vacant pending gubernatorial appointment. School Board Attorney Jeffrey Grosholz was in attendance as well.

3. RECOGNITIONS / PRESENTATIONS

3.1 Recognition of Resolution in Honor of Paula T. Barton.
Superintendent Milton announced the Resolution in Honor of Paula T. Barton. This resolution honors the exceptional service and unwavering commitment Paula T. Barton demonstrated during her tenure.

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

There were no corrections or additions to the board organization meeting agenda.

5. APPROVAL OF ITEMS FOR ACTIONS

5.1 Approval of New Board Chairperson.
Superintendent Milton entertained nominations from the Board for Board Chairperson. Amanda Hodges nominated Tiffany McInarnay to serve as Board Chairperson, Jack Baker Jr. seconded the nomination. No other nominations were made. Superintendent Milton called for a vote. The nominee motion carried 4-0. Tiffany McInarnay will serve as Board Chairperson.

5.2 Approval of New Board Vice-Chairperson.
Tiffany McInarnay assumed chairmanship and entertained nominations from the Board for Board Vice-Chairperson. Mandi Canaday nominated Jack Baker Jr. to serve as Board Vice-Chairperson, seconded by Amanda Hodges. No other nominations were made. Chairperson McInarnay called for a vote. The nominee motion carried 4-0. Jack Baker Jr. will serve as Board Vice-Chairperson.

5.3 Approval of the 2025 Board Meeting Calendar Dates, Times, and Locations.
Chairperson McInarnay entertained a motion from the Board on this agenda item.
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 4-0.

5.4 Approval of Board Member to Serve as the Florida School Boards Association's Legislative Liaison.

(Note: Mandi Canaday Served as the FSBA Legislative Liaison)
Chairperson McInarnay entertained a motion from the Board on this agenda item. Jack Baker Jr. made a motion to nominate Mandi Canaday to serve as the Florida School Boards Association's Legislative Liaison, seconded by Amanda Hodges. The motion carried 4-0.

5.5 Approval of Board Member to Serve as the Florida School Boards Association's Alternate Legislative Liaison. (Note: Amanda Hodges Served as FSBA Legislative Alternate Liaison)
Chairperson McInarnay entertained a motion from the Board on this agenda item. Mandi Canaday made a motion to nominate Amanda Hodges to serve as the Florida School Boards Association's Alternate Legislative Liaison, seconded by Jack Baker Jr. The motion carried 4-0.

5.6 Approval to Appoint School Board Member to Serve as the Representative on the Board of Directors for the Small School District Council Consortium (SSDCC). (Note: Jack Baker Jr. Served in this Capacity)
Chairperson McInarnay entertained a motion from the Board on this agenda item. Amanda Hodges made a motion to nominate Jack Baker Jr. to serve as the School Board representative for the Small School District Council Consortium, seconded by Mandi Canaday. The motion carried 4-0.

5.7 Approval of Agreement with Rumberger, Kirk & Caldwell, P.A. for School Board Attorney Services, Effective November 2024 - December 2025.
Chairperson McInarnay entertained a motion from the Board on this agenda item.
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 4-0.

5.8 NOTE: Agreement with Akel, Logan, and Shafer for Architectural Services has Already Been Approved through October 31, 2026. (No Action Required)
No action was required for this agenda item.

6. ADJOURN
Since there was no further business to come before the Board for reorganization:
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. 8.5

Item Cover Page

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

DATE: December 2, 2024

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the November 19, 2024, School Board Meeting.

ATTACHMENTS:
12.02.2024 Approval of 11.19.2024 Minutes_W.Milton.pdf

Baker County Public Schools

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Tuesday, November 19, 2024 - 6:30 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #53 / Page #10

"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 Tuesday, November 19, 2024, at 6:30 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 that the invocation and the Pledge of Allegiance were held at the preceding meeting.

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., Amanda Hodges, and Mandi Canaday. The District 3 Seat is vacant pending gubernatorial appointment. Superintendent Wyatt Milton and School Board Attorney Jeffrey Grosholz were both present for the meeting.

4. PUBLIC HEARINGS
There were no public hearings at this meeting.

5. RECOGNITIONS / PRESENTATIONS
There were no recognitions / presentations at this meeting.

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA
There were no corrections or additions to the agenda. Therefore, no action was taken on this agenda item.

7. REMOVAL OF ROUTINE ITEMS
Chairperson McInarnay asked if any Board member wished to remove a routine item for separate consideration. Hearing none, she continued with the items for action.

8. APPROVAL OF ROUTINE ITEMS
Chairperson McInarnay entertained a motion from the Board to approve the routine items. As recommended: Mandi Canaday made a motion to approve the routine items, seconded by Amanda Hodges. The motion carried 4-0.

8.1 Approval of the Personnel Items List for Approval on November 19, 2024.

8.2 Approval of the Minutes of the November 4, 2024, Work Session.

8.3 Approval of the Minutes of the November 4, 2024, School Board Expulsion Hearing.

8.4 Approval of the Minutes of the November 4, 2024, School Board Expulsion Hearing.

8.5 Approval of the Minutes of the November 4, 2024, School Board Expulsion Hearing.

8.6 Approval of the Minutes of the November 4, 2024, School Board Meeting.

8.7 Approval of the October 2024 District Property Inventory.

8.8 Approval of Budget Amendment #1 (BA 1) for Fiscal Year Ending June 30, 2025. (Federal Fund 445 - ESSER / CARES/ ARP)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
There were no removed routine items. Therefore, no action was taken on this agenda item.

9.2 Approval of the Installation of a Standard Carport / Storage Building, 20X30X9 for Baker County High School Agriculture Department.
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 4-0.

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.
Khasey Cunningham Robinson addressed the Board in reference to Baker County Middle School.

11. INFORMATION AND ANNOUNCEMENTS
There were no announcements.

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

_____ _____
Superintendent Board Chairperson

AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE: December 2, 2024

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Finance

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Financial Reports for the Month Ending October 31, 2024.

ATTACHMENTS:
12.02.2024 Approval of the Financial Reports for the Month Ending October 31 2024_T.Ambrose.pdf

Baker County School Board

Revenue and Expenditure Report - General Fund

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	300,000.00	(14,337.54)
State - R3300-3399	37,068,214.00	12,547,733.79
Local - R3400-3499	7,271,625.00	502,478.28
Other Local Revenue - R3700-3799	-	3,968.22
Transfers In	1,564,246.68	-
Loss Recoveries	-	-
Beginning Fund Balance	6,287,595.00	
	52,491,680.68	13,039,842.75

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 28,168,150.00	6,245,474.03	21,922,675.97	6,879,377.59	(633,903.56)
Pupil Personnel Services - Function 6100	3,040,175.00	701,707.09	2,338,467.91	680,997.22	20,709.87
Instructional Media Services - Function 6200	597,050.00	136,690.65	460,359.35	114,628.25	22,062.40
Instruction & Curriculum Development Services - Function 6300	833,572.00	245,935.33	587,636.67	206,814.42	39,120.91
Instructional Staff Training Services - Function 6400	260,250.00	57,484.86	202,765.14	58,352.05	(867.19)
Instructional Related Technology - Function 6500	360,525.00	113,405.14	247,119.86	112,024.11	1,381.03
School Board - Function 7100	484,650.00	119,655.34	364,994.66	126,913.30	(7,257.96)
General Administration - Function 7200	358,750.00	125,148.61	233,601.39	108,709.13	16,439.48
School Administration - Function 7300	2,438,140.00	690,067.34	1,748,072.66	696,168.86	(6,101.52)
Facilities Acquisition & Construction - Function 7400	88,000.00	-	88,000.00	6,565.48	(6,565.48)
Fiscal Services - Function 7500	935,300.00	282,712.71	652,587.29	252,433.18	30,279.53
School Food Services - Function 7600	35,000.00	-	35,000.00	-	-
Central Services - Function 7700	689,900.00	181,462.05	508,437.95	163,681.67	17,780.38
Pupil Transportation Services - Function 7800	2,573,615.00	621,103.22	1,952,511.78	651,101.15	(29,997.93)
Operation of Plant - Function 7900	5,639,365.00	2,355,636.92	3,283,728.08	2,572,348.88	(216,711.96)
Maintenance of Plant - Function 8100	1,224,495.00	406,215.42	818,279.58	408,579.70	(2,364.28)
Administrative Technology Services - Function 8200	953,410.00	344,506.13	608,903.87	396,630.67	(52,124.54)
Community Services - Function 9100	376,200.00	86,894.80	289,305.20	84,618.14	2,276.66
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	3,435,133.68		3,435,133.68		
	52,491,680.68	12,714,099.64	39,777,581.04	13,519,943.80	(805,844.16)

Baker County School Board

Revenue and Expenditure Report - School Food Service

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	3,260,225.00	572,347.69
State - R3300-3399	42,000.00	17,604.00
Local - R3400-3499	31,000.00	8,805.47
Other Financing Sources	-	-
Beginning Fund Balance	1,745,241.89	
	5,078,466.89	598,757.16

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-Oct-23 Actual Exp.**	**Difference (Current - Prior)**
Food Service - Function 7600	4,442,100.00	902,071.64	3,540,028.36	840,140.51	61,931.13
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	636,366.89		636,366.89		
	5,078,466.89	902,071.64	4,176,395.25	840,140.51	61,931.13

Baker County School Board

Revenue and Expenditure Report - Federal Programs

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	4,459,152.00	939,657.29
State - R3300-3399	-	-
Local - R3400-3499	-	460.38
Other/Transfers	-	-
	4,459,152.00	940,117.67

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 2,685,400.00	$ 614,468.76	2,070,931.24	$ 597,541.35	16,927.41
Pupil Personnel Services - Function 6100	346,924.00	92,396.53	254,527.47	67,931.67	24,464.86
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	524,078.00	124,082.81	399,995.19	131,547.63	(7,464.82)
Instructional Staff Training Services - Function 6400	551,408.00	88,957.95	462,450.05	76,347.21	12,610.74
Instructional Related Technology - Function 6500	3,300.00	-	3,300.00	347.23	(347.23)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	186,250.00	3,668.44	182,581.56	-	3,668.44
School Administration - Function 7300	13,805.00	3,935.00	9,870.00	4,650.00	(715.00)
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	38,187.00	8,382.07	29,804.93	6,064.53	2,317.54
Pupil Transportation Services - Function 7800	109,800.00	12,231.07	97,568.93	13,349.44	(1,118.37)
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200					
	$ 4,459,152.00	$ 948,122.63	3,511,029.37	$ 897,779.06	50,343.57

FUND 445

Baker County School Board

Revenue and Expenditure Report - ESSER III

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	1,887,672.24	1,405,848.10
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
	1,887,672.24	1,405,848.10

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 731,979.87	$ 530,771.88	201,207.99	$ 612,509.60	(81,737.72)
Pupil Personnel Services - Function 6100	56,764.63	56,764.63	-	111,698.01	(54,933.38)
Instructional Media Services - Function 6200	-	-	-	8,612.00	(8,612.00)
Instruction & Curriculum Development Services - Function 6300	-	-	-	11,303.24	(11,303.24)
Instructional Staff Training Services - Function 6400	12,296.56	11,338.77	957.79	28,180.70	(16,841.93)
Instructional Related Technology - Function 6500	-	-	-	3,229.50	(3,229.50)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	14,111.03	12,981.49	1,129.54	2,153.00	10,828.49
School Administration - Function 7300	4,006.91	4,006.91	-	32,783.85	(28,776.94)
Facilities Acquisition & Construction - Function 7400	395,584.44	117,081.67	278,502.77	1,029,020.98	(911,939.31)
Fiscal Services - Function 7500	-	-	-	31,164.84	(31,164.84)
School Food Services - Function 7600	-	-	-	33,494.54	(33,494.54)
Central Services - Function 7700	-	-	-	3,767.76	(3,767.76)
Pupil Transportation Services - Function 7800	643,054.66	643,054.66	-	716,373.45	(73,318.79)
Operation of Plant - Function 7900	29,874.14	29,799.90	74.24	48,442.50	(18,642.60)
Maintenance of Plant - Function 8100	-	-	-	8,612.00	(8,612.00)
Administrative Technology Services - Function 8200	-	-	-	2,153.00	(2,153.00)
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 1,887,672.24	$ 1,405,799.91	481,872.33	$ 2,683,498.97	(1,277,699.06)

FUND 446

Baker County School Board

Revenue and Expenditure Report - ARP - Other Relief

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	7,967.98	7,029.34
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
	7,967.98	7,029.34

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 661.66	$ 610.00	51.66	$ 71,256.54	(70,646.54)
Pupil Personnel Services - Function 6100	600.00	599.46	0.54	1,647.07	(1,047.61)
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	-	-	-	23,037.80	(23,037.80)
Instructional Staff Training Services - Function 6400	4,668.29	4,287.55	380.74	1,711.14	2,576.41
Instructional Related Technology - Function 6500	-	-	-	-	-
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	840.43	334.73	505.70	-	334.73
School Administration - Function 7300	-	-	-	-	-
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	1,197.60	1,197.60	-	-	1,197.60
Pupil Transportation Services - Function 7800	-	-	-	-	-
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 7,967.98	$ 7,029.34	938.64	$ 97,652.55	(90,623.21)

FUND 340

Baker County School Board

Revenue and Expenditure Report - PECO

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	614,173.68	
	614,173.68	-

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	-	-	-	627,866.00	(627,866.00)
Other Financing Uses	614,173.68	-	614,173.68	-	-
Ending Fund Balance	-		-		
	614,173.68	-	614,173.68	627,866.00	(627,866.00)

FUND 360

Baker County School Board

Revenue and Expenditure Report - CO & DS

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	166,000.00	5,511.08
Local - R3400-3499	-	-
Other/Transfers	-	-
Beginning Fund Balance	401,708.62	
	567,708.62	5,511.08

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	567,708.62	-	567,708.62	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	567,708.62	-	567,708.62	-	-

FUND 370

Baker County School Board

Revenue and Expenditure Report - LCIF (1.5 MIL)

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	2,505,285.00	25,666.70
Other/Transfers	-	-
Beginning Fund Balance	3,267,998.53	
	5,773,283.53	25,666.70

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	-	2,251.50	(2,251.50)	-	2,251.50
Facilities Acquisition & Construction - Function 7400	4,823,210.53	71,391.19	4,751,819.34	-	71,391.19
Operation of Plant - Function 7900	-	30,037.19	(30,037.19)	-	
Administrative Technology Services - Function 8200	-	14,015.36	(14,015.36)		
Other Financing Uses	950,073.00	-	950,073.00	-	-
Ending Fund Balance	-		-		
	5,773,283.53	117,695.24	5,655,588.29	-	117,695.24

FUND 391

Baker County School Board

Revenue and Expenditure Report - Impact Fees

For the Month Ending October 31, 2024

Revenues	2024-2025 Budgeted Revenues	2024-2025 Actual Revenues
Federal - R3200 - 3299	114,000.00	-
State - R3300-3399	-	-
Local - R3400-3499	150,000.00	5,080.32
Other/Transfers	-	-
Beginning Fund Balance	492,881.32	
	756,881.32	5,080.32

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Current Year Difference	Prior Year 31-Oct-23 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	756,881.32	-	756,881.32	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	756,881.32	-	756,881.32	-	-

DISTRICT:
REPORT TITLE:

