BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, November 17, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #54 / Page #5

"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 Correct Item 9.6.: Approval of the 2024-2027 Agreement with the Baker County Education Association (Amended July 1, 2025): Page 3 Table of Contents from Release Time for President Organizational Meetings to Release Time for President; Page 54 Signature Lines from Baker County School Board to J. Wyatt Milton, Superintendent and Board Chairperson; Page 56-60 Addition of Memorandums of Understanding; Page 65 from 2024-2025 Insurance Health Care Premiums to 2025-2026 Insurance Health Care Premiums.
Thomas Hill - (259-0429)

6.2 Approval to Correct Item 9.7.: Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Amended July 1, 2025): Page 42 from (9 weeks) to "Strike Through" (9 weeks); Page 44 Correction of the Signature Title for Superintendent and Addition of Board Chairperson; Page 50 from A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded. to "Strike Through" A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded.; Addition of Pages 51 - 53 for Memorandums of Understanding.
Thomas Hill - (259-0429)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on November 17, 2025.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the November 3, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

8.3 Approval to Incorporate Form 8B into the November 3, 2025, School Board Meeting Minutes.

Wyatt Milton - (259-0401)

8.4 Approval of Amendment #1 to Title II, Part A - Supporting Effective Instruction with No Change in Over All Budget Total of $222,325.00. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

8.5 Approval of Amendment #1 to Adult Education and Family Literacy, Adult General Education with No Change in Over All Budget Total of $153,180.00. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

8.6 Approval of Amendment #4 to Workforce Development Capitalization with No Change in Over All Budget Total of $279,510.00. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

8.7 Approval of Amendment #6 to Title IV, Part A - Student Support and Academic Enrichment in the Amount of $181,860.86 with No Change in Over All Budget Total. Amendment / Federal / No Matching
Carrie Dopson - (259-0408)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval of Out of State Field Trip on December 9, 2025 to the Okefenokee Swamp Park in Waycross, Georgia, for Environmental Science Class Students and Staff Chaperones. (Traveling by School Bus)
Andy Giddens - (259-6995)

9.3 Approval of the Information Technology Department Positions Signing Authority for Student Data Privacy Agreements.
Teri Ambrose - (259-0418)

9.4 Approval of the 2025 Revision to Purchasing Policies, Procedures, and Guidelines Book.
Teri Ambrose - (259-0418)

9.5 Approval to Award Bid for Renovation and Expansion of the Agriculture Livestock and Swine Barns at Baker County High School to Rock Contractor Custom Homes and Roofing, Inc. in the Amount of $275,000.00. Paid Using the Workforce Capitalization Grant.
Carrie Dopson - (259-0408)

9.6 Approval of the 2024-2027 Agreement with the Baker County Education Association (Amended July 1, 2025).
Thomas Hill - (259-0429)

9.7 Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Amended July 1, 2025).
Thomas Hill - (259-0429)

9.8 Approval of the 2025-2026 Salary Schedule.
Teri Ambrose - (259-0418)

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:	November 17, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Correct Item 9.6.: Approval of the 2024-2027 Agreement with the Baker County Education Association (Amended July 1, 2025): Page 3 Table of Contents from Release Time for President Organizational Meetings to Release Time for President; Page 54 Signature Lines from Baker County School Board to J. Wyatt Milton, Superintendent and Board Chairperson; Page 56-60 Addition of Memorandums of Understanding; Page 65 from 2024-2025 Insurance Health Care Premiums to 2025-2026 Insurance Health Care Premiums.

ATTACHMENTS:
11.17.2025 Approval of 2024-2027 BCEA Contract_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

November 7, 2025

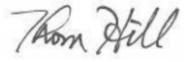
Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the 2025 – 2026 Baker County Education Association agreement with the District. I sincerely thank both negotiating teams who met numerous times since May of the last school year to arrive at this improved contractual agreement.

Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,



Thomas Hill
904.259.0427

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION ASSOCIATION

2024-2027

~~(Revised July 1, 2024)~~

(Amended July 1, 2025)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY 2024, BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD", AND THE BAKER COUNTY EDUCATION ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a safe, quality education for the students of Baker County is the primary goal of the Baker County Public Schools and

WHEREAS, the Board and the Association recognize that it is the responsibility of the Board to approve the educational and operational policies that are essential to the public educational programs and that the Association represents the teaching personnel, who are engaged in providing educational services and

WHEREAS, the Association, as the certified and exclusive agent and representative of teaching personnel, and the Board have agreed to bargain in good faith in the determination of the wages, hours, and terms and conditions as of employment of the public employees within the bargaining unit and

WHEREAS, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in the Contract and

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED as follows:

ARTICLE I –TERMS OF AGREEMENT

This Agreement is entered into as of July 1, 2024, between the Baker County District School Board, hereinafter referred to as the "Board," and the Baker County Education Association, hereinafter referred to as the Association.

This Agreement shall expire on June 30, 2027, subject to annual reopeners for:

1. Article IV Salary
2. Article V Employee Benefits
3. Health Insurance/Board Contribution
4. Teacher Assessment
5. One (1) item for each side
6. Any articles or items both sides mutually consent to open
7. Any article affected by acts of the Legislature or by decisions of the courts of competent jurisdiction

ARTICLE II -PURPOSE

It is understood that the Board is the duly elected body with responsibility and authority to furnish educational services. It is further understood that the Baker County Education Association represents teachers as described in the proposed unit herein.

Whereas, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings with respect to hours, wages, terms and conditions of employment.

The Board agrees not to enter into any agreement with any member or potential employee of this unit which conflicts with Florida Statutes, Chapter 447 and any provision of this Agreement. All efforts will be made, in good faith, by the Board and the Association to correct/reconcile current contract language with current Florida Statutes.

ARTICLE III – RECOGNITION

The Baker County Education Association, hereinafter referred to as the Association, shall be recognized as the exclusive representative (February 14, 1975 Registration #86-088 and Case #8H-RA-754-1020) of all certified instructional personnel under contract with the Baker County District School Board as listed in the Description of the Proposed Unit, for collective bargaining. Such personnel are hereinafter referred to as teachers:

Title

Classroom Teachers
Kindergarten
Elementary (Primary 1-3)
Elementary Intermediate (4-5)
Elementary (1-5)
Middle School (6-8)
High School (9-12)
Driver Education
Exceptional (Special Education, EMH, ED, SLD, etc.)
Remedial
Resource (Art, Music, etc.)
Vocational -Business and Office Education
Vocational -Home Economics
Vocational -Trade and Industrial
Industrial Arts
Curriculum Assistant
Guidance Counselors
Occupational Specialists
Media Specialists
Nurses
Other Certified Instructional Personnel
(Except Administrative Assistants)

ARTICLE IV –SALARY

Item 1 -SALARY SCHEDULE GUIDELINES ~~2024-2025~~ 2025-2026

Baker County School District will follow State Statutes regarding compensation and salary schedules.

School Board's implementation of the Florida Teacher Salary Increase Allocation (TSIA).

The ~~2024-2025~~ 2025-2026 Salary Schedule incorporates the School Board's proposed plan to implement the Florida Teacher Salary Increase Allocation (TSIA), raising the base of all applicable Baker County School District salaries to the minimum base of $46,600. All instructional personnel will be paid in accordance with the ~~2024-2025~~ 2025-2026 negotiated salary schedule. The classification levels under those salary schedules will be implemented effective July 1, ~~2024~~ 2025, through June 30, ~~2025~~ 2026.

Upon official transcript notification, in writing, to the Finance Office and verification by the Associate Superintendent in charge of District Certification, newly earned advanced degrees will be pro-rated.

Teacher Salary Schedule: 197 Day Contract
Fiscal Year ~~2024-2025~~ 2025-2026

CL Bachelors

0	$46,600	$46,600
1	~~$46,600~~	$47,105
2	~~$46,600~~	$47,199
3	~~$46,600~~	$47,249
4	~~$46,650~~	$47,349
5	~~$46,650~~	$47,399
6	~~$46,650~~	$47,449
7	~~$46,650~~	$47,499
8	~~$46,750~~	$47,549
9	~~$46,750~~	$47,649
10	~~$47,467~~	$48,066
11	~~$48,337~~	$48,936
12	~~$49,237~~	$49,836
13	~~$50,337~~	$50,900
14	~~$51,437~~	$52,000
15	~~$52,468~~	$53,031
16	~~$53,568~~	$54,131
17	~~$54,668~~	$55,231
18	~~$55,768~~	$56,331
19	~~$56,868~~	$57,431
20	~~$57,968~~	$58,531
21	~~$59,068~~	$59,631
22	~~$60,168~~	$60,731
23	~~$61,268~~	$61,831
24	~~$62,543~~	$63,106
25	~~$63,543~~	$64,106

Performance Pay:
Eligible Instructional employees will receive the following performance pay supplement:

Effective: $125.00
Highly Effective: $250.00

SUPPLEMENTAL SALARY SCHEDULE

Athletics, Cheerleaders, Dance Teams, and Music

Athletic Directors and Trainer

High School Athletic Director……4,865.00
Middle School Athletic Coordinator…….....3,500.00
Athletic Trainer…….....3,500.00

Football

Football High School Varsity Head Coach……...4,350.00
****(Spring $1,305.00; Fall $3,045.00)
High School Offensive Coordinator……3,500.00
****(Spring $1050, Fall $2450)
High School Defensive Coordinator……..……3,500.00
****(Spring $1050, Fall $2450)
High School Varsity Assistant (3)……...2,200.00
****(Spring $660, Fall $1540)
High School Head Junior Varsity Coach……..…….2,200.00
****(Spring $660, Fall $1540)
High School Assistant Junior Varsity Coach……..…….....1,700.00
****(Spring $510, Fall $1190)
Middle School Head Coach……..2,000.00
****(Spring $600.00; Fall $1,400.00)
Middle School Assistant Coach (3)……..1,500.00
****(Spring $450.00; Fall $1,050.00)
High School Girls Flag Football Head Coach ….....…….....1,390.00
High School Girls Flag Football Assistant Coach ….....…….…….....890.00
Middle School Girls Flag Football Head Coach……750.00
Middle School Girls Flag Football Assistant Coach…….450.00