Baker County School Board
OCTOBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
159022	R	ACT, INC001	ACT, INC.	10/04/2024	$	3,450.00
159023	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	10/04/2024	$	22,169.16
159024	R	AMBROMAR000	AMBROSE, MARY T.	10/04/2024	$	180.40
159025	R	ANIXTER 000	ANIXTER INC	10/04/2024	$	1,773.50
159026	R	BAKER CO001	BAKER COUNTY HIGH SCHOOL	10/04/2024	$	249.00
159027	R	BAKER CO032	BAKER COUNTY SHERIFFS OFFICE	10/04/2024	$	51,751.80
159028	R	BLUE CRO000	BLUE CROSS & BLUE SHIELD OF FLORIDA, INC	10/04/2024	$	2,250.00
159029	R	CERTIPOR001	CERTIPORT, INC.	10/04/2024	$	161.40
159030	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	10/04/2024	$	454.08
159031	R	CITY OF 000	CITY OF MACCLENNY	10/04/2024	$	8,610.18
159032	R	CUMBERLA001	CUMBERLAND INTERNATIONAL TRUCKS OF FLORIDA	10/04/2024	$	716.20
159033	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	10/04/2024	$	62,800.00
159034	R	EDTECH S000	EDTECH SOLUTIONS / EDUCATIONAL SALES CO	10/04/2024	$	1,463.30
159035	R	FL SCHOO003	FL SCHOOL BOOK DEPOSITORY	10/04/2024	$	1,203.64
159036	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	10/04/2024	$	63,391.58
159037	R	FLORIDA 042	FLORIDA DEPT OF LAW ENFORCEMENT	10/04/2024	$	488.50
159038	R	FOLSOM B000	FOLSOM BUSINESS FORMS INC	10/04/2024	$	577.50
159039	R	FREEDOM 001	FREEDOM FRESH, LLC.	10/04/2024	$	1,451.70
159040	R	GRAINGER002	GRAINGER	10/04/2024	$	1,195.23
159041	R	HYDE AMB000	HYDE, AMBER S.	10/04/2024	$	28.17
159042	R	JONES MA000	JONES MAINTENANCE EQUIPMENT INC.	10/04/2024	$	511.75
159043	R	KING & W000	KING & WALKER CPA, PL	10/04/2024	$	10,000.00
159044	R	LEGACY E000	LEGACY ELEMENTARY SCHOOL	10/04/2024	$	127.50
159045	R	M & B PR000	M & B PRODUCTS, INC	10/04/2024	$	9,374.19
159046	R	MACCLENN009	MACCLENNY MOWER & SAW INC	10/04/2024	$	145.96
159047	R	MACCLENN010	MACCLENNY TIRE AND LUBE	10/04/2024	$	143.39
159048	R	O'REILLY000	O'REILLY AUTO PARTS	10/04/2024	$	636.05
159049	R	OFFICE D005	OFFICE DEPOT, INC	10/04/2024	$	485.81
159050	R	RH DAVIS000	RH DAVIS OIL CO INC	10/04/2024	$	17,806.62
159051	R	SCHOOL M000	SCHOOL MATE	10/04/2024	$	1,002.60
159052	R	SENSKE A000	SENSKE AND SON LLC	10/04/2024	$	586.76
159053	R	SETEL 000	SETEL	10/04/2024	$	5,063.45
159054	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	10/04/2024	$	42,625.18
159055	R	SOUTHEAS017	SOUTHEASTERN PAPER GROUP LLC	10/04/2024	$	13,617.50

DISTRICT:
REPORT TITLE:

Baker County School Board
OCTOBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
159056	R	SPURLKIM000	SPURLOCK, KIMBERLY	10/04/2024	$	198.69
159057	R	SUBURBAN001	SUBURBAN PROPANE	10/04/2024	$	438.40
159058	R	SUSAN SE000	SUSAN SELLS, LLC	10/04/2024	$	97.22
159059	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	10/04/2024	$	60,462.17
159060	R	THE HOME000	THE HOME DEPOT PRO	10/04/2024	$	1,425.36
159061	R	THE JUIC000	THE JUICE PLUS+ COMPANY, LLC	10/04/2024	$	17,851.03
159062	R	UNIFIRST001	UNIFIRST CORPORATION	10/04/2024	$	490.23
159063	R	VERIZON 001	VERIZON WIRELESS	10/04/2024	$	434.89
159064	R	WEST MUS000	WEST MUSIC COMPANY, INC	10/04/2024	$	117.95
159065	R	WHEELSTE001	WHEELER, STEPHANIE P.	10/04/2024	$	38.00
159066	R	WHEELTRA001	WHEELER, TRACI D.	10/04/2024	$	289.15
159067	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	10/07/2024	$	7,173.69
159068	R	REGIONS 004	REGIONS COMMERCIAL BANKCARD	10/07/2024	$	4,504.65
159069	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	10/11/2024	$	747.50
159070	R	BAKER CO040	BAKER COUNTY SCHOOL BOARD	10/11/2024	$	122.60
159071	R	BAKER CO044	BAKER COUNTY SCHOOL BOARD	10/11/2024	$	9.79
159072	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	10/11/2024	$	35.89
159073	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	10/11/2024	$	7.97
159074	R	AKEL LOG000	AKEL LOGAN & SHAFER PA	10/18/2024	$	7,487.90
159075	R	ALLIED I001	ALLIED INSTRUCTIONAL SERVICES, LLC	10/18/2024	$	1,944.00
159076	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	10/18/2024	$	6,482.75
159077	R	BAKER CO001	BAKER COUNTY HIGH SCHOOL	10/18/2024	$	1,066.06
159078	R	BAKER DI000	BAKER DISTRIBUTING COMPANY	10/18/2024	$	3,992.36
159079	R	BRIGHT E000	BRIGHT EYES ENTERPRISE, INC.	10/18/2024	$	339.90
159080	R	BRIM TYL001	BRIM, TYLER S.	10/18/2024	$	57.00
159081	R	BUILDING000	BUILDINGS AND MORE (B.A.M.)	10/18/2024	$	2,750.00
159082	R	CAPITAL 002	CAPITAL ONE/WALMART	10/18/2024	$	47.89
159083	R	CAPITAL 005	CAPITAL ONE/WALMART	10/18/2024	$	144.71
159084	R	CAPITAL 008	CAPITAL ONE/WALMART	10/18/2024	$	91.64
159085	R	CERTIPOR001	CERTIPORT, INC.	10/18/2024	$	486.40
159086	R	CEV MULT000	CEV MULTIMEDIA, LLC	10/18/2024	$	15,300.00
159087	R	CHISHCHR000	CHISHOLM, CHRISTOPHER	10/18/2024	$	233.75
159088	R	CITY OF 000	CITY OF MACCLENNY	10/18/2024	$	14,297.00
159089	R	CUSTOM P000	CUSTOM PUMP & CONTROLS	10/18/2024	$	300.00

DISTRICT:
REPORT TITLE:

Baker County School Board
OCTOBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
159090	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	10/18/2024	$	20,500.00
159091	R	DOPSOCAR001	DOPSON, CARRIE L.	10/18/2024	$	39.00
159092	R	EVALUATI000	EVALUATION SYSTEMS GROUP OF PEARSON	10/18/2024	$	150.00
159093	R	FIVE STA001	FIVE STAR PRINTING, INC.	10/18/2024	$	155.00
159094	R	FL SCHOO003	FL SCHOOL BOOK DEPOSITORY	10/18/2024	$	56,821.12
159095	R	FLINN SC000	FLINN SCIENTIFIC INC	10/18/2024	$	3,295.38
159096	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	10/18/2024	$	53,739.60
159097	R	FLORIDA 042	FLORIDA DEPT OF LAW ENFORCEMENT	10/18/2024	$	387.75
159098	R	FLORIDA 091	FLORIDA PEST CONTROL	10/18/2024	$	1,497.96
159099	R	FREEDOM 001	FREEDOM FRESH, LLC.	10/18/2024	$	486.60
159100	R	GAINEJOH002	GAINEY, JOHNNY C. JR	10/18/2024	$	840.00
159101	R	GATEWAY 000	GATEWAY PEST CONTROL INC	10/18/2024	$	6,250.00
159102	R	GREAT AM001	GREAT AMERICA FINANCIAL SERVICES	10/18/2024	$	4,191.25
159103	R	H2 REHAB000	H2 REHABILITATION SERVICES OF FLORIDA, LLC	10/18/2024	$	920.00
159104	R	HAGAN AC000	HAGAN ACE HARDWARE	10/18/2024	$	1,441.06
159105	R	HEALERIC000	HEALEY, RICHARD J. JR	10/18/2024	$	3,402.00
159106	R	HITE JER000	HITE, JEREMY C.	10/18/2024	$	169.10
159107	R	HOLMES &000	HOLMES & BRAKEL INTERNATIONAL, INC.	10/18/2024	$	7,813.50
159108	R	HYDE AMB000	HYDE, AMBER S.	10/18/2024	$	57.09
159109	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	10/18/2024	$	7,380.72
159110	R	JONES MA000	JONES MAINTENANCE EQUIPMENT INC.	10/18/2024	$	111.99
159111	R	KIGHTCOU000	KIGHT, COURTLAND	10/18/2024	$	522.61
159112	R	L V HIER000	L V HIERS INC	10/18/2024	$	43.75
159113	R	LAB-AIDS000	LAB-AIDS, INC.	10/18/2024	$	3,316.71
159114	R	M & B PR000	M & B PRODUCTS, INC	10/18/2024	$	7,794.62
159115	R	MULTI-HE001	MULTI-HEALTH SYSTEMS, INC	10/18/2024	$	368.75
159116	R	MYER DEA001	MYER, DEANNE J.	10/18/2024	$	432.91
159117	R	NAPA AUT000	NAPA AUTO PARTS	10/18/2024	$	265.20
159118	R	NE FL ED000	NE FL EDUCATIONAL CONSORTIUM	10/18/2024	$	1,687.50
159119	R	NEW RIVE000	NEW RIVER SOLID WASTE ASSOC	10/18/2024	$	693.30
159120	R	O'REILLY000	O'REILLY AUTO PARTS	10/18/2024	$	195.31
159121	R	PAPE HAR001	PAPE, HAROLD R.	10/18/2024	$	113.94
159122	R	PET ASSU000	PET ASSURE CORP	10/18/2024	$	246.22
159123	R	PROCARE 001	PROCARE THERAPY	10/18/2024	$	8,177.00

DISTRICT:
REPORT TITLE:

Baker County School Board
OCTOBER 2024
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
159124	R	QUADIENT003	QUADIENT, INC.	10/18/2024	$	185.00
159125	R	QUALITY 005	QUALITY THERAPY SOLUTIONS	10/18/2024	$	21,273.38
159126	R	RICHARD 001	RICHARD FERRY ENTERPRISES	10/18/2024	$	67.60
159127	R	SHARP EL001	SHARP ELECTRONICS CORPORATION	10/18/2024	$	662.65
159128	R	SIEMENS 000	SIEMENS BUILDING TECHNOLOGIES INC	10/18/2024	$	1,142.48
159129	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	10/18/2024	$	61,082.15
159130	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	10/18/2024	$	61,720.54
159131	R	TEACHER 007	TEACHER SYNERGY LLC	10/18/2024	$	226.99
159132	R	TECHNICA000	TECHNICAL TRAINING AIDS, INC.	10/18/2024	$	2,355.00
159133	R	THE BAKE001	THE BAKER COUNTY PRESS	10/18/2024	$	30.00
159134	R	TOMMYTQL000	TOMMYTQL LLC	10/18/2024	$	12,720.00
159135	R	UNIFIRST001	UNIFIRST CORPORATION	10/18/2024	$	334.72
159136	R	VERIZON 001	VERIZON WIRELESS	10/18/2024	$	101.76
159137	R	WEBB STA000	WEBB, STACI L.	10/18/2024	$	17.36
159138	R	WELLS IN000	WELLS INS AGENCY INC	10/18/2024	$	1,020.00
159139	R	WESTERN 000	WESTERN PSYCHOLOGICAL SERVICES	10/18/2024	$	721.60
159140	R	WHALEY F000	WHALEY FOODSERVICE LLC	10/18/2024	$	8,737.13
159141	R	AFLAC GR000	AFLAC GROUP	10/18/2024	$	25.40
159142	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	10/18/2024	$	38.10
159143	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	10/18/2024	$	55.56
159144	R	FLORIDA 063	FLORIDA BLUE	10/18/2024	$	408.92
159145	R	FLORIDA 065	FLORIDA BLUE	10/18/2024	$	14,113.32
159146	R	THE HART000	THE HARTFORD	10/18/2024	$	585.69
159147	R	VISION S000	VISION SERVICE PLAN (IC)	10/18/2024	$	1,517.74
159148	R	AFLAC GR000	AFLAC GROUP	10/18/2024	$	7,046.20
159149	R	AMERICAN003	AMERICAN FAMILY LIFE	10/18/2024	$	1,078.94
159150	R	AMERICAN004	AMERICAN FIDELITY ASSURANCE	10/18/2024	$	15,380.38
159151	R	AMERICAN006	AMERICAN HERITAGE LIFE INS	10/18/2024	$	13.40
159152	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	10/18/2024	$	21,546.26
159153	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	10/18/2024	$	10,799.36
159154	R	FLORIDA 063	FLORIDA BLUE	10/18/2024	$	329,387.58
159155	R	LIBERTY 000	LIBERTY NATIONAL LIFE INS	10/18/2024	$	1,992.08
159156	R	PET ASSU000	PET ASSURE CORP	10/18/2024	$	158.92
159157	R	THE HART000	THE HARTFORD	10/18/2024	$	12,280.52

DISTRICT:
REPORT TITLE:

Baker County School Board
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
159158	R	TRUSTMAR000	TRUSTMARK VOLUNTARY BENEFIT	10/18/2024	$	635.34
159159	R	VISION S000	VISION SERVICE PLAN (IC)	10/18/2024	$	4,556.28
159160	R	VYSTAR C001	VYSTAR CREDIT UNION	10/18/2024	$	453.16
159161	R	WESTERN-000	WESTERN-SOUTHERN LIFE	10/18/2024	$	120.88
159162	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	10/25/2024	$	746.50
159163	R	BAKER CO040	BAKER COUNTY SCHOOL BOARD	10/25/2024	$	122.60
159164	R	BAKER CO044	BAKER COUNTY SCHOOL BOARD	10/25/2024	$	9.79
159165	R	CHARLES 001	CHARLES SCHWAB BANK 401(A)	10/25/2024	$	35,641.95
159166	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	10/25/2024	$	35.89
159167	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	10/25/2024	$	7.97
159168	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	10/25/2024	$	3,267.01
159169	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	10/25/2024	$	83.20
159170	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	10/28/2024	$	-
202400207	W	QUALITY 000	QUALITY HARDWARE & SPECIALTY COMPANY INC	10/04/2024	$	988.00
202400208	W	SPORTS S000	SPORTS SHAK	10/04/2024	$	16.00
202400209	W	MCKESSON000	MCKESSON MEDICAL SURGICAL INC	10/04/2024	$	298.43
202400210	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,439.60
202400211	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,412.62
202400212	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,162.17
202400213	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	68.11
202400214	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,326.17
202400215	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	436.94
202400216	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	796.08
202400217	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	606.75
202400218	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,067.26
202400219	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	1,030.39
202400220	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	11.73
202400221	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	80.93
202400222	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	20.64
202400223	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	6.13
202400224	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	6.43
202400225	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	10/04/2024	$	103.56
202400227	W	AIRGAS, 000	AIRGAS, INC.	10/04/2024	$	543.16
202400228	W	AIRGAS, 000	AIRGAS, INC.	10/04/2024	$	818.07

DISTRICT:
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date		Check Amount
202400229	W	PIONEER 000	PIONEER ATHLETICS	10/04/2024	$	3,605.47
202400230	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	59.98
202400231	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	139.98
202400232	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	149.96
202400233	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	95.90
202400234	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	13.78
202400235	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	19.49
202400236	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	37.50
202400237	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	29.14
202400238	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	36.25
202400239	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	143.96
202400240	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	10/04/2024	$	14.95
202400241	W	CALLAGHA000	CALLAGHAN TIRES	10/04/2024	$	3,408.00
202400242	W	CALLAGHA000	CALLAGHAN TIRES	10/04/2024	$	(140.00)
202400243	W	BEST PLU000	BEST PLUMBING SPECIALTIES INC	10/18/2024	$	1,625.73
202400244	W	AIRGAS, 000	AIRGAS, INC.	10/18/2024	$	164.30
202400245	W	BARNES &000	BARNES & NOBLE INC	10/18/2024	$	44.64
202400246	W	INTERSTA002	INTERSTATE SUPPLY INC	10/18/2024	$	1,139.00
202400247	W	INTERSTA002	INTERSTATE SUPPLY INC	10/18/2024	$	946.05
202400248	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	10/11/2024	$	83,281.86
202400249	W	BCSB FIC000	BCSB FICA	10/11/2024	$	179,982.56
202400251	W	BCSB ANN000	BCSB ANNUITIES	10/11/2024	$	45,585.50
202400252	W	QUALITY 000	QUALITY HARDWARE & SPECIALTY COMPANY INC	10/18/2024	$	1,975.00
202400253	W	IXL LEAR000	IXL LEARNING	10/18/2024	$	1,200.00
202400254	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	10/16/2024	$	1,034.09
202400255	W	BCSB FIC000	BCSB FICA	10/16/2024	$	1,079.74
202400256	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	10/18/2024	$	71.10
202400257	W	RIVERSID003	RIVERSIDE INSIGHTS	10/18/2024	$	1,122.76
202400258	W	RIVERSID003	RIVERSIDE INSIGHTS	10/18/2024	$	724.63
202400259	W	WW NORTH000	WW NORTH AMERICA HOLDINGS,LLC	10/01/2024	$	2,500.00
202400261	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	10/25/2024	$	84,779.27
202400262	W	BCSB FIC000	BCSB FICA	10/25/2024	$	182,411.26
202400264	W	BCSB ANN000	BCSB ANNUITIES	10/25/2024	$	45,519.50
202400285	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	10/25/2024	$	(302.56)

DISTRICT:
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Baker County School Board
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Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202400286	W	BCSB FIC000	BCSB FICA	10/25/2024	$ (771.96)
202400287	W	BCSB ANN000	BCSB ANNUNITIES	10/25/2024	$ (200.00)
202400288	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	10/25/2024	$ 302.56
202400289	W	BCSB FIC000	BCSB FICA	10/25/2024	$ 771.96
202400290	W	BCSB ANN000	BCSB ANNUNITIES	10/25/2024	$ 200.00
			TOTAL		**$ 1,959,013.40**

AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the 2024-2025 District Instructional Materials Handbook.

ATTACHMENTS:
12.02.2024 Approval of the 2024-2025 District Instructional Materials Handbook_T.Hill.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

November 15, 2024

Mr. Wyatt Milton
Superintendent of Schools
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Miton,

The purpose of this letter is to request School Board approval of the attached Baker County School District Instructional Materials Handbook for the 2024-2025 school year.

According to Florida Statute 1006.40(5), school districts within the State of Florida are required to have an identified process for the approval of instructional materials. In compliance with these requirements, I am submitting an **updated** Instructional Materials Handbook for approval.

Please do not hesitate to contact me at 904.259.0429 if you have any questions in reference to the attached document.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, District 1 Jack Baker Jr, District 2 Vacant Pending on Gubernatorial Appointment, District 3 Mandi Canaday, District 4 Amanda Hodges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Baker County School District
Department of Teaching and Learning

~~2023-2024~~ 2024-2025
Instructional Materials Handbook

For information about this document, please contact:
Mr. Thomas Hill
Director of Teaching and Learning
Voice: 904-259-0404
Email: Thomas.hill@bakerk12.org

This handbook includes descriptions of District and State policies and procedures in reference to the selection, adoption, and allocation of instructional materials.

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State Statutes Associated with Instructional Materials

In Chapter 1006 of the Florida Statutes, District responsibilities associated with instructional materials are defined. Beginning with F.S. 1006.28, instructional materials are defined as, "materials that are available in bound, unbound, kit, or package form and may consist of hard backed or soft backed textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software."

It is important to note that this definition exceeds what is typically referred to as "textbooks."

Funding

The amount of funding provided for the purchase of instructional materials to the Baker County School District varies significantly each year. ~~Both local and State factors influence how much money is appropriated by the State of Florida each year.~~

Funds may be used to purchase instructional materials from the Florida School Book Depository as well as from other vendors.

Under present legislation, funds may accumulate from year to year in order to facilitate the appropriate adoption of instructional materials.

State Adoptions

The State of Florida has identified an adoption cycle for the proper replacement of instructional materials. This cycle is typically a five-year period. With the adoption of new content standards or other factors, the cycle is sometimes altered to meet the educational needs of students.

A copy of the current Florida adoption cycle may be found at:
http://www.fldoe.org/core/fileparse.php/5574/urlt/AdoptionCycle.pdf

Revised State Guidelines for the Adoption and Purchase of Instructional Materials

In Florida, school Districts must provide current instructional materials for the core subject areas of mathematics, language arts, social studies, science, reading, and literature. Legislation continues to provide the following:

- Each District School Board is responsible for the content of all instructional materials used in a classroom.
- Each District School Board must adopt a policy regarding a parent's objection to his or her child's use of a specific instructional material.
- Each District School Board must establish a process by which the parent of a public-school student may contest the District School Board's adoption of a specific instructional material.
- Each District must provide for proper requisitioning, distribution, accounting, storage, care, and use of all instructional materials.
- Each District must provide other teaching accessories and aids as needed for the school District's educational program.

- Each District must establish and maintain a program of school library media services for all public schools.
- The District Superintendent has the duty to recommend such plans for improving, providing, distributing, accounting for, and caring for instructional materials and other instructional aids as will result in general improvement of the District school system.
- Each District Superintendent shall notify the department by April 1 of each year the State-adopted instructional materials that will be requisitioned for use in his or her school District.
- The school principal shall assure that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed, pursuant to adopted District School Board rule.
- The school principal, upon request of the parent of a student in the school, shall sell to the parent any instructional materials used in the school.
- All money collected from the sale, exchange, loss, or damage of instructional materials shall be transmitted to the District's instructional materials account.
- Principals shall see that all instructional materials are fully and properly accounted for as prescribed by adopted rules of the District School Board.

State Instructional Materials Review Process

In Florida, specific courses within selected subject areas and grade levels are called for adoption on a rotating basis, usually for a period of five years. Florida adopts instructional materials for those specific courses. Subject areas for the current adoption year and the adoption schedule are posted on the Florida Department of Education Instructional Materials website. Approximately one year prior to each adoption, the Florida Department of Education publishes the Instructional Materials Specifications for the subjects to be adopted. These specifications outline the courses, as well as the standards that the materials are expected to meet. Specifications can be downloaded from the Florida Department of Education Instructional Materials website.

State Instructional Materials Reviewers

The Commissioner of Education shall appoint three State instructional materials reviewers in the content areas submitted for adoption to review the instructional materials and evaluate the content for alignment with the applicable Florida Standards and Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards. For the materials which the first two State instructional materials reviewers agree to recommend or not recommend for adoption, an evaluation by the third reviewer will not be required. An evaluation by the third reviewer will only be required for situations in which the first two reviewers disagree as to whether materials should be recommended for adoption. Instructional materials shall be made electronically available to the State instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align as Stated above.

The State instructional materials reviewers shall be State or national experts in the academic content area being reviewed for adoption. Generally, the Commissioner shall appoint State instructional materials reviewers who hold a graduate degree in the field or a related field. The Commissioner may appoint State instructional materials reviewers without a graduate degree in content areas in which a graduate degree may not be applicable or in instances in which the reviewer has a baccalaureate degree

and substantial experience and/or recognition as an expert in the field. Such recognition may include, but is not limited to, awards received or publications related to the academic content area.

District Reviewers

The Commissioner of Education shall request each school District Superintendent to nominate one classroom teacher or District-level content supervisor to review two or three of the submissions recommended by the State instructional materials reviewers. The District reviewers should be experienced teachers or supervisors with expertise in the content area. Superintendents are encouraged to nominate individuals with a graduate degree in the content area and/or who have been recognized as a Teacher of the Year at any level (School, District, Regional, State, or National). The District reviewers will evaluate only those materials recommended by the State instructional materials reviewers. District reviewers shall be provided electronic access to two or three recommended submissions and shall complete an electronic evaluation of the instructional usability of the materials.

Reviewer Training

Pursuant to Section 1006.29(4), Florida Statutes, the Department of Education developed a training program for the State instructional materials reviewers and District reviewers. Each adoption year, all State instructional materials reviewers must complete the training prior to evaluating the instructional materials. Details will be posted on the Florida Department of Education Instructional Materials website. Training includes content on the use of the online evaluation system and content directly related to the Florida Standards and B.E.S.T. Standards relevant to the current instructional materials adoption.

Evaluation of Materials

To complete the evaluation process, reviewers will receive electronic access to the following materials:

Instructional Materials Specifications - The Specifications describe the courses for which materials are being sought, as well as cite the standards that the instructional materials are expected to meet. In addition, it contains the research base that outlines the components of effective instructional materials.

Evaluation Forms - The evaluation forms are developed from the research contained in the Instructional Materials Specifications document. The Office of Instructional Materials in the Florida Department of Education will provide each reviewer access to the online evaluation instrument. Each reviewer is responsible for completing and submitting an evaluation electronically for each assigned publisher's submission on or before the deadline established by the Department. Each submission shall be evaluated at the individual benchmark level for accuracy and completeness and holistically for overall value as an instructional tool. Access the online evaluation system at https://www.flimadoption.org/.

For submissions bid as a series, such as a K-5 series, the Department may, if necessitated by the amount of content required for review, divide a submission by grade level, or another appropriate manner, for reviewers to evaluate. In such cases, the reviewers will evaluate all materials which they are assigned and the Department will establish criteria for determining whether the submission as a whole meets the requirements for recommendation.

Publishers' Evaluation Samples - The deadline for the Department to receive access to electronic or digital samples is 5:00 p.m. Eastern Daylight Time (EDT) on the first Thursday of June. Only electronic or

digital sample copies of the major tool of instruction will be evaluated for adoption, except during adoptions in which ancillary materials are instrumental to the content area. For these adoptions the Department will instruct the publishers as to the number and types of ancillary materials allowable for review.

Reviewers are required to evaluate all applicable materials submitted for review in digital or electronic format. Only materials available in electronic or digital format as defined in Section 1006.29(3), Florida Statutes, will be evaluated for adoption.

After State instructional materials reviewers have reviewed the submitted materials, they will complete the electronic evaluation, which includes opportunities for reviewer comments. When the evaluation is complete the reviewer will make a recommendation of whether or not to adopt the instructional materials. Materials that have been recommended by the State instructional materials reviewers will then be made available for electronic review by the District reviewers. The District reviewers shall independently rate the recommended submissions on the instructional usability of the resources and provide an electronic evaluation to the Department. The Commissioner of Education shall review the evaluations of the State instructional materials reviewers and District reviewers, consider the costs of the materials, and then approve, reject, or amend the list of materials.

Public Review – The general public will be allowed electronic access to review instructional materials submitted for adoption. Access to the materials will be granted via the process outlined below.

- Materials which have been recommended for adoption by the State instructional materials reviewers will be made available electronically through the online evaluation system.
- Any member of the general public wishing to view the recommended materials may register as a guest user on the Department's online evaluation system.
- The guest user will then be notified that access to the requested materials has been granted.
- The evaluation instrument, which allows the user to complete an online evaluation with comments, will be available for submission on reviewed materials.
- Access to the requested materials will be available via the online evaluation system for two weeks (14 calendar days).

After the two-week (14 calendar days) period has ended, access to the materials will be blocked. Any subsequent access will require an additional request to the office of instructional materials at (850) 245-0425 or via e-mail at imstaff@fldoe.org.

When all bids or proposals have been carefully considered, the Commissioner of Education shall select and adopt instructional materials from the list of suitable, usable, and desirable instructional materials recommended by the State instructional materials reviewers. Under law, due consideration is given to the prices which have been quoted and to the reports of the State instructional materials reviewers. The State reserves the right to reject any or all bids or proposals. It may also call for new bids or proposals.

Once all materials are evaluated at the State, each school district is advised of the current adoptions.

Guidelines for Instructional Materials Adoption in Baker County

The process of textbook adoption requires that stakeholders remember the following:

- Sufficient time must be allowed for the proper review and evaluation of instructional materials.
- All administrators and teachers who will be affected by the adoption of new materials must have the opportunity to provide input in the decision-making process.
- Open communication is key to successful and timely adoption of instructional materials.

Once it has been decided that instructional materials should be adopted for a specific program or course, the school-level administrator in charge of curriculum should work in partnership with the school principal and director of teaching and learning to complete the following steps early in the adoption school year:

1.0 Discuss preliminary needs with the director of teaching and learning.
2.0 Thoroughly review the following:
  2.1 District School Board Policies
    2.1.1 4.110 – Distribution of Instructional Materials Funds
    2.1.2 4.120 – Instructional Materials Selection
    2.1.3 4.219 – Management of Instructional Materials
  2.2 Florida Statutes
    2.2.1 1006.28 – Duties of District School Board
    2.2.2 1006.32 – Prohibited Acts
    2.2.3 1006.34 – Standards for Selection
    2.2.4 1006.35 – Accuracy of Instructional Materials
    2.2.5 1006.40 – Use of Instructional Materials Allocation
3.0 Determine procedures and timelines to be followed.
  3.1 Establish parameters for an adoption committee to serve as the decision-making group for the upcoming cycle.
    3.1.1 Determine the composition and size of the committee so that it is large enough to provide adequate representation of those who will use the materials including:
      3.1.1.1 Teachers (subject, age/grade-span representatives)
      3.1.1.2 Lay Citizen (at least one citizen must participate)
      3.1.1.3 Representatives, as appropriate, from the following sub-groups:
        3.1.1.3.1 Non-classroom instructional staff
        3.1.1.3.2 School administrators
        3.1.1.3.3 Representatives from relevant District departments
    3.1.2 Ensure that each school that offers the courses using materials to be considered has an opportunity for representation.
    3.1.3 Review process, rubrics, provide feedback, and finalize evaluation tools.
    3.1.4 Review materials on State bid list.
      3.1.4.1 Determine if narrowing the list to be considered is needed based on number of titles included on State bid list.
      3.1.4.2 Determine if it is necessary to review materials in addition to those on the State bid list if they meet District standards.

3.1.4.3 Review statutes regarding categorical allocation and purchasing procedures.

3.1.4.4 Adoption committee determines selection and provides rationale for the final selection.

3.2 Determine processes and procedures for the committee action:

3.2.1 Determine and communicate committee member selection process.

3.2.2 Number of committee/subcommittee meetings needed

3.2.3 Tentative dates/timelines

3.2.4 Budget/inservice needs (follow instructions for budget requests under the appropriate curriculum development project or inservice component)

3.2.5 Develop criteria and rubrics for evaluation of all considered materials (see sections 4.0 and 5.0).

3.2.6 Determine process for capturing summary minutes or record of proceedings, including video recording of vendor presentations.

3.2.6.1 Facilitator(s) are responsible for maintaining the original records of the proceedings and must provide Purchasing with copies of those records.

3.2.7 Identify tool for obtaining confidential majority vote and communicate the process to Superintendent's staff.

3.2.8 Identify and communicate process for providing all teachers the opportunity for input.

3.2.9 Identify and communicate process for providing opportunity for public input from Baker County residents on materials under consideration and on the evaluation process.

3.3 Finalize adoption committee membership.

3.3.1 Contact and invite committee members.

3.3.2 Inform committee members of roles and responsibilities for serving.

3.3.3 Obtain non-conflict of interest affidavit (Instructional Materials Committee Member Affidavit) from committee members. Members who do not sign will be disqualified.

3.3.4 Inform committee members of anticipated process, attendance policies, and timelines.

3.3.5 Members of the committee not in attendance for three or more meetings will be removed from the committee and notified in writing.

3.3.6 Members of the committee may not contact publisher representatives about materials under consideration. Any questions should be addressed to the facilitator(s) who will contact the vendor.

3.4 Communicate process and details for current adoption.

3.4.1 Provide list of publishers' representatives for materials being considered.

3.4.2 Provide access to digital samples.

3.4.3 Provide guidelines for vendor presentations by publishers.

3.4.4 Explain all logistics and procedures.

3.4.5 Provide forms for feedback from schools.

4.0 Develop rubric using prescribed numeric scale to evaluate instructional materials. Consideration should be given to the following criteria.