Basketball

High School Boys Varsity Head Coach 3,630.00
High School Boys Varsity Assistant Coach 1,595.00
High School Boys Junior Varsity Coach 1,390.00
High School Girls Varsity Head Coach..... 3,630.00
High School Girls Varsity Assistant Coach…….....1,595.00
High School Girls Junior Varsity Coach…….....1,390.00
Boys' Middle School Coach..... 2,000.00
Girls' Middle School Coach 2,000.00
Boys' Middle School Assistant Coach 1,000.00
Girls' Middle School Assistant Coach..... 1,000.00

Wrestling

High School Boys Wrestling Coach	2,470.00
High School Boys Assistant Wrestling Coach	1,390.00
High School Girls Wrestling Coach	2,470.00
High School Girls Assistant Wrestling Coach	1,390.00

Baseball

Varsity Baseball Coach	3,090.00
Varsity Assistant Baseball Coach	1,390.00
Junior Varsity Coach	1,390.00
Middle School Baseball Coach	1,500.00
Assistant Middle School Baseball Coach	1,000.00

Weightlifting

Boys Weightlifting Coach	2,060.00
Girls Weightlifting Coach	2,060.00
Assistant Boys Weightlifting Coach	1,030.00
Assistant Girls Weightlifting Coach	1,030.00

Track

Boys Track Coach	2,060.00
Girls Track Coach	2,060.00
Girls Assistant Track Coach	1,030.00
Boys Assistant Track Coach	1,030.00

Cross Country

Boys Cross Country Coach	1,390.00
Girls Cross Country Coach	1,390.00

Tennis

Boys Tennis Coach	1,390.00
Girls Tennis Coach	1,390.00

Volleyball

High School Girls Volleyball Coach	2,470.00
High School Girls Junior Varsity Volleyball Coach	1,390.00
Middle School Volleyball Coach (2)	1,500.00
Middle School Assistant Volleyball Coach (2)	1,000.00

Softball

Girls Softball Coach (Fast Pitch)	3,090.00
Girls Varsity Assistant Softball Coach (Fast Pitch)	1,390.00
Girls Junior Varsity Coach (Fast Pitch)	1,390.00
Middle School Girls Softball Coach	1,500.00
Middle School Girls Assistant Softball Coach	1,000.00

Bowling
Girls Bowling Coach 1,545.00
Girls Assistant Bowling Coach 1,030.00

Swimming
Boys High School Swim Team Coach 1,390.00
Girls High School Swim Team Coach 1,390.00

Soccer
Boys High School Soccer Team Coach 1,390.00
Girls High School Soccer Team Coach 1,390.00

Cheerleader Sponsors
High School Varsity Football 1,030.00
High School Junior Varsity Football 750.00
High School Varsity Basketball 1,030.00
High School Junior Varsity Basketball 750.00
Middle School Football (1) 750.00
Middle School Basketball (1) 750.00
Competitive Cheerleading (1) 1,030.00

High School Dance Drill Team
Football Season (1) 525.00
Basketball Season (1) 525.00
Choreographer (1) 275.00

Middle School Dancin' Paws
Football Season (1) 300.00
Basketball Season (1) 300.00

Band Director
High School 4,350.00
Assistant High School 1,030.00
High School Percussion Director 775.00
Middle School 2,000.00
Assistant Middle School 775.00
Flag Corp 1,030.00
High School Majorettes 1,030.00
Middle School Majorettes 900.00

Chorus
High School 980.00
Middle School 775.00
Westside Elementary School 425.00
Macclenny Elementary School 425.00

Legacy Elementary School…….425.00
PreK-Kindergarten School……..425.00

Career and Technical Education Organizations

Agriculture
Vocational Agriculture High School (2)..... .3,090.00
Vocational Agriculture Middle School (2)……....1,545.00

Future Homemakers of America (FHA)
High School.....475.00

Future Business Leaders of America (FBLA)
High School.....450.00

Additional CTE Organizations
Cooperative Education Club of Florida (CECF).....450.00
HOSA.....450.00
Vocational Industrial Clubs of America (VICA).....450.00

High School Class Sponsor
Senior Class Sponsor…….....625.00
Junior Class Sponsor…….....625.00
Sophomore Class Sponsor …….....325.00
Freshman Class Sponsor …….....325.00

Annual Yearbook
Yearbook-High School 1,500.00
Yearbook-Middle School…….....1,000.00
Yearbook-Legacy Elementary……..600.00
Yearbook-Macclenny Elementary 600.00
Yearbook-Westside Elementary.....600.00
Yearbook Pre-K Kindergarten Center.....600.00

Beta Club
High School…….....…….525.00
Middle School…….....…….525.00

STEM Robotics Club
Macclenny Elementary…….....…….525.00
Westside Elementary…….....…….525.00
Legacy Elementary…….....…….525.00
Middle School…….....…….525.00

Technology Student Association
High School.....450.00
Middle School.....450.00

Miscellaneous Student Clubs and Organizations
Drama 3,000.00
Drama Assistant……1,000.00
Middle School Drama……..……600.00
High School Varsity High-Q Club.....……..……..…….....1,000.00
High School JV High-Q Club…….……650.00
Foreign Language Club.....450.00
Bullying Prevention Club Sponsors – BCMS & BCHS ……..450.00
Video Productions…….475.00
SWAT Coordinator…..……500.00
Air Force JROTC (2) ……2,060.00
Middle School Art Club…….450.00

Student Council
High School.....450.00
Middle School.....450.00

Future Educators Sponsor
High School (1) 1,545.00
Middle School (1)…….....…….....450.00

"Just Say No" Club Sponsors
Legacy Elementary (1).....400.00
Westside Elementary (1).....400.00
Macclenny Elementary (1).....400.00

Youth Power Club Sponsor
High School…….....……300.00
Middle School…….....……..300.00

Instructional Special Certifications, Specialists and Instructional Leadership
Director of Guidance
High School (3) 1,235.00
Middle School (2) 1,235.00
Legacy Elementary(1)..... 1,235.00
Macclenny Elementary (1)..... 1,235.00
Westside Elementary (1)..... 1,235.00
Pre-K/Kindergarten Center (1) 1,235.00
Occupational Specialist..... 1,235.00

Chairpersons

High School**	7,000.00
Middle School**	5,000.00
Legacy Elementary	3,400.00
Macclenny Elementary	3,400.00
Westside Elementary	3,400.00
Pre-K Kindergarten Center	3,400.00
Dual Enrollment (6)	750.00

Special Programs

Alternative Ed Supplement	1,545.00
Mental Health Counselor	3,000.00
Case Manager	3,000.00
National Board Certified Teachers	425.00
ESE Staffing Specialist	2,060.00
Teachers Assigned Full-time to an Alternative School Setting	1,500.00
Special Olympics Coordinator	1,415.00
Behavioral Analyst (2)	2,000.00
School Psychologist	6,000.00
School Wellness Coordinator	500.00
Occupational Therapist (1)	1,545.00
Health Services Specialist	1,545.00

Miscellaneous Instructional Leadership

Team Leaders -Middle School (4 or more)	350.00
Program Specialist (Title 1)	1,030.00
Teacher on Special Assignments (4)	2,575.00
Peer Teacher	625.00
School Activities Coordinator- High School	750.00
School Activities Coordinator - Middle School	250.00
***Computer Network Manager	1,030.00
Test Coordinator (1 Per School)	500.00
BCMS Dean of Students (2)	1,500.00

Speech

Speech and Hearing Therapist (3)	3,000.00
National Board Certification for Speech	425.00

Enrichment

Macclenny Elementary (3)	450.00
Westside Elementary (3)	450.00
Pre-K Kindergarten Center	450.00
Legacy Elementary (3)	450.00

Bus Duty Supplement

High School (1)..... ..1,200.00
Middle School (1)..... ..1,200.00
Legacy Elementary (*)(******) 1,200.00
Macclenny Elementary (*)(******)..... ..1,200.00
Westside Elementary (*)(******) 1,200.00
PK/Kindergarten Center (*)(******)……...1,200.00

Student Drop-Off/Pick-Up Duty, Baker County Middle School…….....1,200.00
Gate Keeper at Baker County High School (5)…….....1,200.00

Advanced Degree, held in individual's area of certification, working the majority of his/her day in-field 300.00

If the supplement duties impact what is taught in the classroom on a day to day basis, supplement will be paid bi-weekly. Otherwise, the total supplement amount will be paid at the end of the season or year.

* Number of positions subject to periodic adjustments as mutually agreed upon.
** For each school divide existing dollars pro rata based upon number of persons in department compared to number of persons in all departments.
*** Limit to maximum of $1,030 for each school that is networked (High School, Middle School, Westside Elementary, Macclenny Elementary, Legacy Elementary School, and PK/Kindergarten Center)
**** Football Coaches will be paid their supplement in two separate payments (30% Spring Ball / 70% Fall)
***** These supplements will be paid for entirely from sponsor/booster funds. No funds will be used from the school district to pay these supplements or to run these programs.
****** For purposes of dealing with a change in the transportation schedule, teachers at elementary schools shall be eligible to receive a supplement of $1600.00 for working after contractual hours and missing afternoon planning time. This supplement applies when a teacher completes more than 20 minutes of bus duty after their contractual time. After twenty (20) minutes on bus duty, as described above, teachers are eligible to receive the new supplement. Elementary schools shall be capped at no more than four (4) teachers to receive the supplement.
All other bus duty supplements will remain the same as in the contract.

All instructional personnel will be provided a salary calculation worksheet upon ratification.

- * Retention supplement at Classification Level (CL) 25 or above in the amount of $6,300.00
- See District Teacher Salary Schedule for 216, 240, and 261-day contracts.

- For the ~~2024-2025~~ 2025-2026 school year, Title 1 schools' instructional staff will receive a $50.00 supplement.
- For the ~~2024-2025~~ 2025-2026 school year, instructional staff transfers from any school that is not low performing to a low performing school with a state grade of D or F will receive a one-time $300.00 supplement.
- For the ~~2024-2025~~ 2025-2026 school year, Advanced Degree Supplements- Masters: $2,800.00, Specialist: $3,800.00, Doctorate: $5,000.00

Item 2-Part Time Teaching Salary Schedule

BAKER COUNTY PART-TIME TEACHING SALARY SCHEDULE

Years of Experience (In the area of current part-time teaching)	Bachelor's Degree (Salary Per Hour)	Master's Degree (Salary Per Hour)	Specialist Degree (Salary Per Hour)	Doctorate Degree (Salary Per Hour)
0 - 9	$31.54	$33.43	$34.11	$34.92
10 - 14	$32.~~13~~ 53	$~~34.02~~ 34.43	$~~34.70~~ 35.10	$~~35.51~~ 35.92
15 - up	$35.~~51~~ 89	$37.~~41~~ 79	$38.~~08~~ 46	$~~38.90~~ 39.28

Board approved after school tutoring or direct instruction to students beyond the student day shall be paid at the teacher's hourly rate.

Instruction or presentation of an in-service workshop or the like shall be paid at the teacher's hourly rate when outside the normal contractual workday.

Preparation for workshops, writing projects, curriculum development, preparation of materials for in-service and the like shall be paid at the step 0 hourly rate. The number of preparation hours will be predetermined and board approved.

Teachers attending workshops shall be paid $85.85 for ½ day (3.5 hrs) and 183.98 for a whole day (7.5 hrs to include a 30 min lunch).

Item 3 -Instructional Support Personnel

Media Specialists, guidance counselors, and other instructional support personnel may work additional days if extra days are approved by the Principal, Superintendent, and the School Board.

Item 4 -Beginning Teacher Program

Each Peer Teacher in the Beginning Teacher Program will receive release time, which will be given as determined by the building Principal, for each beginning teacher assigned to him/her.

In addition, each Peer Teacher will receive additional compensation for the assignment per the currently existing Supplemental Salary Schedule. No Peer Teacher

shall be assigned more than one beginning teacher during anyone school year except where reasonably necessary in the opinion of the Principal and/or Peer Teacher.

Item 5 -Payment of Direct Deposits

Salaries for teachers shall be paid in twenty-six (26) direct deposits per year; each direct deposit equal to approximately one-twenty-sixth (1/26) of the annual salary. Payroll disbursement dates will be established to reflect a payroll period ending every other Wednesday throughout the fiscal year. Direct deposits will be distributed on the second Friday following the close of the payroll period. A schedule of direct deposit disbursement dates will be sent to all schools and department heads on or about July 1 of each year. The last direct deposit covering work performed during the regular school year will be issued on the regular direct deposit date following the last day of post-planning. Direct deposit will commence July 1, 2019.

Item 6 -Summer School Pay -Work Day

Teachers will be paid for work in summer school based on the salary schedule and work day in effect at the time the work is performed. Summer school work shall be compensated on an hourly rate basis. The hourly rate will be computed on a seven hour, 30 minute work day for a 197 day year.

Summer school direct deposits will be issued on the regular payroll schedule as work is performed.

State mandates, infield certification, seniority, instructional performance at the work site, and recommendation of the department head/grade level chairperson shall be taken into consideration as a basis for hiring for summer school.

Item 7 -Change in Deductions

Any teacher may request and be granted a change in payroll deductions at any time there is a change in the teacher's need. Any insurance changes must be made in accordance with premium payments. All changes must be received by the Finance Department, in writing, two (2) days prior to the ending date of the payroll period.

Item 8 -Contracts

A. Individual Contracts

An individual salary contract will be made available to each returning teacher no later than July I for the subsequent school year providing that he/she has on file a valid certificate for that school year. A new teacher will be furnished a salary contract within twenty (20) working days following employment by the Board, and the filing of all credentials with the Finance Department. Individual contracts will be consistent with the terms and conditions of the Master Contract agreed upon between the Association and the Board.

B. Probationary Teacher

Instructional personnel hired on or after July 1, 2011, who are new to the profession or new to the district will receive a probationary contract for the first academic year of service. Such teachers are subject under Florida Statute to two

performance evaluations within the probationary year, as well as the following two years, if contract is renewed. At the conclusion of the first academic year, a teacher who is reemployed will receive an annual contract. Probationary Contract employees may be dismissed without cause or may resign without breach of contract. A district school board may not award a probationary contract more than once to the same employee unless the employee was rehired after a break in service for which an authorized leave of absence was granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.

Beginning July 1, 2011, each individual newly hired instructional personnel by the district school board shall be awarded a probationary contract. Upon successful completion of the probationary contract, the district school board may award an annual contract pursuant to State Statutes.

C. Annual Contracts

"Annual Contract" means an employment contract for a period of no longer than one school year which the district school board may choose to award or not award without cause. Such a contract may not be terminated prior to its terminal date except for just cause and with due process.

D. Annual contract teachers will be notified of renewal or non-renewal for the next school year on or before May 1. Any contract teacher not renewed may request a meeting with the Superintendent, and if they desire a representative of their choice.

E. A non-renewed annual contract teacher shall be granted an interview for any advertised vacant teacher position for which they hold the appropriate certification in the year immediately following the non-renewal. This provision only applies to teachers who have been rated overall effective or highly effective on the district performance appraisal evaluation system available at the time.

F. Professional Services Contracts

Professional Services Contracts, within the school district, will be recognized per Florida Statutes.

G. Contract Status

The Board will grant teachers contract status in accord with Florida Statutes.

Item 9 -Out of County/State Experience

Instructional personnel, entering the Baker County School District and meeting the following qualifications, will be credited year-for-year experience (both in state and out-of-state) on a year-for-year basis:

1. Must hold a valid teaching certificate for the time to be credited;
2. Must have held a full-time, salaried position for the time to be credited (including job-sharing) in a public school, accredited private school or college/university;
3. Must have received a satisfactory evaluation for the time to be credited;
4. Retroactive experience pay will be for the current year, pending completed certification

5. Retirement Credit: Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan or from another State retirement system.

Item 10 -Military Experience

Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full time active duty to the date of this discharge or release from duty and must be verified. The discharge or release from active duty must have been under honorable conditions. Effective date will be September 1, 1997.

Item 11 -Attendance Incentive

Teachers who do not use sick or personal leave during any nine weeks (9) shall receive an incentive of $225 (before deductions) within thirty (30) working days of the end of the 9 weeks. To initiate the receipt of the incentive, teachers who qualify must notify their building principals, in writing or via e-mail, within ten working days of the end of the instructional quarter. Approved Temporary Duty Leave, Bereavement Leave, Compensatory Time, Approved Line of Duty Leave, and approved Association Leave shall not affect a teacher's perfect attendance. (Perfect attendance is defined as working all contractual days)

ARTICLE V -EMPLOYEE BENEFITS

Item I -Paid Legal Holidays

All twelve-month employees will receive the same number of paid holidays received by other employees not covered in this Agreement:

Independence Day
Labor Day
Thanksgiving
Christmas – New Year's
Spring Break
Memorial Day

All other employees will receive six (6) paid holidays:

Labor Day
Thanksgiving
Christmas
New Year's Day
M.L. King Day
Memorial Day

If the holiday falls on a Saturday, the immediate preceding Friday shall be a paid holiday. If the holiday falls on a Sunday, the following Monday shall be a paid holiday.

There may be additional paid holidays that the School Board may grant during the time of this Agreement.

In order to qualify for holiday pay, the employee must have worked the last workday preceding the holiday and the first workday following the holiday, unless the employee is on approved leave (e.g. TDA, paid sick leave or paid personal leave, paid parental leave, illness in the line of duty, military leave, annual leave, jury duty, witness duty, limited professional leave, or comp time).

Item 2 -Personal Leave Days

Teachers will be granted six (6) days for personal leave for any reason, with compensation, provided that such leave is charged against accrued sick leave and will be counted in determining a year of service; provided further the total accrued personal leave shall not exceed six (6) days in anyone school year.

Item 3 -Hospitalization Medical Insurance Coverage, Dental Insurance Coverage and Vision Insurance Coverage

All full-time teachers (six hours or more a day) will be covered by the School Board adopted health, dental, vision and life insurance policies. ** Teachers shall pay any difference in premium costs.

Item 4- Group Term Life Insurance Coverage

The Board shall provide, without cost to the employee, group term life insurance in the amount of $10,000 for each full-time teacher ~~per~~. Upon reaching 70 years in age, the policy will reduce by 50%, as mandated by the insurance carrier.

**Medical premiums shall be stated in a separate document as part of the financial schedules.

Item 5-Terminal Pay

Any full-time employee shall be entitled to terminal pay for accumulated sick leave at the time that employee elects to receive normal or early retirement benefits or is approved for disability retirement benefits. Payment will be made to his/her beneficiary if service is terminated by death. Determination of such terminal pay may not exceed an amount determined as follows: During the first three (3) years of service, the daily rate of pay multiplied by 35% times the number of days of accumulated sick leave; during the next three (3) years of service, the daily rate of pay multiplied by 40% times the number of days accumulated sick leave; during the next three (3) years of service the daily rate of pay multiplied by 45% times the number of days accumulated sick leave; during the next three (3) years of service the daily rate of pay multiplied by 50% times the number of days accumulated sick leave; and during and after the thirteenth (13th) year of service, the daily rate of pay multiplied by 100% times the number of days accumulated sick leave.

Item 6 -Retirement Insurance

~~Beginning July I, 1982,~~ An employee with at least ten (10) years continuous service in Baker County immediately prior to retirement may, upon normal or early retirement as defined by Florida Statutes, continue coverage in the group hospitalization plan until age 65. Payment of any required premium will be paid each month by the retired employee. Lifetime benefits will continue for employees retired prior to October I, 1982.

Item 7 -Additional Retirement Benefit

For a period from July 1, 2024, through June 30, 2027, any employee who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position ~~during that~~ at the end of his/her contractual year in which he/she first becomes eligible for normal retirement, shall be paid an additional retirement benefit. This additional benefit will not be paid to an employee if he/she continues his employment beyond the time he/she is eligible for normal retirement. Persons entered in the Deferred Retirement Option Program (DROP) shall not be eligible for the benefits described in this section.

“Normal retirement is defined as 62 years of age or 30 years of employment whichever occurs first if enrolled in the Florida Retirement System (FRS) prior to July 1, 2011, or 65 years of age or 33 years of employment if enrolled in FRS on or after July 1, 2011.”

The district shall refer to the Florida Retirement System for the most current definition of normal retirement.

To qualify for the additional retirement benefit any employee must:

1. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement;

2. Complete the necessary procedures including retiring effective at the end of the school year that the employee first becomes eligible.