- 4.1 Consistency and adequacy of the instructional materials in relation to the curriculum/course description and other considerations including current research.
  - 4.1.1 Goals
  - 4.1.2 Content
  - 4.1.3 Objectives (e.g., student performance standards, content area standards, graduate outcomes)
  - 4.1.4 Current knowledge base
  - 4.1.5 Evidence-based instructional strategies
  - 4.1.6 Special needs of the program area
  - 4.1.7 Vision of what instructional materials should accomplish
- 4.2 Richness of digital component
  - 4.2.1 Aligned with print components
  - 4.2.2 Interactivity
  - 4.2.3 Embedded multimedia
  - 4.2.4 Data collection on student performance
  - 4.2.5 Ease of management of data and users
  - 4.2.6 Web-based
  - 4.2.7 Ease of enrollment of students and teachers
  - 4.2.8 Remote access 24/7
  - 4.2.9 Capability with current systems
  - 4.2.10 Flexibility for use on mobile devices (iPads, smartphones, etc.)
  - 4.2.11 Cyber safety precautions
  - 4.2.12 Family Educational Rights and Privacy Act (FERPA) compliant
  - 4.2.13 Meets interoperability standards
- 4.3 Appropriateness of the instructional materials to the characteristics of the intended learner.
  - 4.3.1 Text complexity
  - 4.3.2 Grade or grade span (primary, intermediate, middle school, high school)
  - 4.3.3 Age or age span
  - 4.3.4 Maturity
  - 4.3.5 Ability
  - 4.3.6 Differentiation for levels of support, from intervention to enrichment
  - 4.3.7 Both religious and physical diversities are appropriately addressed.
- 4.4 The adequacy of the instructional material.
  - 4.4.1 Promotes learner engagement
  - 4.4.2 Presents multiple balanced points of view
  - 4.4.3 Material is non-inflammatory
  - 4.4.4 Promotes critical thinking
  - 4.4.5 Provides adequate representation of diverse groups in an unbiased manner and without stereotypes
- 4.5 Physical characteristics of the instructional materials.
  - 4.5.1 Durability (e.g., security of student and teacher data, cover, pages, binding)
  - 4.5.2 Appropriateness of size, length, and weight

4.5.3 Organization/accessibility of contents
4.5.3.1 table of contents
4.5.3.2 chapter organizers, including headings, subheadings, summaries, footnotes, questions, bar codes
4.5.3.3 illustrations, charts, maps, pictures
4.5.3.4 reference and/or appendix materials

4.6 Provisions for updating instructional materials.
4.6.1 Need
4.6.2 Feasibility
4.6.3 Cost

4.7 Price of the instructional materials and flexibility of purchasing models.

4.8 Professional development opportunities and support

5.0 Create, if needed, more specific criteria for supplemental educational materials (e.g., videos, kits, testing materials, software programs, and online resources).

5.1 Teacher's texts/guides/manuals.
5.1.1 Adequacy of material to direct teachers to efficiently, easily and effectively use student materials
5.1.2 Appropriateness of suggested lessons/activities

5.2 Student practice materials.
5.2.1 Consistency of activities to program content/objectives
5.2.2 Rigor and relevance of activities
5.2.3 Ease of use by students
5.2.4 Price, both initial and ongoing

5.3 Instructional management.
5.3.1 Adaptability to existing (computer) management systems
5.3.2 Ease of importing and updating students and teachers into the system

5.4 Evaluation/testing materials.
5.4.1 Appropriateness of assessment materials for level of students
5.4.2 Alignment of assessment materials with curriculum standards
5.4.3 Provision for assessments in multiple formative and summative formats
5.4.4 Ability to analyze and report student data in a timely manner

6.0 Contact publishers or representatives and provide the following guidelines:

6.1 Publishers may contribute funds for refreshments for meetings and events, but not provide directly to the committee or individuals

6.2 Publisher may not invite District employees to self-sponsored events

6.3 May not contact any teacher(s) including department heads in regards to their materials under consideration until after the adoption process is complete and approved by the School Board. If publishers are contacted they should refer them to the committee facilitator(s).

6.4 Other prohibited acts include:
6.4.1 Providing gifts or any other forms of gratuity to a committee member or District staff other than nominal promotional items of educational relevance only
6.4.2 Invitations to a committee member for any type of private meal or social function during the adoption process

6.5 All publishers are advised that any infractions of the above Stated guidelines may result in their products being removed from consideration and must sign agreement to adhere to these guidelines.

7.0 Plan for sampling of instructional materials to be considered for District adoption.

7.1 Ensure adherence to State statute.

7.2 Communicate access information to schools and others as appropriate

7.3 Arrange for regional publisher presentations

8.0 Assemble necessary materials to be used by adoption committee.

8.1 Course/program descriptions

8.2 Considerations for readability, gender equity, multicultural diversity, etc.

8.3 Student performance standards, curriculum standards, and graduate outcomes

8.4 Current research articles

8.5 Evaluation instruments

9.0 Meet with instructional materials adoption committee.

9.1 Present materials and procedures to be used.

9.2 Establish or review committee (or subcommittee) assignments of members.

9.3 Provide presentations from publishers, if needed.

9.4 Conduct evaluation using rubric established for this adoption.

9.4.1 Analyze all input data from school review.

9.4.2 Analyze all data from committee review.

9.4.3 Analyze all data gleaned from publishers' presentations.

9.4.4 Review input from community members.

9.5 Review process for majority vote ensuring confidentiality while maintaining record of votes for review if needed. A majority of members (50% +1) must be present for any meetings at which selections and recommendations are made.

9.6 Report voting results to committee and identify the instructional materials selected for recommendation.

9.7 Any member of the adoption committee that disagrees with the majority decision may submit a written report to the committee facilitator(s) detailing their position, not to exceed one page. This report will be submitted to the Superintendent's staff as part of the recommendation packet.

10.0 The Baker County School District reserves the right to negotiate a best and final offer with selected publishers.

11.0 Communicate committee recommendation

11.1 Provide written notification of committee decision for recommendation to Superintendent's staff.

11.1.1 All materials relative to the decision should be made available upon request, including but not limited to:

11.1.1.1 List of all meeting dates and summary minutes

11.1.1.2 Committee evaluation forms

11.2 Prepare appropriate documentation needed for Board approval

11.3 Communicate recommendation including any specific committee recommendations to appropriate personnel (e.g., principals, assistant principals, District and school instructional materials coordinators, District Office staff).

12.0 Once School Board approval has been granted, the new adoption must be reported to the FDOE by April 1st per FL statute 1006.28 (2) (b), at which time the materials may be purchased according to current Purchasing guidelines.

13.0 A Professional Development plan for implementation of the new instructional materials must be developed.

14.0 If a school principal and staff determine that the District selection is inappropriate for students at their school, the principal must:

- 14.1 Notify the Superintendent and Director of Teaching and Learning that the school plans to consider alternate instructional materials.
- 14.2 Provide compelling evidence that the District selection is inappropriate for the students in their school.
- 14.3 Form a selection committee as outlined in item 3.0 (page 6).
- 14.4 Consider all criteria in items 4.0 and 5.0.
- 14.5 Submit to the Superintendent and Director of Teaching and Learning appropriate documentation of the process.
- 14.6 Include evidence that the alternate selection is consistent with overall District philosophy. Timeline of Instructional Materials Adoption Process by School Years

Timeline of Instructional Materials Adoption Process by School Years

Year Prior to Adoption:

1. Accomplish steps 1 through 3.2
2. Include in Instructional Materials Adoption Plan for the year of adoption

Year of Adoption:

1. State adopts instructional materials
2. District adopts instructional materials by April 1st and notifies the Florida Department of Education which makes information available to the Florida School Book Depository.

First Year of Adoption Cycle:

1. District purchases instructional materials
2. Implement the program

Timeline of Instructional Materials Approval Process during the Year of Adoption

- ~~By December 4th, the School Board will hold an open, noticed public meeting to approve an annual instructional material plan to identify any instructional materials that will be purchased through the School Board instructional materials review process.~~

- ~~By January 16th, principals will submit to the Director of Teaching and Learning a list of instructional materials that have been vetted and selected for adoption by their school site instructional materials committees.~~
- ~~By January 19th, the District website will contain links to digital copies of the instructional materials proposed for adoption. Student editions of recommended instructional materials will be available for viewing online by the public at least 20 calendar days before the School Board hearing and public meeting. This access must include reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption.~~
- ~~By February 20th, the Executive Director of Teaching and Learning will provide links to the School Board to review recommended instructional materials for adoption.~~
- ~~By March 4th, the School Board will hold an open, noticed School Board hearing to receive public comment on the recommended instructional materials.~~
  ~~Notice requirements for the School Board hearing and the public meeting that must specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed.~~
- ~~By April 1st, the School Board will hold an open, noticed School Board hearing to **adopt selected instructional materials** for the next school year.~~
- ~~By May 6th, the School Board will, if necessary, conduct an open, noticed **School Board hearing before a Hearing Officer** during the regular meeting of the Board on all petitions contesting the adoption of instructional materials.~~

- By September 16th, the school board will hold an open, noticed public meeting to approve an annual instructional material plan to identify any instructional materials that will be purchased through the school board instructional materials review process.
- By January 14th, principals will submit to the director of teaching and learning a list of instructional materials that have been vetted and selected for adoption by their school site instructional materials committees.
- By January 17th, the district website will contain links to digital copies of the instructional materials proposed for adoption. Student editions of recommended instructional materials will be available for viewing online by the public at least 20 calendar days before the school board hearing and public meeting. This access must include reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption.
- By February 24th, the director of teaching and learning will provide links to the school board to review recommended instructional materials for adoption.
- By March 3rd, the school board will hold an open, noticed school board hearing to receive public comment on the recommended instructional materials.
  Notice requirements for the school board hearing and the public meeting that must specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed.

- By April 7th, the school board will hold an open, noticed school board hearing to **adopt selected instructional materials** for the next school year.
- By May 5th, the school board will, if necessary, conduct an open, noticed **school board hearing before a hearing officer** during the regular meeting of the board on all petitions contesting the adoption of instructional materials.

The following conditions must be implemented to facilitate parent/resident participation:

a) The parent/resident must file a petition, on a form provided by the School Board, within 30 calendar days after the adoption of the material by the School Board.
b) The School Board must make the form available to the public and publish the form on the school District's website.
c) The form must be signed by the parent, include the required contact information, and State the objection to the instructional material.
d) The School Board's decision after convening a hearing is final and not subject to further petition or review.

- At any time, the District shall make available, upon request for public inspection, sample copies of all instructional materials that have been purchased by the District School Board.

~~Materials Not Adopted by the State (Flexibility Fund)~~

~~Instructional materials which are not adopted by the State can still be ordered utilizing "flexibility funds". These funds represent a portion of the total instructional materials allocation that can be used to buy materials which are not State adopted, yet approved for use within the school District. The maximum amount that a District may spend on non-adopted materials is fifty percent of its total allocation.~~

Money Collected for Lost and Damaged Books

It shall be the duty and responsibility of each principal to collect from each pupil or the pupil's parent the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged and to report and transmit such amounts so collected to the District's instructional materials account.

The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal.

Conservation and Care

Principals shall assure that all books issued to the school are cared for properly.

Accounting for Textbooks

Principals shall see that all books are fully and properly accounted for on forms prescribed by the State and the District instructional materials administrator.

Records and Reports

Principals shall prepare and transmit such textbook records and reports as may be required by the Department of Education and such supplementary records and reports as the Superintendent may direct.

Responsibility of Pupils, Parents, or Guardians for Instructional Materials

All materials purchased by the District are the property of the District. When distributed to students, such materials are merely on loan and are to be returned at the direction of the principal or teacher in charge. Each parent or guardian shall be held liable for any loss or destruction of, or unnecessary damage to, such materials or for failure of the pupil to return materials, and shall be required to pay for such loss, destruction, or unnecessary damage as provided by law.

Instructional Materials: Questioned Materials

When a citizen disagrees with the materials being used in the instructional program of the Baker County School District, a complaint may be registered as follows:

1. Complete the "Request for Review of Instructional Materials" form which is available from the principal at any school, from the District office, or the District website.
2. Submit the completed form to the principal of the school in which the questioned material is located or being utilized.
3. Principal will schedule a review within thirty school days. The review committee shall be composed of two administrators, two teachers, and two lay citizens (if possible, parents of school-aged children).
4. The petitioning parent or resident may attend the review committee meeting(s) as scheduled by the principal of that school. The hearing must allow the parent of a public-school student or a resident of the county to proffer evidence that a recommended instructional material does not meet the criteria provided in F.S. 1006.31(2).
5. If after meeting with the review committee the citizen feels dissatisfied with the results of that committee, he-she must inform the principal in writing of his/her intent to pursue a District review. The notification must be submitted within ten days.
6. The principal immediately forwards the written documentation and all other pertinent information to the Superintendent.
7. The Superintendent or the Superintendent's designee then convenes, within thirty days, a District review committee which is representative of the total school District. The review committee shall be composed of two administrators, two teachers, and four lay citizens (if possible, parents of school age children).
8. The District review committee will convene and report its recommendations directly to the Superintendent.

9. If there is still dissatisfaction with the results of the District review, the citizen may request to be on the District School Board agenda. The request should be in writing and submitted to the Superintendent within ten school days. A complainant who does not submit the written request within the deadline will receive no further consideration.
10. For all petitions that reach this point of appeal, the School Board will conduct an open public hearing before an unbiased and qualified hearing officer. The hearing officer may not be an employee or agent of the school district. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. The board's decision after convening The School Board's decision after convening a hearing is final and not subject to further petition or review.
11. The final decision is determined by the School Board.

When challenged materials are being reviewed, each member of the various committees established for reviewing should be familiar with the following criteria, and these criteria should be applied to the evaluation of the challenged materials.

Evaluative Criteria

1. Consideration should be given to the following criteria on any item that is subjected to review:
   a. The materials are essential and appropriate for the development of the curriculum and school objectives.
   b. The materials are factually accurate and appropriate in presentation.
   c. The materials contribute to literary appreciation or have cultural value.
   d. The materials are pertinent because of their content or emphasis.
   e. The authors are competent and qualified in the field.
   f. The materials on controversial issues represent both sides of the issue in an objective way.
   g. Materials concerned with human growth and development and sex should be based on scientific accuracy, simplicity, dignity of presentation, and appropriateness for the age group.
2. Programs for academically talented and for advanced placement students have made it necessary to purchase materials that may be considered adult. This type of material should be selected on the basis of the students' needs as well as being those that will stimulate new interests in the cultural, economic, scientific, and social fields. The inclusion of particular words, phrases, and sentences should not prevent utilization of these items if they represent a major contribution to a subject field and are within the ability of the student to handle.
3. The following subjects have generally been topics of criticism. Evaluation criteria useful in these areas are included to provide insight into considerations that should be made when reviewing materials on these topics:
   a. **Religion**--The material should be factual, unbiased, and representative of all major religions and should be in the materials collection.
   b. **Ideologies**--The materials should contain basic, factual information on the appropriate level on any ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education, or any phase of life.
   c. **Sex and Profanity**--Materials which have an accent on sex should pass the test of literary merit and reality and be appropriate for the age level of the user. The fact that

sexual incidents or profanity are included should not automatically disqualify an item. The decision to include the item in the materials collection should be made on the basis of whether it presents life in its true proportions, whether the circumstances are realistically dealt with, and whether the item is of literary value. Factual material of an educational nature on the appropriate level should be available in the materials collection.

d. **Science**--Medical and scientific knowledge should be made available without any biased selection of facts.
e. No books or other material prohibited by Florida Statutes shall be used.

Instructional Materials Selection and Adoption

Upon the recommendation of the Superintendent, the Board shall approve all District-adopted instructional materials used as part of the educational program of this District. The staff should continually research new sources and types of supplementary text materials and explore their innovative use.

Furthermore, it is the legal responsibility of the School Board to provide the duly adopted, required instructional materials to students who are enrolled in the District free of charge. For purposes of District adoption, "instructional materials" means items having intellectual content that by design serve as a major tool for assisting in the instruction of a subject or course. These items may be available in bound, unbound, kit, or package form and may consist of hard backed or soft backed textbooks, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. The term does not include electronic or computer hardware even if such hardware is bundled with software or other electronic media, nor does it include equipment or supplies.