3. Employees that have selected the FRS Investment Plan must show FRS documentation verifying retirement before receiving this additional retirement benefit.

The additional retirement benefit will be 50% of the employee's gross annual salary, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Additional retirement payments shall be computed at retirement and paid upon verification of retirement with the State of Florida Division of Retirement.

It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time additional retirement benefit. The School Board is held harmless for failure of an employee to follow this procedure.

Item 8 -School Activities Pass

Identification badges/keycard shall be issued to all Baker County Teachers and replaced as needed. Upon learning it is lost, it is the responsibility of the employee to report immediately to their supervisor. Employees are required to wear or have the badge on their person for security purposes. If the employee forgets to bring his/her badge to work they are to immediately inform his/her supervisor. The initial badge will be provided at no cost to the employee and will serve as an activity pass. The activity pass will provide general admission to any regular school activity or sporting event. A specified gate, to be predetermined by the Principal of the school involved, will be used by the teacher having an activity pass. This policy does not apply to "reserved" seating or to "state playoff events," only "general admission." The cost of a lost badge will be the responsibility of the teacher.

Item 9 -Job Sharing

Job sharing is the dividing of responsibilities by two teachers over a one-year period.

The teachers will meet the following conditions:

1. Teacher participation is voluntary.
2. Principal approval is required.
3. The Superintendent will have final approval of job sharing programs.

4. Job sharing is done in semester blocks. Hours and responsibilities must be outlined in writing. It must be approved by the participating teachers and his/her Principal.
5. Each teacher will be provided a 99 day contract (includes 3 paid holidays). The teacher not under contract will be placed on personal leave without pay for the 97 days of the alternate semester.
   The teacher holding the original allocation will return to that position the following year unless otherwise agreed upon in writing by the Principal and the Superintendent. Both teachers shall be involved in designated student activities, i.e. open house, parent conferences, pre and post planning, field trips, and other special events.
6. Proposals for job sharing shall be developed and submitted by May 1 prior to the effective date.
7. Each teacher when possible will agree to substitute for the other teacher when absent. Each teacher will receive his/her regular rate of pay as per schedule.
8. The teacher will bear the total cost of his/her medical coverage while not at work.

Item 10 -Payment for Accrued Sick Leave

Any employee who terminates from Baker County for any reason other than disciplinary proceedings has the option of retaining their sick leave balance or selling such days back to the district under the following conditions and at the rate listed below.

1. An employee must have six days of accrued sick leave to be eligible for buyout at termination.

2. An employee who completes the full contractual year must make application to sell such days:
   a. Within 15 business days of the last student day, or
   b. 15 business days of the district notifying any annual contract teacher of their non-renewal.

3. The rate of purchase would be 20% 0-3 years, 25% 4-6 years, 30% 7-10 years, 40% 11-12 years, 45% during or after the 13th year.

4. The school district shall budget $15,000 for the sick leave buyouts described herein. Should the request exceed the amount allocated, the total amount will be prorated between the qualified applicants.

5. This section does not apply to employees being paid for sick leave as a part of their retirement processing. The schedule for their buyout is listed in Article V, Item 5.

6. If the employee chooses this payout option, the employee shall have a sick leave balance of zero (0).

Item 11 – Bonus For Extra-Curricular Trips

Employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a $600 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year. The bonus will be paid no later than June 30th of each fiscal year.

ARTICLE VI -LEAVE OF ABSENCE

Item 1 -General Provisions

The following provisions are established to protect the teachers' contractual relationship. Notice of absence shall always be in advance of the absence unless conditions beyond the control of the teacher make such advance notice impossible.

All requests for leave shall be made in writing on the prescribed leave form, setting forth the time frame and purpose of the leave, according to the following procedure:

1. The teacher submits request to his/her Principal or immediate supervisor for approval or disapproval.

2. On approval, the Principal forwards the leave request to the Superintendent for approval or disapproval.

3. On approval, the Superintendent forwards the leave request to the School Board, except where authority is granted otherwise for the approval of leaves.

4. The teacher is notified in writing of the action taken on the request.

Leave must be used for the purpose set forth in the leave application. If the leave conditions change, the teacher must file an amended leave request for approval according to the above procedure. Violation of the terms of the leave request subjects the teacher to termination of contract as provided by law.

Item 2 -Return to Duty after Leave of Absence

Leaves of absence shall not be considered a termination of employment. Any person on a duly authorized leave of absence shall be entitled to return to the district in the same, or substantially similar, position held prior to his/her leave, unless otherwise stipulated in the approved leave. This will include approved leave due to the birth of a child.

Item 3 -Sick Leave

Each teacher will be provided sick leave in an amount no less than that provided by Florida Statutes. Such sick leave shall include not less than one (I) sick leave day for each month of employment, with any unused sick leave days cumulative from year to year without limitation. Each teacher will be given four (4) sick leave days on the first day of employment, with one (I) day added each month until the maximum allowable sick leave days have been given for the contractual period.

A written doctor's explanation is not required for the first five (5) successive sick leave days.

Upon notification of his/her building Principal, a teacher who has been certified by a licensed practitioner as unable to perform his/her duties will be granted leave charged against his/her accumulated sick leave.

A teacher who is employed for summer school shall be granted the use of sick leave which was accrued during the regular school year, if that teacher is unable to perform his/her duties in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of the teacher's household.

Each teacher employed during summer school shall be credited at the end of the first month of summer school with one (I) additional sick leave day.

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in (F.S. 1012.61(2) 5.e.) , must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

Item 4 -IIIness-in-the-Line-of-Duty

A teacher shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each fiscal school year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because of illness from a contagious or infectious disease contracted in his/her work. Such leave shall be non-cumulative

from year to year and when approved by the School Board shall be used before charging any absence to regular accrued sick leave, provided that the following conditions are met:

1. The Principal or the Superintendent shall be notified as soon as the injury or illness occurs.

2. The teacher shall file a written claim signed by the Principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.

3. In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.

4. After determining that the claim correctly states the facts and is valid, the School Board will approve the leave.

5. Any workers' compensation payment received by the teacher while he/she is on compensable leave shall be paid to the School Board by the teacher or the check received from worker's compensation shall be endorsed to the School Board.

Item 5 -Extended Health Leave

A teacher who is unable to perform the normal function and duty of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave will be granted, upon written request and approval of the Board, extended health leave for the duration of the illness or disability. Such extended health leave shall be without pay and may be contingent upon medical evidence of illness or disability. The Board agrees to comply with the provisions of the Family and Medical Leave Act.

Item 6 -Jury Duty or Court Leave

Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service.

The teacher will furnish the Board a written statement as to the location, days, and hours of duty upon returning to regular assigned duties. If the teacher is released from jury duty before the end of their contractual day, they must return to work and

complete their contractual time. The teacher will be entitled to a lunch break before returning.

Item 7 -Professional Leave

A teacher who finds it necessary to be absent from his/her duties for professional reasons may apply for professional leave with compensation, not to exceed five (5) days during the teacher's contractual year. Prior approval must be granted.

Item 8 -Temporary Duty Elsewhere

Teachers may be granted temporary duty assignments for the purpose of performing educational services other than regular duty, as assigned by the authorized administrative personnel. Such temporary duty shall be considered equal to the regular duties of the teacher and the teacher shall not be considered on leave.

Item 9 -Military Leave

Teachers who are members of the state and/or national armed services will be entitled to military leave, with pay, not to exceed 240 hours in any one annual period. Such leave may be granted only when a contractual relationship exists between the School Board and its employee.

Item 10-Bereavement Leave

1. Bereavement leave of up to three days per fiscal year (July 1-June 30), shall be granted to any employee in the event of the death of: father, mother, brother, sister, husband, wife, child, or member of immediate household. Also included will be the step-father, step-mother, step-brother, step-sister, step-child, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. This will be in addition to individual accrued sick leave. This leave may be taken for more than one occurrence per school year but cannot exceed a total of three days per fiscal year.

2. This leave shall be granted upon request and may require the submission of a death certificate, or written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate.

3. Bereavement leave is not accruable from year to year.

4. Bereavement leave must be used ~~within 14 calendar days,excluding holiday breaks, of the death.~~ within 45 calendar days, excluding holiday breaks, of the death. In exceptional circumstances, requests for Bereavement Leave beyond this period may be considered on a case-by-case basis.

5. Such leave is not transferable.

6. Such leave is not redeemable.

Item 11 -Sabbatical Leave

Sabbatical leave will be allowed for full-time teachers under the conditions herein provided:

1. After each seven (7) consecutive years of satisfactory service to the district, a teacher may apply for a year's leave of absence for the purpose of professional improvement. Such authorized leave will not break continuity of service. A person on leave may request and may be granted sabbatical leave. A year of service for continuing contract purposes will be considered a year of service for the purpose of this rule.

2. Sabbatical leave for one-half year may be granted, provided that the applicant is eligible by formula with the further provision that such applicant not be eligible for additional sabbatical leave until eligibility has been re-established by rendering seven (7) more years of consecutive and satisfactory service.

3. Sabbatical leave will be granted to qualified applicant according to the following criteria:

   A. The number of sabbatical leaves granted shall not exceed one percent (1%) of the total number of full-time instructional positions in the district.

   B. For each year in excess of seven, the employee shall accrue one point. Applicants shall be considered in descending order of accrued points.

   C. An application for subsequent sabbatical leave after the first leave shall not be considered until all applications for a lesser number of sabbatical leaves have been considered.

   D. In case applicants for sabbatical leave are tied in total points, a committee composed of two (2) appointees by the Superintendent and two (2) appointees by the President of the Association will review the applicants under consideration, and will forward their recommendation and vote record to the School Board.

4. A teacher on sabbatical leave shall receive one-half the contractual gross monthly salary according to the salary schedule; provided such payment shall not exceed a maximum equal to the annual payment of the beginning teacher. Payments shall not be made in excess of a contractual year. The maximum salary shall be the same for all personnel regardless of the number of contractual duty days. If it is determined that the employee is violating the conditions of his/her leave, salary payments shall be

discontinued and the employee shall repay all prior payments that were improperly received. Moreover, the leave shall be terminated forthwith.

5. Sabbatical leave may be carried over from one school year into the next on a continuous basis not to exceed the duty days of the applicant for a year of work. The salary maximum shall change if there is a change in the beginning teacher's salary. Such leave commencing during a year of school shall not be granted until a suitable replacement is available for the position being vacated. Any carry-over from one school year of sabbatical leave will not result in an increase of the quota of leaves for the next year.

6. Sabbatical leave applications shall be filed with the Superintendent by no later than March 1 of each year.

   A. Any applicant for sabbatical leave shall submit information relative to the type of work to be pursued. The employee shall be required to take sufficient graduate work to be classified as a full-time student by the college or university of attendance. Upon termination of the leave, proof that such graduate work has been completed shall be filed with the Superintendent.

7. Sabbatical leave may not be counted as a year of service for continuing contract or salary purposes.

8. Nothing in this rule shall be interpreted to preclude the right of the Board to abolish a position or positions during the time that a person is on leave. In the event a position is abolished, the person, upon return to duty, shall be assigned to a substantially similar position as may then be available.

9. Any teacher granted sabbatical leave shall agree in writing to render under contract three (3) additional years of service following expiration of leave.

   Failure to render such service shall require the teacher to refund to the School Board the full amount received during the time he/she was on sabbatical leave.

ARTICLE VII -TEACHER RIGHTS

Item 1 -Legal Assistance -Liability Protection

The Board will provide legal service for an employee who is charged with civil or criminal actions arising out of and in the course of performing assigned duties and responsibilities. However, in any case in which an employee pleads guilty or nolo contendere or is found guilty of any such action, the employee shall reimburse the Board for any legal services which the Board may have supplied pursuant to this item. (Refer to Florida Statutes)

Item 2 -Teacher Protection

A. Against Assault

The Board will support a teacher who suffers assault while on school property or on a school sponsored activity and while acting in the discharge of assigned duties. When absence arises from such assault as verified in writing by a licensed medical physician, the teacher will be entitled to iIness-in-line-of-duty leave as provided in Article VI, Item 4 of this contract.

B. Personal Property

A teacher may report any damage, loss or destruction of personal property which the Principal, in writing, has authorized the teacher to use in the performance of his assigned school duties in the school or on the school premises. However, prior principal approval is not required to cover damage caused to clothes, glasses and other items normally worn on the person in the function of their regular duties only if such damage is caused when the teacher is attempting to break up an altercation or is assaulted or touched. If the teacher was using suitable discretion and care, the Board, after having been presented replacement costs of the property by the teacher, will determine the worth of such property and reimbursement may be made under the following conditions: To qualify for reimbursement, the property must be worth more than $5.00 and the maximum reimbursement shall not exceed $700.

No payment will be made for items covered by insurance as recovered by lawsuit. Payments will not be made until the teacher has first exhausted all possibility of collecting such loss under other means.

Item 3 -Personnel Files

All Personnel files will be kept in accordance to Florida Statutes 1012.31. When a public records review is requested regarding a personnel file, the employee shall be notified in a timely manner of such review.

Item 4 -Employee Discipline and Complaints

Baker County School District will follow State Statutes regarding employee discipline as identified in 1012.34.

The Superintendent and his/her designee acting as an agent of the Board may discipline employees covered under this agreement. All reprimands, suspension with or

without pay and dismissal must be for just cause. The employee in question shall be provided with all statements, complaints and/or concerns that allege a problem or rule violation.

In the event an educational leader deems it necessary to meet with an employee informally at a specific time and place for purposes of information gathering or information sharing, the employee will be provided a completed copy of Appendix A. The employee may have representation at this meeting.

If the educational leader determines there is a need to meet formally with an individual and the outcome of that meeting may have disciplinary implications, the educational leader will provide a completed copy of Appendix B.

The educational leader and the employee receiving the notice of the formal meeting will sign a copy of the form. The original will be retained by the educational leader and the employee shall be provided a copy.

1. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood, however, that some more severe acts of misconduct may warrant circumventing the established procedure.
    a. Verbal warning
    b. Verbal Reprimand (site record only)
        1. No written conference summary is placed in personnel file
        2. The employee must be told that a verbal reprimand initiates the discipline process
    c. Written Reprimand (placed in personnel file)
    d. Suspension with or without Pay
    e. Termination

2. It shall be the objective of those taking disciplinary action, and of the employee, that they handle their roles by conducting themselves through proper and professional decorum to avoid embarrassment.

3. An employee who is summoned to the office of the Principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting, which may lead to disciplinary action which requires a completed copy of Appendix A or B, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such

representation is available. If a representative is to be used, the Principal/administrator/supervisor shall be informed in a timely manner.

4. When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.

5. Employees may be suspended with and/or without pay by the Superintendent for just cause pursuant to the progressive discipline policy.

6. When an allegation of wrongdoing or a complaint against an employee is investigated and could lead to disciplinary action, the employee shall be notified in writing of the nature of the complaint and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond in writing to the allegations or complaint during the investigation.

   No complaint or reprimand shall be placed in a teacher's personnel file unless an investigation ensues and the complaint is substantiated. Teachers shall be notified of all complaints prior to the district initiating an investigation. Every effort shall be made to process parent/student concerns.

   - The parent, and/or complainant, shall be encouraged to talk with the teacher first.
   - If necessary, a conference with the parent, teacher, and principal shall be held. The teacher must be notified at least 24 hours in advance of the conference.
   - In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information

Item 5 -Academic Freedom

Teachers are assured the freedom to employ personalized methods of instruction which are conducive to the effective teaching of the school curriculum. Teachers are further assured the freedom to use their own professional judgment regarding the specific subject matter taught and the materials used in their attempts to attain the educational goals of the school's curriculum. Should any methods in instruction, subject matter, or materials be questioned by the administration, as to its effectiveness in attaining the goals of the curriculum, the responsible teachers are assured the opportunity to justify the methods or materials in question, in light of sound educational practices, and district and state guidelines.

Item 6 -No Reprisals

There will be no reprisals taken against any employee for utilizing the grievance procedure established in the collective bargaining agreement.

Item 7 -Teacher Assessment

A. The assessment of the work of a teacher is the sole responsibility of the administration and may not be delegated to anyone in the instructional unit. The process of assessment is a continuous one and is not limited to a single observation or episode.

B. The administration may use whatever form of data gathering instruments it desires. A copy of the evaluation form and any data gathering forms and procedures to be used will be provided to each teacher no later than 5 days after the first student contact day for that teacher unless extended by mutual consent in writing. Any teacher(s) employed after the first month shall receive the evaluation form and orientation within twenty (20) days after assuming their teaching responsibilities. Forms for recording observation data shall include the dates, start and ending times, and places of such observation, and the evaluator's recommendations to the teacher. Following any written evaluation of an employee, he/she will receive a copy.

C. Classroom and/or work site observations of less than 30 minutes will be considered informal and will not require the completion of a summative form. However, if in the opinion of the observer, feedback to the teacher is desirable, then a conference shall be held for that purpose. Such conference shall occur no later than 5 days after the observation. As a general rule, formal observations shall span at least 30 minutes in order to more effectively evaluate a teacher's performance.

D. If a deficiency is noted during a formal observation, the evaluator shall explain to the teacher, through a personal conference, any areas of concern within five (5) working days of the observation. The teacher shall be given written notice, explanation, assistance, and a reasonable prescribed period of time to improve any area of concern on the final evaluation prior to having that area marked unsatisfactory. In the event a teacher receives a needs improvement on his/her final evaluation, written and supportive documents will be provided.

E. A copy of the final evaluation (domains 1-8) shall be given to the teacher no later than ten (10) working days after the final evaluation is conducted. If all indicators are within the Effective or Highly Effective ranges, the teacher will be given the option of meeting during the 10 day time limit or waiting until the data for Domain 9 is calculated, to complete the entire evaluation. This option will be initiated by the administrator within the 10 days through written communication between the evaluating educational leader and the teacher. Domain 9 results will be provided to teachers as soon as possible following the receipt of the state assessment scores.

F. Prior to the final day of the school year, the employee shall have the right to issue a written response to the evaluation based on domains 1-8 and shall have ten (10) working days after the receipt of domain 9 results to issue a response. The response(s) shall become a permanent attachment to the evaluation, which will be placed in the employee's file. Such signature by the teacher shall indicate only that the teacher has read the report and does not necessarily indicate agreement with its contents. In the event a teacher disagrees with the evaluation, he/she shall have the opportunity to respond in writing to any item or items within ten (10) working days of receiving the evaluation form. Any response shall be attached to the evaluation form retained by the Principal and to the copy placed in the teacher's personnel file. Nothing in this provision shall prohibit an employee's rights to submit written response to any item in their personnel file at any time.

G. When assigned out of field, the situational context of the teacher will be considered in the assessment.

H. Final evaluations for domains 1-8 Annual/PSC/CC employees will be completed by May 1 and submitted to the district for recommendation to the board. However, every effort will be made to complete sections 1-8 of the instructional evaluation instrument by April 1st.

I. The parties agree to form a committee to develop a peer assistance program. Four (4) teachers, selected by the Association President, and four (4) Administrators, selected by the Superintendent, will comprise the committee. The committee shall recommend a process, training modules, supplements, and implementation procedures as well as any other issues that need to be included in the program. Peer Assistance shall not be used for disciplinary or dismissal process.

Item 8 -Political Activity

The Board shall at all times recognize the constitutionally guaranteed right of its employees, either collectively or individually, to express their political opinions. However, employees shall not advocate or solicit support for any issue on any referendum matter in the presence of students during the regular workday. Nor shall any employees be casual agents of, or otherwise engage in, any activity having a primary effect of promoting division and dispute among the student population at any time on School Board property.

Item 9 -Teacher Right to Witness

In all conferences involving parents or administrators, teachers are entitled to request and have a witness of their choice present.

Item 10 -Reduction in Force:

A. If in the exclusive judgment of the Board, it is determined to reduce the number of teachers, the Board shall attempt to accomplish such reduction by attrition including volunteer resignations.

B. In the event it is determined a reduction in teachers shall occur, the Union President shall be given the opportunity to discuss such reduction with the Superintendent.

C. If workforce reduction is needed, a district school board must retain employees at a school or in the school district based upon educational program needs and the performance evaluations of employees within the affected program areas. Within the program areas requiring reduction, the employee with the lowest performance evaluations must be first to be released; the employee with the next lowest performance evaluations must be the second to be released; and reductions shall continue in like manner until the needed number of reductions has occurred. A district school board may not prioritize retention of employees based upon seniority.