A student or parent(s) may purchase a copy of the duly-adopted textbook, regardless of format, for the District's purchase price, including shipping, plus ten percent (10%).

The Superintendent’s designee shall develop a plan for the review and adoption of instructional material as required by law. Procedures for District adoption must require staff participation and that members of the community are consulted, where appropriate, in the adoption process.

Selection of District Instructional Materials

District committees made up of representative teachers, lay persons, and the District supervisors for the subject areas being evaluated will evaluate the State-adopted instructional materials. Sample instructional materials will be available for examination by the public and teachers.

Selection of School Instructional Materials

Items on the District instructional materials list should be selected by the school principal and his/her staff. Principals may purchase other materials determined to be necessary for their individual school if approved by the District curriculum department. When deciding items to be selected, the principal must include teachers who will be using the materials. A majority vote will determine materials to be ordered.

School Needs Assessment

Instructional materials will be ordered and used based on evaluated student needs and should be appropriate for both the guidelines of the course and the ability level of the pupils.

Once the materials are selected by a faculty, a needs assessment must be done in order for the principal to determine quantity to be ordered.

If the primary resource is a textbook, sufficient quantities should be ordered before support materials.

Disposal of Instructional Materials

1. The Board shall approve disposal of Instructional Materials by declaring them surplus when they have become unserviceable or surplus or are no longer on State contract by:
    a. Giving the materials to other education programs within the District or State, to the teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, or private school.
    b. Selling the materials to used book dealers, or discarding through recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the District.
2. All moneys received by reason of sale, exchange, or other disposition of instructional materials shall be deposited in the District's instructional materials account and added to the appropriation for instructional materials.

Dual Enrollment

Instructional Materials purchased by the School Board on behalf of dual enrollment students shall be the property of the Baker County School District. Instructional materials assigned for use within dual enrollment courses shall be made available to dual enrollment students free of charge. Lost or damaged dual enrollment instructional materials will be handled according to the procedures found on page 12.

AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	December 2, 2024
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:	December 2, 2024
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Item for Action
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2024-2029 NEFEC Athletic Coaching Add-On Endorsement Program.

ATTACHMENTS:
12.02.2024 Approval of 2024-2029 NEFEC Athletic Coaching Add-On Endorsement Program_T.Hill.pdf

Baker County Public Schools
Wyatt Milton, Superintendent of Schools
270 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

November 13, 2024

Wyatt Milton, Superintendent
Baker County School District
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton:

I am requesting School Board approval of the attached 2024-2029 NEFEC Athletic Coaching Add-On Endorsement Program. Florida Statute 1012.55(2) mandates that individuals rendering services as athletic coaches in any public school in any district hold a valid temporary or professional certificate or an athletic coaching certificate. The competencies included in this endorsement program will provide the individuals in the targeted groups with the qualifications—knowledge, skills, and values—that are appropriate for coaching athletes at various levels of achievement.

Please call me if you have any questions.

Thank you for your consideration of this matter.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

TH/jts

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"
DISTRICT SCHOOL BOARD MEMBERS
Tiffany McInarnay, District 1 Jack Baker Jr, District 2 Vacant Pending on Gubernatorial Appointment, District 3 Mandi Canaday, District 4 Amanda Hodges, District 5
AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

NEFEC ATHLETIC COACHING ADD-ON ENDORSEMENT PROGRAM/CERTIFICATION

As a service to NEFEC member and participating districts, NEFEC Instructional Services offers the Athletic Coaching Add-on Endorsement Program/Certification. The required 180 hours are taken as three 60-hour online courses through Human Kinetics Coach Education:

1) Coaching Principles 2) Sports First Aid 3) Advanced Specific Sport*
*There are many options for this requirement, such as football, softball, baseball, soccer, tennis, cheerleading, etc. Choose the course that is most applicable to your needs.

To register for courses, use the following link:
https://coacheducation.humankinetics.com/collections/423

The Athletic Coaching Endorsement/Certification is available for the following coaches in your District:

• Current certified teachers who want to add the Athletic Coaching Endorsement to their existing certificate in order to coach on a part-time basis may complete this series (for example, a math teacher who assists with coaching football).

• A person who does not currently have a valid teaching certificate and is interested in coaching a school team may complete these courses and apply for a renewable Athletic Coaching Certificate for part-time athletic coaching. This certificate process does not fall under the add-on endorsement rule but does follow the process for applying for a regular part-time certificate.

• A teacher who has “athletic coaching” or “physical education” on a current valid certificate may take some of these courses for inservice points for renewal.
The required components associated with the courses for the Athletic Coaching Add-on Endorsement Program/Certification are included in the NEFEC Professional Learning Catalog. Completion of all three components is mandatory, each is worth 60 points, for a total of 180 inservice Points (hours).

Required components:
1) NEFEC MIP #1-011-001 Theory and Practice of a Specific Sport – 60 points
(Advanced Specific Sport*)
2) NEFEC MIP #1-011-002 Coaching Theory – 60 points
(Coaching Principles)
3) NEFEC MIP #1-011-003 Care and Prevention of Athletic Injuries – 60 points
(Sports First Aid)

An additional requirement is a **valid cardiopulmonary resuscitation (CPR) certificate** issued by the American Heart Association, the American Red Cross, or an equivalent CPR course completion card or certificate issued by an entity approved by the Florida Department of Health pursuant to Rule 64E-2038 Florida Administrative Code.

NEFEC Athletic Coaching

Add-On Endorsement Program

2024-2029

A Cooperative Effort to Provide Professional Learning Options to Participating Districts Offering Prekindergarten Programs:

Baker, Bradford, Columbia, Dixie, Flagler, Florida School for the Deaf and the Blind, FSU-Lab School, Gilchrist, Hamilton, Hernando, Lafayette, Levy, Madison, Monroe, P.K. Yonge Developmental Research School, Putnam, Suwannee, and Union

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NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM ATHLETIC COACHING

Add-on Endorsement Program

PROGRAM RATIONALE AND PURPOSE

A. Need for Program

Florida Statute 1012.55(2) mandates that individuals rendering services as athletic coaches in any public school in any district hold a valid temporary or professional certificate or an athletic coaching certificate.

The NEFEC Athletic Coaching Endorsement Program will meet the needs of the following groups:

- Certificated teachers who wish to add the coaching endorsement to their certificates
- Non-faculty personnel currently holding a valid teaching certificate who wish to receive coaching certification
- Athletic Directors/Activities Coordinators who wish to upgrade their skills and/or add coaching endorsement to their certificates
- Non-faculty personnel (including community volunteers) without a teaching certificate who wish to receive coaching certification

The competencies included in this endorsement program will provide the individuals in the targeted groups with the qualifications—knowledge, skills, and values—that are appropriate for coaching athletes at various levels of achievement.

Currently NEFEC districts report that many of their teachers have received Athletic Coaching Add-on Endorsement through the district inservice plans. Districts further identify a continuing need to serve out-of-field and other educators, either as a FLDOE or district requirement.

Benefits to Districts

The NEFEC Athletic Coaching Endorsement Program will allow member districts to meet the need for teachers with expertise and certification for various athletic coaching positions. The approval of the plan will assist the NEFEC region to increase the capacity for high quality coaches to help Florida's children be more active and learn the importance of athletic activities as part of a healthy lifestyle.

PROGRAM CONTENT/CURRICULUM

Florida State Board Rule, 6A-4.0282 "Specialization Requirements for the Endorsement in Athletic Coaching—Academic Class," requires that the individual receiving an Endorsement in Athletic Coaching meet the following requirements:

1. Certification in another subject
2. Nine (9) semester hours in athletic coaching to include the areas specified below:
    a. Three (3) semester hours in care and prevention of athletic injuries and the effects and dangers of drug use including performance enhancing drug,
    b. Three (3) semester hours in coaching theory

c. Three (3) semester hours in theory and practice of coaching a specific sport

3. A valid cardiopulmonary resuscitation certificate that includes Automated Electronic Difibralotor (AED) training issued by the American Heart Association, the American Red Cross, or an equivalent cardiopulmonary resuscitation course completion card or certificate issued by an entity approved by the Florida Department of Health pursuant to Rule 64E-2.038, F.A.C.

Individuals who do not hold a Florida Educator's Certificate and who render services as athletic coaches are eligible to participate in the NEFEC inservice program for the Athletic Coaching Endorsement. They must earn 60 inservice points in each of the three areas listed above for the Athletic Coaching Endorsement. Upon successful completion of the three components of the program, participants will be eligible to apply for the Florida Educator's Endorsement in Athletic Coaching.

Individuals who do not hold a Florida Educator's Certificate and who render services as athletic coaches may transfer college coursework into this endorsement program. Courses to be transferred must each be equivalent to a minimum of 60 inservice points (3 semester hours) and must match the content provided in the components listed in the inservice components of this document.

A. Competencies

(Source: Endorsement for Athletic Coaching Competencies, approved by Inservice Development section, Florida Department of Education, August 1990)

These competencies include the knowledge and application of the following elements:

KNOWLEDGE OF HUMAN GROWTH AND DEVELOPMENT

1. Recognize the physical, cognitive, social, and emotional development of student athletes, including normative differences in chronological age groups, maturation, readiness to learn, train, and compete.
2. Identify learning and competitive experiences appropriate for student athletes at various stages of growth development.
3. Define individualized, age appropriate, non-injurious training methods for student athletes.

KNOWLEDGE OF INSTRUCTION AS IT RELATES TO ATHLETIC COACHING

4. Select appropriate instructional strategies for athletic coaching.
5. Outline the development of athletic program philosophy, including goals and objectives.
6. Recognize the importance of pre-assessment in establishing instructional level.
7. Distinguish characteristics of coaching in activity or sport.
8. List feedback methods used in athletic coaching.
9. Define methods used to evaluate student athletes and program effectiveness.
10. Analyze and utilize evaluative data when redesigning programs.

11. Identify available and suitable professional resources for coaching.

KNOWLEDGE OF BIOMECHANICAL FOUNDATIONS

12. Define normal human anatomical features and abnormal deviations.
13. Identify biomechanical principles and concepts appropriate to athletic coaching.
14. Apply appropriate physics principles in the acquisition of basic movement skills.

KNOWLEDGE OF SPORTS INJURIES

15. Detect athletic injuries.
16. Select the appropriate athletic injury treatment modalities.
17. Identify appropriate first aid emergency planning and care procedures, including the following: cardio-pulmonary resuscitation, the unconscious athlete, suspected head, neck and spine injuries, and other life threatening circumstances.
18. Select appropriate techniques for rehabilitation and reconditioning.
19. Identify the basic skills involved in athletic injury counseling.
20. Recognize safe playing conditions in order to facilitate injury prevention and enhance athletic performance, to include: selection of appropriate athletic uniforms, use of protective equipment, sanitary maintenance of uniforms and equipment, use of facilities, and avoidance of extreme weather conditions (e.g., heat, humidity, cold, lightning, etc.)
21. Identify appropriate athletic injury reporting systems.
22. Identify appropriate health-related policies and procedures, and medical examinations.
23. Explain the importance and responsibility of the athletic trainer and on-call physician.

KNOWLEDGE OF HUMAN PSYCHOLOGY

24. Recognize the psychological aspects of athletic coaching.
25. Identify instructional and humanistic coaching methods which assist student athletes in developing appropriate self-perceptions.
26. Identify instructional and humanistic coaching methods which enhance appropriate and constructive peer interactions.
27. Demonstrate by example the ability to recognize and take appropriate action relative to problems among student athletes, to include: deficit academic performance, inappropriate behavior occurring inside and outside the athletic context, substance abuse, depression, burnout, child abuse, and suicidal tendencies.
28. Define coaching motivational techniques, to include: awareness of performance enhancement techniques, visualization, stress reduction/relaxation, and attention focus.
29. Identify appropriate techniques for use in monitoring personal emotional self- control in athletic coaching situations.

Knowledge of Physiological Principles

30. Identify basic training principles (e.g., overload, progression, specificity).
31. Identify the variables by which overload can be modified.
32. Evaluate and interpret the results of pre-physical fitness and motor assessments.
33. Using evaluative data, apply principles of training to formulate individual and group conditioning programs.
34. Explain body composition factors related to athletic performance potential, to include: body weight as it affects performance and the percentage of body fat related to conditioning.
35. Identify environmental conditions and their effects on personal health, safety, and learning (e.g., temperature, humidity, lightning, etc.).

Knowledge of Substance Use and Abuse

36. Identify the negative effects of drugs on personal health and athletic performance.
37. Identify legal consequences of drug-taking behavior.
38. Identify symptoms of substance abuse.
39. Identify major characteristics of illegal substance use problems to include the effects and dangers of drug use, especially performance enhancing drugs.
40. Identify referral techniques for student athletes with substance abuse problems.

Knowledge of Nutrition Principles

41. Explain the relationship between nutritional needs and athletic training.
42. Evaluate the adequacy of diets in meeting the nutritional needs of student athletes.
43. Recognize fallacies and dangers underlying selected dietary plans and supplements.
44. Explain the relationship between food intake, body weight, physical activity, and health.
45. Determine the relationship of hydration and dehydration to physical performance.

Knowledge of Legal Aspects Related to Coaching

46. Recognize tort liability in athletics, to include: knowledge of adequate instruction and proper supervision.
47. Identify constitutional rights of student athletes, with reference to discrimination, appropriate disciplinary techniques, and eliminating athletes from the team.
48. Identify the minimum necessary insurance coverage needed for an athletic program.
49. Identify state procedures and regulations governing athletic participation.
50. Identify legal precedents and actions in athletic coaching involving assault and battery, sexual misconduct, and sexual harassment.

Knowledge of Public Relations Principles

51. Identify the elements of communication.
52. Recognize the importance of feedback to reduce distortion of the intended message.
53. Explain the importance of targeting a specific audience to promote the athletic program.
54. Identify methods to assess expectations of the school community, community at large, and media.

KNOWLEDGE OF SPORT MANAGEMENT

55. Outline theoretical principles and strategies for successful athletic coaching.
56. Identify managerial principles in the use of equipment, facilities, and deployment of personnel.
57. Outline athletic budget development and control procedures.
58. Define personnel and program evaluation techniques as used in athletic coaching.
59. Distinguish between ethical and unethical coaching behavior.

B. Specialization/Professional Studies

The NEFEC Athletic Coaching Endorsement Plan will fall under the Professional Education Studies competency plan. Participants will be assessed on their participation in pedagogical, theoretical, and practicum studies that ensure that all of the competencies listed above have been mastered at an 89% proficiency level.

C. Nationally Recognized Guidelines

National standards from the National Association for Sports and Physical Education (NASPE) were examined and compared to the FLDOE competencies. This analysis revealed a close alignment between the two documents with no coverage gaps.

INSTRUCTIONAL DESIGN AND DELIVERY

A. Instructional Strands

Instructional Strands with Major Competencies		
Instructional Strand: Coaching Theory	Instructional Strand: Theory and Practice of Coaching a Specific Sport	Instructional Strand: Care and Prevention of Athletic Injuries
Human Growth and Development	Human Growth and Development	Biomechanical Foundations
Instruction as It Relates to Athletic Coaching	Instruction as It Relates to Athletic Coaching	Sport Injuries
Biomechanical Foundations	Biomechanical Foundations	Substance Use and Abuse
Human Psychology	Sport Injuries	Nutrition Principles
Physiological Principles	Human Psychology	
Legal Aspects	Sport Management	
Public Relations Principles		

The Athletic Coaching Endorsement Program will be provided through an inservice program of three inservice training components worth sixty inservice points each. Participants will be offered various delivery models including online, face-to-face, and blended models. All professional learning will be delivered using the ***learningforward* Standards for Professional Learning.**

B. Training Components

(Numbers in parentheses in the specific objective listings refer to competency numbers.)

(Components: pages 9-16)

THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT

COMPONENT IDENTIFIER NUMBER: **1-011-001**

Required Inservice Points: **60**

GENERAL OBJECTIVE(S):

To acquire additional knowledge, methods, trends, and skill application in the coaching of a selected interscholastic sport.