D. Nothing herein shall prohibit teachers who have been reduced pursuant to this Article from seeking and/or accepting gainful employment elsewhere.

E. Nothing in this Article shall be construed to prevent the Board from providing staff balances to comply with mandated programs or to preclude or overcome any form of illegal discrimination.

ARTICLE VIII -DUE PROCESS

Teachers on Professional Service Contracts (PSC) will be entitled to due process with respect to their employment status. The School Board may suspend or dismiss PSC teachers from employment only for just cause as defined in Florida Statutes.

Probationary annual contract teachers are not entitled to due process or just cause. Annual contract teachers are entitled to due process during the terms of their contract.

ARTICLE IX -WORKING CONDITIONS

Item 1 -Workday

The teacher workday will be seven (7) hours and thirty (30) minutes per day, including a duty free lunch of at least thirty (30) minutes during the lunch serving time at each school. The time for lunch periods will be determined by the principal. The principal shall consider the desires of the employees when assigning duty. Under any circumstance which requires a teacher to surrender this duty free time, the teacher shall be given compensatory time. Compensatory time may be used during student contact time in 1/2 day increments or as entire work days; during non-student contact time, compensatory time may be used in half-hour intervals, with prior approval from the site supervisor. A teacher scheduled for lunch duty may allow another teacher to perform the duty. Only the teacher performing the duty will receive compensatory time. Compensatory leave may not be used to extend a holiday unless the day being requested is a non-student contact day, nor during scheduled state assessment days during the period of which the teacher is assigned to administer or proctor the test, or may not be used in more than 2 day increments. Compensatory time earned in the fourth quarter of the school year may be paid out to the teacher at $24.53 per hour. The number of compensatory hours earned in the fourth nine weeks may not exceed 10 hours. Compensatory leave is capped at 40 hours and is not redeemable, transferable, or accruable from year to year. When a teacher plans on using compensatory time prior notification to the administration must be given and approved by the administrator. During the lunch period, any teacher(s) not on duty, will be free to leave the school grounds upon notification to the building Principal or his/her designee.

Upon completion of their instructional and designated responsibilities, instructional personnel may consider their working day concluded unless notification is given by the building principal.

Within the workday, a planning period of no less than forty-five (45) minutes will be provided for all teachers, the use of which would be the planning, preparation and evaluation of curriculum and classroom activities. The Board will make every reasonable effort to protect the integrity of a teacher's planning time.
At least one (1) pre-planning day and two half (½) pre-planning days per year shall be unencumbered and every effort shall be made to provide as much unencumbered time to teachers as possible.

There shall be a planning day at the end of each nine weeks' grading period. Teachers shall have at least four unencumbered hours to work on grades, planning, and other activities necessary to start the next grading period. The remainder of the day may be used for faculty meetings, in-service and school improvement activities. Grades for each nine weeks shall be due no earlier than the end of that four hour time frame. The third nine weeks' planning day shall be totally unencumbered and teachers may choose to work remotely. No more than one planning period in a two weeks' period may be used for any type of in-service activity.

Item 2 -Teacher-Pupil Ratio

Positions requiring certification shall be assigned to each school center in accordance with the standards of the Class Size Reduction Amendment for Florida.

Item 3 -Teaching Load

Every effort shall be made at the beginning of the school year or semester to provide for the heterogeneous distribution of regular education students on any grade level or specialized area in the elementary schools and by subject and level in the secondary schools with respect to class size, discipline history, and ability levels. While reasonable efforts should be made to maintain distribution levels as much as possible throughout the year, it is understood that mobility factors and the timely accessibility of student information will impact distribution equity.

Item 4 -Vacancies and Promotions

Vacancies for positions within the Baker County Public School System should be filled, as far as practical, from the ranks of School Board employees. Written notice of professional job openings requiring certification will be placed in the Association mailbox located in the county office unless other arrangements are made by the Association President. Any and all vacancies and promotions which may occur during the school year shall be posted by the District, on the District website, at least (3) working days prior to filling the position. All professional employees may apply for any known vacancy within the school district and all applications will be considered by the Superintendent or designee. When hiring professional employees, the principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the hiring process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

The provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

All supplemental positions shall be posted in all county schools. The Association President shall be provided a copy of such job postings. Any teacher applicant shall be considered prior to filling such supplements.

Item 5 -Transfers and Reassignments

Transfers and reassignments of teachers may occur on a voluntary or on an involuntary basis:

A. Voluntary Transfer and Reassignment Provisions:

Teacher transfer and reassignment provisions are established, enabling any teacher seeking a transfer and/or a reassignment to be considered without any reprisals taken against him/her. A teacher, desiring a change in grade

and/or subject assignment or desiring to transfer to another school center or position, shall file a written notice of such desire, providing one copy to the building principal(s) and one copy to the Association. Such requests shall be reviewed by the administration at least once each year.

When voluntary transfer and/or reassignment requests are acted upon, the administration will notify the teacher in writing of said action as soon as feasible after action is taken, but not later than seven (7) teacher workdays following action. In making transfers, the Principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the hiring process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

Any teacher denied a transfer subject to this article, will, within ten (10) teacher workdays, have the opportunity to meet with the Superintendent or his/her designee to advance the reasons as to why the transfer should be considered.

These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

B. Involuntary Transfer and Reassignment Provisions:

When a transfer is deemed necessary, properly certified volunteers will be transferred or reassigned first under the provisions for voluntary transfers. In making transfers, the principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the transfer process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

When involuntary transfer or reassignment action is taken, the administration will notify the teacher in writing, stating the reason for the transfer as soon as feasible after said action, but no later than seven (7) workdays following the action. These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

Item 6 -Before and After School Meetings

Teachers shall not be required to attend pre -and post -teacher day functions except for the following:

A. Any faculty or other meetings may be called at the discretion of the Principal. No more than one (1) of these meetings per month may exceed thirty (30) minutes beyond the teacher workday except in cases of emergency. Emergency is defined as something which cannot be reasonably anticipated in advance and would upset the smooth functioning of the school;

B. Parent-teacher and student-teacher conferences. All concerned parties must have prior notification of at least twenty-four (24) hours and all must mutually agree to said conference date and time.

Item 7 – Classroom Visits from Outside Parties

Twenty-four hour prior notification will be given when a parent/legal guardian requests to visit their child's classroom.

Item 8 -Safe and Clean Conditions; Tobacco Free Workplace

Teachers shall be furnished a safe and clean place of employment as defined in the laws of Florida and the United States, specifically Florida Statutes, and the Florida Workers' Compensation Act, Florida Statutes, which states, in part:

Teachers are responsible for the security and safety of students, but should it become necessary for a school to be placed under the control and management of an outside agency, teachers shall not be required to serve as security personnel.

In order to protect the health, safety and welfare of all employees in the Baker County School System, all uses of tobacco products in any form are prohibited in any district-owned facilities or on any district-owned grounds.

Item 9 -Conference Rooms and Telephones

A. A conference room, not limited to conferences, and/or a lounge where the Board will request a facility reserved for teacher use, will be made available. Two non-student adult restrooms will be provided for teachers at each school center. Teachers may use School Board telephones for school business calls.

B. All teachers shall have an operating system to communicate with the office in their classrooms or quads. Teachers shall be responsible for checking the system and reporting malfunctions, in writing (e-mail) and in a timely manner, to the building supervisor/designee.

Item 10 -Teaching Materials and Supplies

Every effort, within financial and spatial limitations, will be made to provide teaching materials and supplies when requested by the teacher through proper channels. Such materials and supplies should include but not necessarily be limited to the following:

1. Space for each teacher to store his/her instructional materials and supplies.
2. A chair, desk, and filing cabinet space for each teacher.
3. A copy of the Teacher's Edition of the state adopted text, if available through the publishers, used in each course the teacher is teaching.
4. Chalkboard/whiteboard space in each classroom.
5. A dictionary available in each classroom.

6. Books, paper, pencils, pens, chalk, erasers, and other such materials required.
7. All computers/printers, i.e. ink jets, shall be maintained in addition to regular classroom supplies.

Item 11 -In-Service Training

The use of in-service credit for re-certification purposes shall be at the discretion of the teacher. A teacher will not be required to attend in-service training beyond his/her regular work day or their contractual period.

Any teacher who agrees to prepare and present an In-Service Workshop will be compensated at the current instructional hourly rate approved for preparation time (Article 4, Item 2, Part Time Teaching Salary). The number of hours for preparation will be mutually agreed upon by the teacher and the Director of In-Service prior to the beginning of such preparation. Also, if an In-Service Workshop is to be held beyond the regular work day or contractual period, each teacher will be compensated for the presentation at the current rate approved for this type of presentation.

Item 12 -Substitutes

A teacher will not be required to substitute in another teacher's class, except in case of an emergency as determined by the building Principal. Emergency is defined as something which cannot be reasonably anticipated in advance and would upset the smooth functioning of the school. No teacher will be required to perform such duty more than two (2) times in any one school year.

Item 13 -Physical Examinations

The initial physical examination for employment will be at the expense of the employee and submitted on forms provided by the School Board.

An employee having a positive tubercular test may be protected under the Americans with Disabilities Act (ADA). The Board in accordance with the ADA will determine if such employee is otherwise qualified and not a direct threat or significant risk of substantial harm to the health or safety of teachers or others that cannot be eliminated by reasonable accommodation. The following factors, based upon objective medical evidence, will be considered:

1. The duration of the risk (how long is the carrier infectious)
2. The nature and severity of potential harm (how the disease is transmitted and what is the potential harm to third parties)
3. The likelihood that the potential harm will occur
4. The imminence of the potential harm.

Item 14 – Nursing Mothers

Pursuant to School Board Policy and the Federal Pump Act, the district shall provide reasonable break time, including classroom coverage if needed, for a nursing mother to express milk for her nursing child for one year after the child's birth, however, this must be coordinated with the site supervisor.

Item 15- Inservice for Supervising an Intern Teacher

Teachers who supervise an intern for a full semester will earn 30 in-service points. (Component # 7-507-004)

ARTICLE X -STUDENT DISCIPLINE / AUTHORITY OF TEACHERS

Subject to Florida Statutes and to School Board Policy, each employee shall have such authority for the control and discipline of students.
The School Board and the Association recognize that the teacher must be given firm and consistent administrative support in the handling of discipline problems in the maintenance of good order necessary in proper performance of duty.