SPECIFIC OBJECTIVE(S):

Participants will demonstrate proficiency in the following areas as they relate to athletic coaching/teaching:

1. Identify the importance of a selected interscholastic sport as a lifelong activity
2. State the importance of a selected interscholastic sport as a part of our culture (4, 5)
3. Identify the rules and terminology used in a selected interscholastic sport (54, 55)
4. Identify the strategies of team and/or individual play in a selected interscholastic sport (2, 3, 14)
5. Identify the strategies of individual position play in a selected interscholastic sport (14)
6. Exhibit knowledge of safety practices necessary to participate in a selected interscholastic sport (20)
7. State the physical fitness value derived from participation in selected interscholastic sport (32)
8. Identify the skills necessary to participate in selected interscholastic sports (2, 3)
9. State the social skills derived from participation in selected interscholastic sports (25)
10. Identify positive sportsmanship techniques in participating in selected interscholastic sports (24)
11. Identify new methods and techniques for more effective coaching in selected interscholastic sports (2)
12. Identify innovative methods of organizing and administering selected interscholastic sports (54)
13. Identify national, state, and local policy revisions that will affect the administering of a selected interscholastic sport (49)
14. Exhibit a basic understanding and knowledge of sports medicine as it pertains to selected interscholastic sports (15-20)
15. Exhibit a basic understanding in the recognition, treatment, and evaluation of athletic injuries in selected interscholastic sports

TARGET GROUP:

- Certificated teachers who wish to add the coaching endorsement to their certificates
- Non-faculty personnel currently holding a valid teaching certificate who wish to receive coaching endorsement
- Athletic Directors/Activities Coordinators who wish to upgrade their skills and/or add coaching endorsement to their certificates
- Non-faculty personnel (including community volunteers) without a teaching certificate who wish to receive coaching certification

DESCRIPTION OF ACTIVITIES:

Activities will include:

- Viewing videotapes and completing assigned activities
- Reading selected articles and completing assigned activities
- Researching and documenting current methods, strategies, rules, and terminology for the specific sport that is coached
- Prepare a daily and seasonal planner for the specific sport that is coached according to established guidelines

EVALUATION:

To the satisfaction of the consultant, each individual will:

- Complete assigned activities
- Complete course assessments

PROFESSIONAL LEARNING DELIVERY, IMPLEMENTATION, AND EVALUATION:

To earn credit, participants must complete a minimum of one initial professional learning activity and one implementation activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leaders.

Delivery Methods: A,B,C,D,F,G
Implementation Methods: M,N,O,P,Q,R,S
Evaluation Methods: A,B,C,D,F,G /A,B,C,D,Z
FEAPs: A1, A3

COACHING THEORY

COMPONENT IDENTIFIER NUMBER: **1-011-002**

Required Inservice Points: **60**

GENERAL OBJECTIVE(S):
The purpose of this component is to acquire additional knowledge, methods, and skill application that will improve coaching effectiveness.

SPECIFIC OBJECTIVE(S):
Participants will demonstrate proficiency in the following areas as they related to athletic coaching/teaching:

1. Identify legal aspects of athletic coaching (1)
2. Describe tort liability in athletics related to: (45)
    a) Adequate care
    b) Proper supervision
3. Identify the constitutional rights of student athletes: (46)
    a) Identify ethnic or other discrimination
    b) Identify appropriate disciplinary techniques
    c) Identify decision-making strategy in eliminating athlete(s) from the team
4. Identify minimum necessary athletic insurance coverage(s) (47)
5. Identify appropriate state/local policy and procedure regulations governing athletic participation (48)
6. Describe contractual law as applied to athletic coaching
7. Identify appropriate coach/athlete interpersonal relations
8. Identify legal precedents and actions in athletic coaching related to: (49)
    a) Sexual misconduct
    b) Sexual harassment
    c) Assault/battery
9. Identify aspects of human growth and development related to athletics (1)
10. Identify the characteristics of student athletes related to: (1)
    a) Normative differences in chronological age
    b) Maturational differences
    c) Readiness to learn, train, and compete
11. Distinguish the experiences appropriate for student athletes at various stages of growth development (2)

12. Select individualized, age-appropriate, non-injurious training methods for student athletes (54)
13. Identify stages of psycho-social development related to athletics (3)
14. Describe the psychological aspects of athletic coaching: (24-27)
    a) Identify instructional and humanistic coaching skills which assist student athletes to develop appropriate self-perceptions
    b) Identify instructional and humanistic coaching skills which enhance appropriate and constructive peer interactions
    c) Demonstrate ability to recognize and take appropriate action relative to problems among student athletes:
        - Deficit academic performance
        - Inappropriate behaviors/appropriate corrective measures
        - Inability to get along with others
        - Inappropriate behavior occurring outside the athlete context
        - Substance abuse (36-39)
        - Depression
        - Burnout
        - Child abuse
        - Suicidal tendencies
15. Demonstrate proficiency in the use of appropriate motivational techniques for the athlete including: (28-29, 50)
    a) Awareness of performance enhancement techniques
    b) Visualization
    c) Stress reduction/relaxation
    d) Attention focus
        - Identify appropriate techniques for use in monitoring personal emotional self-control in all athletic coaching situations
        - Determine personal physical/emotional status of well-being as an athletic coach
        - Describe skills for effective interpersonal communication with athletes, parents, other coaches, administrators, other members of the school community, the media, and the public at large (51)
        - Identify available/suitable professional resources for athletic counseling
16. Identify key elements related to athletics from the biophysical foundations
17. Demonstrate current knowledge of normal human anatomical features and abnormal deviations

18. Identify key biomechanical principles appropriate to athletic coaching including:
    a) Demonstrate understanding of physics principles which form the basis of skills acquisition
    b) Demonstrate knowledge of biomechanical concepts as applied in athletic coaching
19. Demonstrate understanding of exercise physiology as it relates to athletic coaching: (30, 31, 33, and 35)
    a) The ability to implement appropriate sport training program(s)
    b) Appropriate environmental conditions and their effects on training and learning (temperature, humidity, lighting, etc.)
20. Demonstrate understanding of body composition factors related to athletic performance potential: (34)
    a) Body weight as it affects performance
    b) Body fat percentage related to conditioning
21. Identify factors in sports management
22. Identify theoretical principles and strategies for successful athletic coaching (54)
23. Describe managerial skills in use of equipment, facilities, and the deployment of personnel (55)
24. Demonstrate budget control skills (56)
25. Demonstrate knowledge of evaluation techniques for: (57, 52)
    a) Personnel
    b) Program
26. Demonstrate ethical behaviors and decision-making in personal relations with others (58)
27. Demonstrate selected instructional techniques
28. Describe sound instructional strategies in athletic coaching related to:
    a) Physiology of program (goals and objectives) (5, 9)
    b) Initial pre-assessment (6, 32)
    c) Instructional approaches including:
        - Planning content
        - Developing procedures
        - Using of instructional resources
    d) Coaching the activity
    e) Reevaluating students and program effectiveness (10, 15)
    f) Obtaining and using feedback (8, 51)

g) Redesigning program as appropriate

TARGET GROUP:

- Certificated teachers who wish to add the coaching endorsement to their certificate
- Non-faculty personnel currently holding a valid teaching certificate who wish to receive coaching endorsement
- Athletic Directors/Activities Coordinators who wish to upgrade their skills and/or add coaching endorsement to their certificate
- Non-faculty personnel (including community volunteers) without a teaching certificate who wish to receive coaching endorsement

DESCRIPTION OF ACTIVITIES:

Activities will include:

1. Viewing video tapes
2. Reading selected articles
3. Completing assigned activities

EVALUATION:

To the satisfaction of the consultant, each individual will:

- Complete assigned activities
- Complete course assessments

PROFESSIONAL LEARNING DELIVERY, IMPLEMENTATION, AND EVALUATION:

To earn credit, participants must complete a minimum of one initial professional learning activity and one implementation activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leaders.

Delivery Methods: A,B,C,D,F,G
Implementation Methods: M,N,O,P,Q,R,S
Evaluation Methods: A,B,C,D,F,G /A,B,C,D,Z FEAP: A1, A3

CARE AND PREVENTION OF ATHLETIC INJURIES

COMPONENT IDENTIFIER NUMBER: **1-011-003**

Required Inservice Points: **60**

GENERAL OBJECTIVE(S):

To acquire additional knowledge and skills in care and prevention of athletic injury whereas the participant will be able to deal with injury detection, treatment, prevention, rehabilitation, reconditioning, and counseling

SPECIFIC OBJECTIVE(S):

Participants will demonstrate proficiency in the following areas as they relate to athletic coaching/teaching:

1. Demonstrate thorough knowledge of athletic nutrition and ability to advise athletes concerning nutrition (40-44)
2. Identify skills needed to recognize athletic injuries (12, 15, 45)
3. Display abilities in selection of appropriate athletic injury treatment modalities (16, 46)
4. Identify appropriate first aid emergency planning and care procedures (17, 47)
    a) Cardiopulmonary resuscitation (CPR) and related activities. (17, 48)
    b) Unconscious athlete treatment and care (12, 17)
    c) Care of suspected head, neck and spine injured athletes (17)
    d) Consideration of other life threatening circumstances (17, 49)
5. Distinguish the acceptable selection and usage of rehabilitation and reconditioning techniques (17)
6. Demonstrate an understanding of athletic injury counseling methodology (18)
7. Show evidence of knowledge of and application for playing conditions and for athletic facilities in order to facilitate injury prevention and enhance athletic performance (17)
    a) Selection of appropriate athletic uniforms (15-23)
    b) Protective equipment (15-23)
    c) Sanitary maintenance of the foregoing (15-23)
8. Identify accepted methods for conduct of inservice training (15-23)
9. Identify major characteristics of illegal substance use problems to include the effects and dangers of drug use including performance enhancing drugs; recommend/refer identified athletes appropriately (36-39)
10. Demonstrate knowledge of appropriate health-related policies and procedures (13)
    a) Procedures for obtaining parental medical consent (13)
    b) Establish policy/guidelines regarding health of athletes (21-23)

c) Referral procedures (21-23)

d) Arranging for medical examination (21-23)

e) Knowledge of role importance of athletic trainer (21-23)

f) Arranging for on-call physician (21-23)

11. Maintain currency in the field (21-23)
12. Exhibit a basic understanding of anatomy and physiology as related to sports medicine (21-23)
13. State the importance of knowledge of sports medicine as a lifelong activity (21-23)

TARGET GROUPS:

- Certificated teachers who wish to add the coaching endorsement to their certificates
- Non-faculty personnel currently holding a valid teaching certificate who wish to receive coaching endorsement
- Athletic Directors/Activities Coordinators who wish to upgrade their skills and/or add coaching endorsement to their certificates
- Non-faculty personnel (including community volunteers) without a teaching certificate who wish to receive coaching endorsement

DESCRIPTION OF ACTIVITIES:

Activities will include:

1. Selected readings and activities/quizzes
2. Completion of a First Aid/CPR course with a valid certificate issued by the American Heart Association or the American Red Cross (or similar certifying agency)
3. Developing a plan that covers dangers, symptoms, long term effects, etc., of performance enhancing drugs complete with grade/age appropriate resources and reading materials
4. Selected videos for coaches on handling sports-related injuries

EVALUATION:

To the satisfaction of the consultant, each individual will:

- Complete assigned activities
- Complete course assessments

PROFESSIONAL LEARNING DELIVERY, IMPLEMENTATION, AND EVALUATION:

To earn credit, participants must complete a minimum of one initial professional learning activity and one implementation activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leaders.

Delivery Methods: A,B,C,D,F,G
Implementation Methods: M,N,O,P,Q,R,S
Evaluation Methods: A,B,C,D,F,G /A,B,C,D,Z FEAP: A1, A3

C. **Matrix**

Component #	Specific Objective (SO) #	Competency #	Method of Competency Demonstration
1-011-001 (Specific Sport)	1		Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#1
1-011-001 (Specific Sport)	2	4,5, 53	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#2
1-011-001 (Specific Sport)	3	54,55	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#3
1-011-001 (Specific Sport)	4	2,3,14	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#4
1-011-001 (Specific Sport)	5	14	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#5
1-011-001 (Specific Sport)	6	20	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#6
1-011-001 (Specific Sport)	7	32	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#7
1-011-001 (Specific Sport)	8	2,3	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#68
1-011-001 (Specific Sport)	9	25	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#9
1-011-001 (Specific Sport)	10	24	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#10
1-011-001 (Specific Sport)	11	2	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#11

1-011-001 (Specific Sport)	12	54	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#12
1-011-001 (Specific Sport)	13	11,48,49	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#13
1-011-001 (Specific Sport)	14	15-20	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#14
1-011-001 (Specific Sport)	15	15,17	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#15
1-011-002 (Coaching Theory)	1	45-49	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#1
1-011-002 (Coaching Theory)	2	45	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#2
1-011-002 (Coaching Theory)	3	46	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#3
1-011-002 (Coaching Theory)	4	47	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#4
1-011-002 (Coaching Theory)	5	48	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#5
1-011-002 (Coaching Theory)	6		Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#6
1-011-002 (Coaching Theory)	7		Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#7
1-011-002 (Coaching Theory)	8	49	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#8

1-011-002 (Coaching Theory)	9	1	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#9
1-011-002 (Coaching Theory)	10	1	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#10
1-011-002 (Coaching Theory)	11	2	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#11
1-011-002 (Coaching Theory)	12	2	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO# 12
1-011-002 (Coaching Theory)	13	3	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#13
1-011-002 (Coaching Theory)	14	24-27,36-39	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#14
1-011-002 (Coaching Theory)	15	28-29, 50-51	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#15
1-011-002 (Coaching Theory)	16	13	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#16
1-011-002 (Coaching Theory)	17	12	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#17
1-011-002 (Coaching Theory)	18	12-14	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#18
1-011-002 (Coaching Theory)	19	30,31,33,35	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#19
1-011-002 (Coaching Theory)	20	34	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#120

1-011-002 (Coaching Theory)	21		Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#21
1-011-002 (Coaching Theory)	22	7,54	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#22
1-011-002 (Coaching Theory)	23	55	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#23
1-011-002 (Coaching Theory)	24	56	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#24
1-011-002 (Coaching Theory)	25	57,52	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#25
1-011-002 (Coaching Theory)	26	58	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#26
1-011-002 (Coaching Theory)	27		Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#27
1-011-002 (Coaching Theory)	28	5,6, 8, 9, 10, 15, 32, 51	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#28
1-011-003 (Athletic Injuries)	1	41-44	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#1
1-011-003 (Athletic Injuries)	2	12, 15, 45	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#2
1-011-003 (Athletic Injuries)	3	16,46	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#3
1-011-003 (Athletic Injuries)	4	12,17,47,48, 49	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#14

1-011-003 (Athletic Injuries)	5	17	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#5
1-011-003 (Athletic Injuries)	6	18	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#6
1-011-003 (Athletic Injuries)	7	15-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#7
1-011-003 (Athletic Injuries)	8	15-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#8
1-011-003 (Athletic Injuries)	9	36-40	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#9
1-011-003 (Athletic Injuries)	10	13,21-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#10
1-011-003 (Athletic Injuries)	11	21-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#11
1-011-003 (Athletic Injuries)	12	21-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#12
1-011-003 (Athletic Injuries)	13	21-23	Competency demonstration will be ascertained via assessment of specific objectives according to inservice requirements and will include: Pre/Post Test of SO#13

D. Instructors

Instructors are experienced athletic coaches employed or contracted by the North East Florida Educational Consortium or by NEFEC member districts. The qualifications of the instructor will be a minimum of a master's degree or a bachelor's degree with three years of successful experience as an athletic coach or in a comparable coaching/leadership position. This individual will also have successful experience as a professional learning trainer.

COMPETENCY COMPLETION REQUIREMENTS

A. Program Completion

Satisfactory completion of individual components for add-on endorsement purposes may be demonstrated through:

1. Instructor's verification of successful demonstration of all applicable competencies and products within the component;
2. Verification of successful demonstration of all applicable competencies and products within the component by means of approved Professional Learning Catalog component from another district where the component is part of an approved Athletic Coaching Endorsement Program in that district and where reasonable equivalency between the components can be established through a review of the component objectives; or
3. Official transcript from a college or university documenting successful completion of a course, the catalog description of which establishes a reasonable equivalence to the District component.

B. Competency Demonstration

All those attempting to add the coaching endorsement to their Florida Educator's Certificates must earn a minimum of 180 inservice points by successfully completing the prescribed set of inservice components including the demonstration of all competencies required for the endorsement or through documented evaluation means. In general, competency demonstration will be done through products, tests, classroom demonstrations, and/or portfolios; however, procedures for evaluation of competency achievement within components will vary depending on the nature of the competency. Inservice training credits for those completing the add-on program will be awarded on the basis of a candidate's successful completion of the components, direct instruction, practicum (when applicable), and follow-up activities.

C. Competency Verification

Verification of competencies other than through the procedures stated above is not an option for the coaching endorsement program. Certificates will be issued to successful completers as a record of competency completion.

PROGRAM EVALUATION

A. Evaluation Plan

Program assessment techniques, training components, and competency acquisition by individual participants will be used to evaluate the coaching endorsement program. Methods by which the component coordinator will determine successful completion of individual participants are described for each component:

1. Individual participants will be evaluated on the basis of having acquired the necessary competencies as verified by the instructor in accordance with approved methods and criteria.
2. Participants, using district staff development program procedures, will evaluate each training component.
3. The program may be assessed by participants, instructors, staff learning personnel, district athletic director, principals, or school- level coaching specialists to determine program effectiveness and program efficiency in terms of management, operation, delivery, and cost effectiveness.

4. Methods by which the component coordinator will determine the impact of the component on the individual's job performance and/or classroom, school, work setting are described as part of each component evaluation.
5. Impact of more qualified and trained teachers on student performance will be investigated.

B. Review

Data described below will be reviewed and analyzed per Rule 6A-5.071(7), F.A.C.:

Descriptive Data

- Number of teachers who are out-of-field in athletic coaching
- Number and percentages of out-of-field who have enrolled in the add-on program
- Number of enrollees dropped for non-performance
- Number and percentage of program completers

Client Satisfaction Data

- Attitudes of candidates will be surveyed to determine the extent to which:
- The program is meeting candidate needs
- The quality of instruction is consistent with professional learning standards
- The curriculum is pertinent to their coaching and professional learning needs
- The pace, quantity, and quality of assessments are compatible with their primary coaching responsibilities

Supervisory Evaluation Data

- The add-on endorsement program is meeting school and program needs
- Skills acquired in add-on training are practiced and shared with others
- Evidence exists of tangible benefits to students accruing from add-on training
- Implementation of the program is cost and time effective

The data collected during the annual review will be used to determine overall program performance and the carry-over effects of the inservice education and training into the athletic coaching arena.

MANAGEMENT

The NEFEC Organization of Educational Leaders (NOELS) Key District Contacts, along with the NEFEC Professional Learning Catalog/Endorsement Coordinator will be responsible for the overall management of the add-on program. Inservice training will be offered by districts, NEFEC, state institutions, FDOE, and regional service providers.

A. Candidate Application and Admission

The individuals designated above will share the process for application, admission, and verification of the Athletic Coaching Endorsement Program. Eligibility to participate in the program is

predicated on a candidate holding a valid Florida Professional or Temporary Certificate based upon a bachelor's degree or higher with certification in an academic, degreed vocational, administrative, or specialty class coverage, and being currently employed by the School District.

A candidate who enters the program based on a temporary certificate must show proof of eligibility for a Professional Certificate prior to the district's verification of completion of the program. Permanent substitutes with valid full-time Florida Temporary or Professional Education Certificates are eligible to enroll in the program.

Enrollment preference will be given to educators who are currently classified as in need of athletic coaching endorsement to meet employment requirements. Other participants will be admitted to the Athletic Coaching Endorsement Program as part of their Professional Learning Plan or to earn inservice credit for recertification purposes.

B. Advisement

Each applicant will have access to the Athletic Coaching Endorsement Plan requirements, and orientation will be provided. Each applicant will meet with the district's designee and complete a Plan of Study that will be agreed upon by both the district and the applicant.

Continuing advisement will be provided by the appropriate district office personnel on matters related to endorsement add-on offerings, training requirements, and progress toward completion of the Athletic Coaching Endorsement Program.

The district will ensure that staff members are available to assist candidates with the initial program orientation, the developments of a Plan of Study, inservice training information, and follow-up advisement for successful program completion.

C. Attendance Requirement for Inservice Points

Attendance is mandatory unless, because of serious illness or extreme emergency, the instructor excuses the absence. Excused absence class hours must be satisfied through a schedule approved by the instructor.

D. Transfer and Utilization of Credit (College or Inservice)

Credit earned in college courses from an accredited institution of higher education may be considered for transfer of credit to this add-on endorsement program. College courses are converted to inservice points with each semester credit hour equivalent to 20 inservice points. Participants must request an official college transcript from the institution of higher education for courses they wish to transfer; course syllabi will be analyzed to determine correlation to the appropriate athletic coaching inservice course within the chosen plan of study.

Inservice credit earned in other school districts may be applied to the Athletic Coaching Endorsement program provided that (1) the component is of equivalent or higher content level, and (2) the component was earned as part of an approved Add-on Endorsement Program for Athletic Coaching. Participants must request an official Inservice Transfer Record be sent from the previous employer to the district staff development director.

E. Certification of Completion

When participants have completed all program completion requirements thereby demonstrating mastery of competencies and objectives, program completion is verified. Since records are kept

during each step of the Athletic Coaching Program by district staff development personnel, the professional learning tracking system, or other inservice tracking systems, documentation is easily accessed by district staff to verify successful completion of all components. After verification, the district personnel will submit documentation to the Florida Department of Education.

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	School Calendar
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 School Calendar. (Option 1)

ATTACHMENTS:
12.02.2024 Approval of the 2025-2026 School Calendar (Option 1)_T.Hill.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

November 15, 2024

Superintendent Wyatt Milton
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Milton:

The instructional and non-instructional staff voted recently and selected the Option 1 Calendar for the 2025-2026 school year. I am requesting School Board approval for the 2025-2026 Option 1 School Calendar. Please see the attached calendar for your consideration.

Thank you for your assistance in this matter.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

2025 - 2026 CALENDAR (Option 1)

July	**October**	**December**	**February**	**April**
28	29	1	2 FTE Week	6 Spring Break
29	30	2	3 FTE Week	7 Spring Break
30	1	3	4 FTE Week	8 Spring Break
31 Teachers Begin	2	4	5 FTE Week	9 Spring Break
1 PD Day #1	3	5	6 Progress Reports	10 Spring Break
August	**October**	**December**	**February**	**April**
4	6 FTE Week	8	9	13
5	7 FTE Week	9	10	14
6	8 FTE Week	10	11	15
7	9 FTE Week	11	12	16
8 Health Fair	10 End of 1st 9 -Weeks	12	13	17
August	**October**	**December**	**February**	**April**
11 Students Begin	13 Planning Day	15	16 Presidents' Day/Hurricane	20
12	14	16	17	21
13	15	17	18	22
14	16	18	19	23
15	17 Report Cards	19 End of 2nd 9-Weeks	20	24 Progress Reports
August	**October**	**December**	**February**	**May**
18	20	22 Christmas	23	27
19	21	23 Christmas	24	28
20	22	24 Christmas	25	29
21	23	25 Christmas Day	26	30
22	24	26 Christmas	27	1
August	**October**	**January**	**March**	**May**
25	27	29 Christmas	2	4
26	28	30 Christmas	3	5
27	29	31 Christmas	4	6
28	30	1 New Year's	5	7
29	31	2 Christmas	6	8
September	**November**	**January**	**March**	**May**
1 Labor Day	3	5 Planning Day	9	11
2	4	6 Students Return	10	12
3	5	7	11	13
4	6	8	12 End of 3rd 9-Weeks	14
5 Progress Reports	7	9 Report Cards	13 Planning Day	15
September	**November**	**January**	**March**	**May**
8	10	12	16	18
9	11 Veterans Day	13	17	19
10	12	14	18	20
11	13	15	19	21
12	14 Progress Reports	16	20 Report Cards	22 Last Day
September	**November**	**January**	**March**	**May**
15	17	19 Martin L. King	23	25 Memorial Day
16	18	20	24	26 Planning Day
17	19	21	25	27 Planning Day
18	20	22	26	28 Planning Day
19 PD Day #2	21	23	27	29
September	**November**	**January**	**April**	**June**
22	24 Thanksgiving/Hurricane	26	30	1
23	25 Thanksgiving	27	31	2
24	26 Thanksgiving	28	1	3
25	27 Thanksgiving Day	29	2	4
26	28 Thanksgiving	30 PD Day #3	3 Early Dismissal	5

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE: December 2, 2024

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the 2024-2025 Five Year District Facilities Work Plan.

ATTACHMENTS:
12.02.2024 Approval of the 2024-2025 Five Year Facilities Work Plan_T.Ambrose.pdf

Baker County Public Schools
Support Services

Wyatt Milton, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-2825

DATE: November 18, 2024

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: 2024-2025 FIVE YEAR DISTRICT FACILITIES WORK PLAN

Please request Board approval of the attached 2024-205 Five Year Facilities Work Plan for the Baker County School District.

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

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, District 1 Jack Baker Jr., District 2 Paula T. Barton, District 3 Mandi Canaday, District 4 Amanda Hodges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	Five Year Tota
Total Revenues	$1,967,926	$35,318,981	$35,318,981	$35,318,981	$0	$107,924,869
Total Project Costs	$1,967,926	$35,318,981	$35,318,981	$35,318,981	$0	$107,924,869
Difference (Remaining Funds)	$0	$0	$0	$0	$0	$0

District	BAKER COUNTY SCHOOL DISTRICT
Fiscal Year Range	

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption	12/2/2024
Work Plan Submittal Date	11/18/2024
DISTRICT SUPERINTENDENT	Wyatt Milton
CHIEF FINANCIAL OFFICER	Teri Ambrose
DISTRICT POINT-OF-CONTACT PERSON	Teri Ambrose
JOB TITLE	Executive Director of Finance and Support Services
PHONE NUMBER	904-259-0418
E-MAIL ADDRESS	teri.ambrose@bakerk12.org

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item		2024 - 2025 Actual Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
HVAC		$354,195	$0	$0	$0	$375,000	$729,195
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Flooring		$101,412	$0	$0	$0	$150,000	$251,412
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, MACCLENNY 6TH GRADE CENTER, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Roofing		$225,000	$0	$0	$0	$271,164	$496,164
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, MACCLENNY 6TH GRADE CENTER, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Safety to Life		$100,000	$0	$0	$0	$50,000	$150,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Fencing		$10,000	$0	$0	$0	$10,000	$20,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Parking		$75,000	$0	$0	$0	$50,000	$125,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, MACCLENNY 6TH GRADE CENTER, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Electrical		$50,000	$0	$0	$0	$50,000	$100,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Fire Alarm		$5,000	$0	$0	$0	$50,000	$55,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Telephone/Intercom System		$5,000	$0	$0	$0	$5,000	$10,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Closed Circuit Television		$0	$0	$0	$0	$0	$0
Locations:	No Locations for this expenditure.						

Paint		$80,000	$0	$0	$0	$95,000	$175,000
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
Maintenance/Repair		$313,659	$0	$0	$0	$395,090	$708,749
Locations:	BAKER MIDDLE, BAKER SENIOR HIGH, BAKER SUPERINTENDENT'S OFFICE, BAKER SUPPORT SERVICES FACILITY, J FRANKLIN KELLER INTERMEDIATE, LEGACY ELEMENTARY SCHOOL, NEW MACCLENNY ELEMENTARY, PRE-K/KDG CENTER, TRANSPORTATION FACILITY, WESTSIDE ELEMENTARY						
	Sub Total:	**$1,319,266**	**$0**	**$0**	**$0**	**$1,501,254**	**$2,820,520**

PECO Maintenance Expenditures	$0	$0	$0	$0	$0	$0
1.50 Mill Sub Total:	$1,319,266	$0	$0	$0	$1,501,254	$2,820,520

No items have been specified.

Total:	**$1,319,266**	**$0**	**$0**	**$0**	**$1,501,254**	**$2,820,520**

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2024 - 2025 Actual Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
Remaining Maint and Repair from 1.5 Mills	$1,319,266	$0	$0	$0	$1,501,254	$2,820,520
Maintenance/Repair Salaries	$250,000	$0	$0	$0	$0	$250,000
School Bus Purchases	$775,000	$0	$0	$0	$1,375,000	$2,150,000
Other Vehicle Purchases	$175,000	$0	$0	$0	$100,000	$275,000
Capital Outlay Equipment	$600,000	$0	$0	$0	$400,000	$1,000,000
Rent/Lease Payments	$5,000	$0	$0	$0	$5,000	$10,000
COP Debt Service	$0	$0	$0	$0	$0	$0
Rent/Lease Relocatables	$0	$0	$0	$0	$0	$0
Environmental Problems	$50,000	$0	$0	$0	$50,000	$100,000
s.1011.14 Debt Service	$0	$0	$0	$0	$0	$0
Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	$0	$0	$0	$0	$0	$0
Qualified School Construction Bonds (QSCB)	$0	$0	$0	$0	$0	$0
Qualified Zone Academy Bonds (QZAB)	$0	$0	$0	$0	$0	$0
Bus driver salaries	$950,073	$0	$0	$0	$0	$950,073
Local Expenditure Totals:	**$4,124,339**	**$0**	**$0**	**$0**	**$3,431,254**	**$7,555,593**

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2024 - 2025 Actual Value	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
(1) Non-exempt property assessed valuation		$1,739,780,906	$1,813,758,996	$1,903,239,667	$2,093,563,633	$2,161,300,946	$9,711,644,148
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		$2,922,832	$3,047,115	$3,197,443	$3,517,187	$3,630,986	$16,315,563
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	$2,505,285	$2,611,813	$2,740,665	$3,014,732	$3,112,273	$13,984,768
(5) Difference of lines (3) and (4)		$417,547	$435,302	$456,778	$502,455	$518,713	$2,330,795

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2024 - 2025 Actual Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
PECO New Construction	340	$0	$32,388,187	$32,259,335	$31,985,268	$0	$96,632,790
PECO Maintenance Expenditures		$0	$0	$0	$0	$0	$0
		$0	**$32,388,187**	**$32,259,335**	**$31,985,268**	**$0**	**$96,632,790**

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2024 - 2025 Actual Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
CO & DS Cash Flow-through Distributed	360	$164,674	$164,674	$164,674	$164,674	$164,674	$823,370
CO & DS Interest on Undistributed CO	360	$4,307	$4,307	$4,307	$4,307	$4,307	$21,535
		$168,981	**$168,981**	**$168,981**	**$168,981**	**$168,981**	**$844,905**

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2023 - 2024? No

Additional Revenue Source

Any additional revenue sources

Item	2024 - 2025 Actual Value	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	$0	$0	$0	$0	$0	$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	$0	$0	$0	$0	$0	$0
Proceeds from Special Act Bonds	$0	$0	$0	$0	$0	$0
Estimated Revenue from CO & DS Bond Sale	$0	$0	$0	$0	$0	$0
Proceeds from Voted Capital Improvements millage	$0	$0	$0	$0	$0	$0
Other Revenue for Other Capital Projects	$0	$0	$0	$0	$0	$0
Proceeds from 1/2 cent sales surtax authorized by school board	$0	$0	$0	$0	$0	$0
Proceeds from local governmental infrastructure sales surtax	$0	$0	$0	$0	$0	$0
Proceeds from Certificates of Participation (COP's) Sale	$0	$0	$0	$0	$0	$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	$0	$0	$0	$0	$0	$0
Classrooms for Kids	$0	$0	$0	$0	$0	$0
District Equity Recognition	$0	$0	$0	$0	$0	$0
Federal Grants	$0	$0	$0	$0	$0	$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	$0	$0	$0	$0	$0	$0
Impact fees received	$150,000	$150,000	$150,000	$150,000	$150,000	$750,000
Private donations	$0	$0	$0	$0	$0	$0
Grants from local governments or not-for-profit organizations	$0	$0	$0	$0	$0	$0
Interest, Including Profit On Investment	$0	$0	$0	$0	$0	$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	$0	$0	$0	$0	$0	$0
Total Fund Balance Carried Forward	$3,267,999	$0	$0	$0	$0	$3,267,999
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0

Special Facilities Construction Account	$0	$0	$0	$0	$0	$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	$0	$0	$0	$0	$0	$0
Subtotal	**$3,417,999**	**$150,000**	**$150,000**	**$150,000**	**$150,000**	**$4,017,999**

Total Revenue Summary

Item Name	2024 - 2025 Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	$2,505,285	$2,611,813	$2,740,665	$3,014,732	$3,112,273	$13,984,768
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	($4,124,339)	$0	$0	$0	($3,431,254)	($7,555,593)
PECO Maintenance Revenue	$0	$0	$0	$0	$0	$0
Available 1.50 Mill for New Construction	**($1,619,054)**	**$2,611,813**	**$2,740,665**	**$3,014,732**	**($318,981)**	**$6,429,175**

Item Name	2024 - 2025 Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Five Year Total
CO & DS Revenue	$168,981	$168,981	$168,981	$168,981	$168,981	$844,905
PECO New Construction Revenue	$0	$32,388,187	$32,259,335	$31,985,268	$0	$96,632,790
Other/Additional Revenue	$3,417,999	$150,000	$150,000	$150,000	$150,000	$4,017,999
Total Additional Revenue	**$3,586,980**	**$32,707,168**	**$32,578,316**	**$32,304,249**	**$318,981**	**$101,495,694**
Total Available Revenue	**$1,967,926**	**$35,318,981**	**$35,318,981**	**$35,318,981**	**$0**	**$107,924,869**

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	Total	Funded
Replacement of Baker County Middle School and renovation of buildings that will remaim	BAKER MIDDLE	Planned Cost:	$0	$35,318,981	$35,318,981	$35,318,981	$0	$105,956,943	Yes
		Student Stations:	0	0	0	1,417	0	1,417	
		Total Classrooms:	0	0	0	70	0	70	
		Gross Sq Ft:	0	0	0	120,000	0	120,000	

Planned Cost:	**$0**	**$35,318,981**	**$35,318,981**	**$35,318,981**	**$0**	**$105,956,943**
Student Stations:	**0**	**0**	**0**	**1,417**	**0**	**1,417**
Total Classrooms:	**0**	**0**	**0**	**70**	**0**	**70**
Gross Sq Ft:	**0**	**0**	**0**	**120,000**	**0**	**120,000**

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2024 - 2025 Actual Budget	2025 - 2026 Projected	2026 - 2027 Projected	2027 - 2028 Projected	2028 - 2029 Projected	Total	Funded
Boys Press Box at Softball Field	BAKER SENIOR HIGH	$125,000	$0	$0	$0	$0	$125,000	Yes
Covered walkways	BAKER SENIOR HIGH	$360,000	$0	$0	$0	$0	$360,000	Yes
Covered Walkway and electricity to the pavilion	WESTSIDE ELEMENTARY	$145,000	$0	$0	$0	$0	$145,000	Yes
sidewalk repairs for ADA compliance	BAKER SENIOR HIGH	$60,000	$0	$0	$0	$0	$60,000	Yes
locker room repairs	BAKER MIDDLE	$150,000	$0	$0	$0	$0	$150,000	Yes
Agriculture department roll down doors	BAKER SENIOR HIGH	$120,000	$0	$0	$0	$0	$120,000	Yes
BCHS Roof repairs	Location not specified	$1,007,926	$0	$0	$0	$0	$1,007,926	Yes
		$1,967,926	**$0**	**$0**	**$0**	**$0**	**$1,967,926**	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2024 - 2025 Satis. Stu. Sta.	Actual 2024 - 2025 FISH Capacity	Actual 2023 - 2024 COFTE	# Class Rooms	Actual Average 2024 - 2025 Class Size	Actual 2024 - 2025 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2028 - 2029 COFTE	Projected 2028 - 2029 Utilization	Projected 2028 - 2029 Class Size
BAKER SENIOR HIGH	1,907	1,811	1,385	82	17	76.00 %	0	0	1,236	68.00 %	15
MACCLENNY 6TH GRADE CENTER	138	138	15	7	2	11.00 %	-138	-7	0	0.00 %	0
J FRANKLIN KELLER INTERMEDIATE	992	992	0	43	0	0.00 %	-992	-43	0	0.00 %	0
BAKER MIDDLE	1,654	1,488	1,054	68	15	71.00 %	0	0	1,060	71.00 %	16
WESTSIDE ELEMENTARY	806	806	626	20	31	78.00 %	0	0	582	72.00 %	29
NEW MACCLENNY ELEMENTARY	673	673	574	38	15	85.00 %	0	0	553	82.00 %	15
PRE-K/KDG CENTER	630	630	374	35	11	59.00 %	0	0	485	77.00 %	14
LEGACY ELEMENTARY SCHOOL	910	0	670	50	13	0.00 %	0	0	585	0.00 %	12
	7,710	**6,538**	**4,697**	**343**	**14**	**71.84 %**	**-1,130**	**-50**	**4,501**	**83.23 %**	**15**

The COFTE Projected Total (4,501) for 2028 - 2029 must match the Official Forecasted COFTE Total (4,501) for 2028 - 2029 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2028 - 2029	
Elementary (PK-3)	1,524
Middle (4-8)	1,741
High (9-12)	1,236
	4,501

Grade Level Type	Balanced Projected COFTE for 2028 - 2029
Elementary (PK-3)	0
Middle (4-8)	0
High (9-12)	0
	4,501

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	Year 5 Total
Total Relocatable Replacements:	**0**	**0**	**0**	**0**	**0**	**0**

Charter Schools Tracking

Information regarding the use of charter schools.

Nothing reported for this section.

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Educational Classrooms:		**0**	**0**	**0**	**0**	**0**	**0**

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Co-Teaching Classrooms:		**0**	**0**	**0**	**0**	**0**	**0**

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2023 - 2024 fiscal year.					List the net new classrooms to be added in the 2024 - 2025 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2024 - 2025 should match totals in Section 15A.			
Location	2023 - 2024 # Permanent	2023 - 2024 # Modular	2023 - 2024 # Relocatable	2023 - 2024 Total	2024 - 2025 # Permanent	2024 - 2025 # Modular	2024 - 2025 # Relocatable	2024 - 2025 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	5 Year Average
BAKER SENIOR HIGH	443	413	401	400	400	411
MACCLENNY 6TH GRADE CENTER	0	0	0	0	0	0
J FRANKLIN KELLER INTERMEDIATE	110	0	0	0	0	22
BAKER MIDDLE	176	165	160	150	150	160
WESTSIDE ELEMENTARY	54	65	65	60	60	61
NEW MACCLENNY ELEMENTARY	0	0	0	0	0	0
PRE-K/KDG CENTER	0	0	0	0	0	0
LEGACY ELEMENTARY SCHOOL	0	0	0	0	0	0

Totals for BAKER COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	**783**	**643**	**626**	**610**	**610**	**654**
Total number of COFTE students projected by year.	**4,609**	**4,559**	**4,516**	**4,496**	**4,501**	**4,536**
Percent in relocatables by year.	**17 %**	**14 %**	**14 %**	**14 %**	**14 %**	**14 %**

Leased Facilities Tracking

Exising leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2024 - 2025	FISH Student Stations	Owner	# of Leased Classrooms 2028 - 2029	FISH Student Stations
BAKER SENIOR HIGH	0	0		0	0
WESTSIDE ELEMENTARY	0	0		0	0
MACCLENNY 6TH GRADE CENTER	0	0		0	0
J FRANKLIN KELLER INTERMEDIATE	0	0		0	0

BAKER MIDDLE	0	0		0	0
NEW MACCLENNY ELEMENTARY	0	0		0	0
PRE-K/KDG CENTER	0	0		0	0
LEGACY ELEMENTARY SCHOOL	0	0		0	0
	0	**0**		**0**	**0**

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

Not Specified

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

The District plans to use J. Franklin Keller Intermediate School as an adult facility/community center/vocational technical center. Many of the older buildings will need to be demolished, as evidenced by the Castaldi study conducted several years ago. The newer buildings will remain.

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2023 - 2024 FISH Capacity	Actual 2023 - 2024 COFTE	Actual 2023 - 2024 Utilization	Actual 2024 - 2025 / 2033 - 2034 new Student Capacity to be added/removed	Projected 2033 - 2034 COFTE	Projected 2033 - 2034 Utilization
Elementary - District Totals	3,101	3,101	1,573.66	50.76 %	0	0	0.00 %
Middle - District Totals	1,654	1,488	1,053.87	70.83 %	0	0	0.00 %
High - District Totals	1,907	1,811	1,384.59	76.48 %	0	0	0.00 %
Other - ESE, etc	1,048	138	684.70	496.38 %	0	0	0.00 %
	7,710	**6,538**	**4,696.82**	**71.84 %**	**0**	**0**	**0.00 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2023 - 2024 FISH Capacity	Actual 2023 - 2024 COFTE	Actual 2023 - 2024 Utilization	Actual 2024 - 2025 / 2043 - 2044 new Student Capacity to be added/removed	Projected 2043 - 2044 COFTE	Projected 2043 - 2044 Utilization
Elementary - District Totals	3,101	3,101	1,573.66	50.76 %	0	0	0.00 %
Middle - District Totals	1,654	1,488	1,053.87	70.83 %	0	0	0.00 %
High - District Totals	1,907	1,811	1,384.59	76.48 %	0	0	0.00 %
Other - ESE, etc	1,048	138	684.70	496.38 %	0	0	0.00 %
	7,710	**6,538**	**4,696.82**	**71.84 %**	**0**	**0**	**0.00 %**

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Nothing reported for this section.

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Tonya Tarte - (259-4330)
ITEM TYPE:	Job Description
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Request to Hire a Technician for the Nutrition Services Department (Federal Fund - New Position)

ATTACHMENTS:
12.02.2024 Approval of the Request to Hire a Technician for the Nutrition Services Department Federal Funds New Position_T.Tarte.pdf

Baker County Public Schools

Tonya Tarte, Director of Nutrition Services, Purchasing & Warehouse

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

An Equal Access/Equal Opportunity Institution

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-4330 www.bakerk12.org Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

FROM: Tonya Tarte, Director of Nutrition Services, Purchasing, and Warehousing

RE: New Position Request for School Nutrition Services

DATE: November 20, 2024

I am requesting school board approval to hire a technician who specializes in the installation, repair, and maintenance of our coolers, freezers, and all nutrition services machinery/equipment. This person would be hired by the nutrition services department. With six schools in our district, we need to have a person who can do repairs, but also keep up with preventative maintenance on our equipment.

In the 2023-2024 school year we served:
528,923 lunches
274,017 breakfasts
24,214 after school snacks

Since school nutrition services are an independent federal program, funding for this position will come from federal funds.

Thank you for your time and consideration as we endeavor to better expand our nutrition services programs to meet the needs of our students and families in Baker County.

SCHOOL BOARD OF BAKER COUNTY, FLORIDA

TECHNICIAN – HARV

JOB DESCRIPTION

QUALIFICATIONS:

(1) High School Diploma or equivalent.

(2) Minimum of five (5) years successful experience at the skilled journeyman level in heating, refrigerator, ventilator, and air conditioning equipment installation, maintenance and repair, preferred.

(3) Journeyman license or proven competency, preferred.

(4) EPA certification for reclaiming/recycling refrigerants.

(5) Valid Florida Driver's License.

(6) Possess a personal set of hand tools necessary to complete performance responsibilities.

(7) Experience in repair of food service equipment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to effectively use the tools and materials of the trade. Knowledge of preventive maintenance programs and local, state, and federal requirements. Ability to service and repair kitchen type appliances in schools. Ability to communicate effectively both orally and in writing. Ability to read and follow instructions. Ability to read and interpret blueprints, wiring diagrams, specifications, and operating manuals. Ability to supervise and direct the work of others. Ability to perform cross-over work in several trade areas. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Nutrition Services Director

JOB GOAL

To complete installation, maintenance, and repair of heating, refrigeration, ventilation, air conditioning equipment and food service equipment safely and efficiently at the skilled journeyman level. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

*(1) Repair and maintain all air conditioning, HVAC and food service equipment, component parts, and subassemblies.

*(2) Repair and maintain refrigeration equipment to include coolers and freezers.

*(3) Repair and maintain food service equipment to keep kitchens operating at all times.

*(4) Clean and replace elements and door gaskets.
*(5) Check and tighten all connections to steamers.
*(6) Rebuild pumps, install elements, and repair conveyor tracks on dish machines.
*(7) Replace elements, switches and controls, calibrate for correct cooking temperature on ranges.
*(8) Repair doors, replace controls, contact switches and oven bulbs on stack ovens.
*(9) Repair, clean, and replace motors.
*(10) Sharpen or replace blades.
*(11) Lubricate food choppers.
*(12) Replace bearings, gears, and drive belts; check and tighten all connections on hot serving lines.
*(13) Replace pumps, timers, and elements.
*(14) Repair hot water heaters.
*(15) Repair or replace piping, burners, and thermocouples; clean burners; install new controls, rebuild controls; check and tighten all connections on steam kettles.
*(16) May be required to work in other areas of maintenance.
*(17) Maintain truck stock of repetitive items and advises warehouse manager when new items should be stocked or deleted.
*(18) Operates county vehicle and equipment in a safe manner. Performs all drivers checks and maintenance.
*(19) Utilize and maintain proper tools and equipment required to complete work assignments.
*(20) Direct the work of other workers as assigned.
*(21) Read blueprints, factory details, and circuitry schematics related to the accomplishment of daily assignments.
*(22) Assist in placing orders and bids, if needed, for parts and materials.
*(23) Assist in maintaining an inventory of parts and materials as needed.
*(24) Assist other maintenance personnel with tasks as needed or directed.
*(25) Provide emergency repair service as needed.
*(26) Assist in developing and maintaining a preventive maintenance program.
*(27) Participate in casualty prevention tests and inspections as required.
*(28) Maintain daily vehicle logs.
*(29) Serve on school/district committees as required or appropriate.
*(30) Adhere to applicable safety standards.
*(31) Attend all staff meetings and workshops.
*(32) Assist with maintaining a clean and orderly environment.
*(33) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(34) Communicate effectively with the public, staff members, students, parents, supervisors, administrators and other contact persons using tact and good judgment.
*(35) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(36) Demonstrate initiative in the performance of assigned responsibilities.
*(37) Demonstrate support for the school district and its goals and priorities.
*(38) Exhibit interpersonal skills to work as an effective team member.
*(39) Follow attendance, punctuality, and proper dress rules.
*(40) Maintain confidentiality regarding school/workplace matters.

TECHNICIAN -- HARV (Continued)

*(41) Maintain expertise in assigned area.
*(42) Manage time efficiently.
*(43) Model and maintain high ethical standards.
*(44) Participate in cross-training activities as required.
*(45) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(46) Prepare all required reports and maintain updated and accurate records.
*(47) Represent the District in a positive and professional manner.
*(48) Respond to inquiries and concerns in a timely manner.
*(49) Perform other duties as assigned.
*(50) May require work on occasion beyond normal duty hours in support of emergency or high priority work.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE:	December 2, 2024
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Travel F.S. 1001.39
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Board Member Travel and Travel Reimbursement for the FSBA / FADSS Joint Conference in Tampa, Florida on December 3 - December 6, 2024: Clayton Lyons.

ATTACHMENTS:
12.02.2024 Approval of Board Member Travel_W.Milton.pdf

Baker County Public Schools

Wyatt Milton, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-1387

November 26, 2024

This letter is to request Board approval of the travel and travel reimbursement for the following School Board Member to attend the FSBA/FADSS 79th Annual Joint Conference to be held at the Grand Hyatt Tampa Bay in Tampa, Florida on December 3 – 6, 2024, for the purpose of official school district business. Both the travel and travel reimbursement comply with the rules of the State Board of Education and are in accordance with F.S. 1001.39.

Clayton Lyons

Thank you,

Wyatt Milton

Wyatt Milton
Superintendent of School

WM/fdr