The Principal shall have the right to exclude from the class, based on the recommendation of the classroom teacher, any student who is detrimental to the learning atmosphere of the classroom. Such suspensions will be within the limits of the law.

Before the student is returned to the classroom, disciplinary action will be taken. Efforts will be made to assure the teacher that the disruptive behavior will not be repeated. No student will be returned to class without the written re-admittance, as a courtesy to the teacher. The disciplinary action taken by the Principal or his designee will be noted in a timely manner.

If no improvement in the student's behavior is evident, the teacher shall have the right to again send the student to the office designated to handle discipline problems. After the student's second suspension by the Principal, based on the teacher's recommendation, the student should not be returned to the class room until the Principal is satisfied the disruptive behavior of the child will not reoccur. If, after this, no improvement of the student's behavior is evident, both the teacher and the Principal should consider alternative means of discipline.

"Alternative Programs" will be considered and implemented when funds are available to deal with the rehabilitation of disruptive children with the specific goal of returning the child to the regular classroom. Such programs shall be reviewed by the individual faculties with recommendations presented to the Board concerning the implementation of such programs.

At the beginning of each school year, employees shall be provided a copy of the law which refers to the Authority of Teacher.

ARTICLE XI -TEACHER INVOLVEMENT IN SCHOOL PROGRAMS AND PLANNING

Item 1 – School Advisory Committee(s)

Provisions will be established at each school by the building Principal and his/her faculty to include teacher recommendations in matters pertaining to textbook selection, curriculum materials, courses of study development, educational specifications for school buildings, classroom equipment, program changes, discipline and student activities.

The school advisory council/committee will have the opportunity to participate in the following areas of discussion, including but not limited to:

1. School budget expenditures;
2. Curriculum development and materials;
3. Discipline procedures;
4. Innovative methods and techniques.

The Superintendent, or a designee, and the president of the Association, or a designee, shall serve as ex officio members to each school advisory council and shall review recommendations prior to their submission.

The School Board may request waivers of any provisions of D.O.E. rules provided such waiver is not contrary to the terms of the collective bargaining agreement. Upon request, the association shall be supplied a copy of any such granted waivers.

Item 2 – Calendar Committee

Equal representation of Baker County teachers, as assigned by the Association President and three representatives of the Baker County Educational Support Professionals, will meet in an advisory capacity, along with the duly authorized administrative personnel responsible for school calendar formation for the upcoming year, to jointly recommend the establishment of such calendar. Both bargaining units will be included and allowed to participate in the final voting process.

Item 3 – Collaborative Action Team / Pulse Team

There will be a School Board Association/Collaborative Action Team comprised of one teacher from each school and an equal number of employer members. The teacher members of the committee will be ~~appointed~~ elected by the Association ~~President~~ and the School Board will designate its members. The committee will designate its own chairperson and secretary. The committee's function will be to recommend and advise. This committee will cover the following area: Discussion of problems and objectives of mutual concern. The committee will determine its own rules of operation, the frequency of meetings and the time of meetings. The recommendations of this committee shall be submitted to the Superintendent, the School Board, and the Association President ~~and the Union~~ in writing by the chairperson of this committee.

Item 4 – Insurance Committee

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCEA will be updated regularly by their respective committee members. The insurance committee will update and report to BCEA the committee's recommendation that will be presented to the Superintendent.

Item 5 – Assessment Committee

An Assessment Committee shall be comprised of twelve (12) members of equal representation from the Association and the Superintendent. This committee shall meet as needed and will commence when notice is provided to either the BCEA president or the Superintendent. This committee shall also conduct periodic reviews of the assessment procedures, evaluation instruments, and shall report the results of their review to the President of the Association and the Superintendent. This committee will meet at least twice during the school year.

Item 6 – Labor Management Committee

Attempts to resolve labor management issues should originate at the school/cost center site with the site based leadership. If unresolved, the Superintendent and/or designee agree to meet with the Union President and/or the Executive Director as needed, to discuss labor management issues. Also, problems that can't be resolved at this meeting will be referred to CAT team.

Item 7- Wellness Committee

Equal representation of Baker County teachers, as assigned by the Association President and three representatives of the Baker County Educational Support Professionals, will meet in an advisory capacity, along with the duly authorized administrative personnel responsible for wellness plans for the upcoming year, to jointly recommend the establishment of such wellness activities and programs.

ARTICLE XII -ORGANIZATIONAL RIGHTS

Item 1 -Representation at School Board Meetings

An Association representative will be released, with pay, to attend regular Board meetings. The building Principal and his/her school staff will cooperatively arrange, in advance, for the classroom replacement of the Association representative at no cost to the Board.

Item 2 -School Board Agenda and Minutes

School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online @ https://www.bakerk12.org/board-of-education/about-the-board/board-meetings. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.

Item 3-Financial Information

A single copy of the same financial information which is provided the School Board will be provided to the Association. Such information may be provided at either the official School Board meeting or through the Association mailbox located in the County Office.

The Association agrees to furnish the Board with a single copy of any financial information received by the organization which is pertinent to the operation of schools.

Item 4 -Dues Deduction

(The parties agree that under current Florida law the italicized language in Item 4 below is null and void. Should the law change and permit the School Board to allow union dues payroll deductions, the parties will meet and agree to the same language or modify as the law requires.)

Teachers have the right of continuous payroll deduction for Association dues, and programs approved by the Board. The following stipulations pertain to dues deductions:

1. *Association members will authorize dues deductions by presenting an authorization card to the employer.*
2. *The uniform amount specified will be deducted from paychecks in twenty-four (24) equal installments.*
3. *The Association will notify the business office, in writing, no later than September 15, of the dollar amount of the deduction.*

4. *Any teacher may stop dues deductions by written request thirty (30) days prior to payday.*
5. *The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of notification of such cancellation by sending a copy of cancellation request to the Association.*

Item 5-Payroll Deductions

No service charge will be levied for any School Board approved payroll deduction(s) a teacher wishes to declare.

Item 6-Use of Bulletin Boards and School Mailboxes

The Association shall be provided sole use of at least one (1) bulletin board and use of school mailboxes and inter-office mail as designated by the building Principal in each school center. The Association agrees that it shall use bulletin board space and mailbox space, provided as above, only for the following purposes:

1. Notices of Association meetings
2. Association elections
3. Reports of Association committees
4. Rulings and policies of the Association
5. Recreational and social affairs of the Association
6. Notices of public meetings
7. Association news releases

Copies of all materials and announcements will be submitted to the building Principal prior to the posting. No materials, notices, or announcements shall be posted or placed in school mailboxes by the Association which contains anything adversely reflecting upon the Board, its employees, or the organization among its employees.

Item 7-Released Time for President

The President of the Association, or one member of the Association appointed by the President during his/her absence, may conduct affairs of the organization on his/her non-teaching hours. When such activities require the president to leave his/her assigned school or to visit other schools, he/she shall notify both school principals or their designees of his/her intended travel itinerary. The President or designee shall be permitted to see teachers during their non-student contact time only with permission of the teacher's building principal.

The Association President shall be granted up to eight days of paid temporary duty with the approval of his/her principal. Such time shall be used to visit members within the various worksites, conduct meetings, etc. The Association agrees that such time will not be taken on days that interfere with activities within the schools such as testing, faculty meetings, etc., without the principal's approval. The Association shall provide the principal with at least two (2) days' notice of such leave unless the principal agrees to waive such notice. To the extent possible, such time will be taken when the President does not have students assigned to him/her.

Item 8-Organizational Meetings

The Association may use school buildings for conducting business of the Association, with prior notification and approval of the building Principal provided, however, that such meetings do not interfere with the normal school operation.

Item 9-Leave to Attend State Affiliate Meetings

Professional leave will be granted to as many as seven (7) official Association delegates for the purpose of attending the annual state parent organization (FEA) meeting. Such leave, not to exceed two days in anyone school year shall be requested in writing from the Superintendent. The Association agrees to pay for the seven substitutes required in order to release the seven delegates.

Item 10-Bargaining Unit Information

The Association will be provided an updated list of all employees in the bargaining unit three (3) times a year (September 1st, November 1st, and March 1st). Such list shall include the name, address, phone number, hire date, work site, and membership status of every member of the bargaining unit. List shall be provided electronically.

ARTICLE XIII -GRIEVANCE PROCEDURE

All employees shall have the right to file a grievance under this Agreement without regard to membership, or non-membership, in the Association. All members of the Association shall have a right to Association representation at all levels of this procedure in accordance with Association policies. The Association shall also have the right to be present at all levels of this procedure regardless of membership.

The Board also has the option of representation at its expense, at any level. When a teacher has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. The grievance for any teacher employed by the Board shall be as follows:

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.

1. The term "days" when used in this Article shall mean normal employee workdays.
2. "Employee" shall mean a member of the bargaining unit.
3. "Administrator" shall mean immediate supervisor, principal of the school or supervisor of a work center, or their designee.
4. "Grievant" shall mean employee.
5. A grievance shall be an alleged violation, misapplication or misinterpretation of the expressed terms of this Agreement.

B. All grievances shall be brought to the attention of the appropriate principal or supervisor within fifteen (15) workdays of the incident or they will not be considered.

C. A formally written grievance shall contain the following:

1. Signature of the grievant;
2. Grievance shall be specific and related to contractual provisions alleged to have been violated;
3. A synopsis of the facts giving rise to the alleged violation must be included;
4. The section or subsections of this contract alleged to have been violated is to be listed;
5. It shall contain the date of the alleged violation;
6. It shall specify the specific relief requested.

D. When the presence of an employee or a key witness at a grievance hearing is requested by either party, illness or other incapacity of the employee or key

witness shall be grounds for any necessary extension of grievance procedure time limits.

E. If hearings and conferences are scheduled by the administrator during working hours, all employees whose presence is required shall be excused from duty with pay while in attendance.

F. Any investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with or interruptions of the grieving employee's assigned duties. Other employees will not be involved in the process while on duty unless under the provisions of E above.

G. All grievances must be processed through the grievance procedure. After the grievance is filed, it shall be amendable only by mutual consent of the Board and the Association and may be withdrawn by the grievant. Any employee who disagrees with the implementation of the adopted process and/or procedures of the employee assessment (relating to SB736) may file a grievance as outlined in this article.

H. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in the Article.

1. Any matter involving substance (content) of employee evaluations.

I. Informal

An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and employee's administrator. Within fifteen (15) workdays of the time a grievance arises, the employee will present the grievance to employee's administrator. Within ten (10) workdays after presentation of the grievance, the administrator will give an answer orally to the employee.

Note: Oral statements made in the informal complaint conference shall not be recorded by either party.

J. Formal

Step One:

If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (see page 51) with copies as indicated on form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give

the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two:

Unless the parties agree to the decision of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of Step One. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s) shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the meeting.

Step Three:

Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration. When the parties agree to submit the grievance to mediation, the timelines are waived until the mediation process is concluded. A request for a mediator will be made to Federal Mediation and Conciliation Service (FMCS) within ten (10) workdays unless both parties mutually agree to make a request for another mediator, within ten (10) workdays.

If the employee is not satisfied, he/she must choose either a hearing before the Board or arbitration. Whichever method the employee chooses, the decision of the Board, or arbitrator, (whichever is applicable) will be final. If the employee chooses to have a hearing with the Board, the Board shall hold a hearing no later than twenty (20) workdays after receiving the request. Within ten (10) workdays after the hearing, the Board shall communicate its decision in writing, and state its reasons to the Association and the aggrieved employee.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The parties shall select an arbitrator from AAA in accordance with its rules, and whose rules shall likewise govern the arbitration proceedings.

K. The fees of the arbitrator shall be borne equally by both parties hereto. All other expenses of arbitration, such as cost of transcripts, etc., shall be borne by the requesting party. Employees subpoenaed by the arbitrator will receive no loss of pay for the time required as witnesses.

L. When grievance meetings and arbitration proceedings are held during employee work hours, up to ten (10) grievant(s), witness(es) and Association representative(s) whose presence is required shall be excused with pay from their normal duties. If the Association indicates that more than ten (10) witnesses are needed, every effort will be made to schedule the meeting beyond the employee workday.

M. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of the Agreement.

N. The arbitrator's powers shall be limited to deciding whether the express articles of this Agreement have been violated, misinterpreted or misapplied.

O. The arbitrator's decision, when following procedures set forth in the Agreement, shall be final and binding on the Association, its members, the employee and the Board. Neither the Association nor any member of the bargaining unit shall attempt any other means to bring about the settlement of any grievance, until all steps of the grievance procedure have been completed.

P. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation that he may have received during the period of the back pay.

Q. Any grievance which arose prior to the effective date of this Agreement shall be processed through the procedure in effect at the time of the grievance.

R. If the grievance arises from an action of authority higher than the principal of a school, the employee may present such grievance at Step Two of this procedure.

S. If a grievance affects employees at more than one school/work site, the Association President/Designee may file a class action grievance at Step Two of this procedure. The Association President/Designee may also file at Step Two a class action grievance of any alleged violation, misapplication or misinterpretation of rights specifically granted the Association in this Agreement. Any class action grievance will be signed by the Association President.

T. If the same grievance affects more than one employee at the same school/work site, an Association Building Representative may file a class action grievance on behalf of the employees at Step One of this procedure.

U. Separate grievances filed under this Agreement which do not qualify as "class action" under S. and T., will be handled separately and not combined for arbitration.

V. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.

W. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to lodge an appeal at the next step of this procedure, but any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved by the Administrator or the Board's answer to the previous step.

ARTICLE XIV -SAVINGS CLAUSE

Should any provision of the Agreement be declared illegal by a court of competent jurisdiction, then shall such provision be null and void and be renegotiated and made a part hereof as an appropriate amendment of this contract. All other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement.

FOR THE TEACHERS

_____
Debra Crews
President, BCEA

_____
Angela Callahan
Chief Negotiator

FOR THE BOARD

_____
Leonard Dietzen
Chief Negotiator, BCSB

_____
~~Baker County School Board~~
J. Wyatt Milton, Superintendent

_____
~~Baker County School Board~~
Board Chairperson

AGREEMENT BETWEEN THE BAKER COUNTY EDUCATION ASSOCIATION AND THE BAKER COUNTY SCHOOL BOARD

In the event that a financial situation (short fall or windfall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the Association and the BCSB will agree to return to the table for renegotiations.

MEMORANDUM OF AGREEMENT

~~2024-2025~~ 2025-2026

The School Board of Baker County and the Baker County Education Association agree to the following:

The following employees will be paid a supplement from the Federally-funded IDEA Grant. Amounts may vary in the future based upon the IDEA grant being approved.

ESE Classroom Teachers @$1200/yr.
Speech Pathologists @ $1200/yr.

Memorandum of Understanding

SWAT Coordinator ~~2024-2025~~ 2025-2026

This memorandum of understanding is to continue a SWAT (Students Working Against Tobacco) coordinator supplement at the High School and Middle School in the amount of $500.00. The coordinator will oversee the SWAT component of the Baker County Health Department Tobacco Prevention Program and be responsible for maintaining the local SWAT chapter.

The following memorandums are additions:

MEMORANDUM OF UNDERSTANDING

Teacher Salary Increase Allocation (TSIA)

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA").

WHEREAS, the BCEA is the certified bargaining representative for the teachers as defined by the collective bargaining agreement and:

WHEREAS, the Legislature has set forth how to pay the growth portion of the Teachers Salary Increase Allocation as follows:

> From the funds in Specific Appropriations 5 and 88, $101,602,318 is provided for school districts and charter schools to use for increased personnel compensation costs or to provide salary increases to full-time classroom teachers and certified prekindergarten teachers funded in the Florida Education Finance Program with at least two years of full-time teaching experience in a Florida public school, and other instructional personnel. Each school district and charter school shall use 0.54 percent of its base FEFP funding amount as provided in SB 2500.

1. The parties agree that, the Board's appropriated amount of TSIA funds for the 2025-2026 school year for growth is $148,517.01. After benefits are taken out, the total available funds are $122,055.40.
2. From these funds all eligible teachers hired/working in position by/on September 25, 2025 will receive an equal share of the available allocation added to their base pay. There are approximately 244 teachers that have more than two years of Florida public school teaching experience and meet the definition as set forth by the Legislature above.
3. Teachers who have not completed 2 years of Florida public school experience will not receive a portion of the TSIA funds per Florida Statute.
4. Additional compensation will continue to be negotiated.
5. Nothing in this MOU prevents the bargaining of additional items for the 2025-2026 school year as set forth in the CBA.
6. The Board will submit its plan for the disbursement of the funds to the Department of Education by the October 1, 2025 deadline as applicable.

MEMORANDUM OF UNDERSTANDING

Extended Day Enrichment Program (EDEP) Child Care

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and **Baker County Education Association ("BCEA")** to establish guidelines regarding a before-school childcare benefit for employees for the 2025-2026 school year.

Agreement

The District and the BCEA recognize and understand the importance of appropriate supervision before school. This time is critical for teachers and staff to prepare, collaborate, and plan for student success. For this reason, the school environment must be preserved and remain free of unnecessary distractions. In order to promote these activities and environment, the District and the BCEA agree that eligible children, as stipulated in this agreement, may participate in EDEP (Extended Day Enrichment Program) care at a discounted rate of 50%. This agreement only applies to the personal children of an employee (biological, legal, or stepchildren). This benefit does not apply to other children such as a niece, nephew, grandchild or other children under the employee's supervision.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Friday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Sept. 25, 2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 9/26/25

MEMORANDUM OF UNDERSTANDING

Classroom Observation Procedures for Experienced and Effective Educators

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA") for the purpose of providing flexibility in the classroom observation process for experienced and high-performing instructional staff.

Purpose

The parties recognize the professionalism of experienced and effective educators and seek to streamline the formal observation process while still maintaining a robust feedback system that promotes instructional growth and support.

Agreement

The District and the BCEA agree to the following terms:

1. **Eligibility Criteria**
   A teacher shall be eligible for the modified observation protocol described in this MOU if the teacher:
   - Holds a valid five-year Florida Professional Educator's, Temporary Florida Professional Educator's, or District Teaching Certificate.
   - Has earned a summative evaluation rating of Effective or Highly Effective in each of the previous two school years.
2. **Waiver of Formal Observation Requirement**
   For teachers who meet the eligibility criteria, the District shall waive the contractual requirement for a formal classroom observation that spans at least thirty (30) minutes.
3. **Walkthrough Protocol**
   In lieu of the formal observation:
   - The supervising administrator shall conduct a minimum of five (5) documented walkthroughs in the teacher's classroom over the course of the school year.
   - Each walkthrough shall be followed by written or electronic feedback provided to the teacher within three (3) school days.
4. **Follow-Up Meetings**
   - If any areas of deficiency are noted during a walkthrough, the administrator shall initiate a meeting with the teacher to discuss the concerns and offer support or guidance.
   - A teacher may also request a meeting following any walkthrough feedback to seek clarification or engage in professional discussion.
5. **Non-Precedent Setting**
   This agreement shall not be construed as establishing a precedent or altering any existing collective bargaining agreement provisions, except as specifically outlined herein.

6. **Opt-Out Option**
   If either the instructor or the administrator designated as the evaluator wish to participate in/conduct the 30-minute observation (as stipulated in the contract) in lieu of the five walkthroughs, then either party must submit this in writing along with an explanation to the other party no later than Friday, December 19, 2025.
7. **Duration**
   This MOU shall take effect on Wednesday, October 15, 2025, and remain in effect through Thursday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Oct. 15, 2025

For the Baker County School District:

Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

MEMORANDUM OF UNDERSTANDING

Employee Payment of Compensatory Time Earned

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA").

Agreement

The parties agree to the following terms:

This memorandum of understanding is to provide financial compensation in the form of a separate payroll check on Friday, December 12, 2025, for all instructional unit employees who voluntarily request payment for the compensatory time earned by the employee during the contractual period from July 1, 2025, through November 21, 2025. The rate of pay for the compensatory time earned will be the hourly rate of the employee.

Instructional staff must request the payout of compensatory time by completing the Compensatory Time Payout Request Form and submitting the form to the employee's work location bookkeeper by **Friday, November 21, 2025**.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Sept. 25, 2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 9/26/2025

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S): _____

SCHOOL: _____ ASSIGNMENT: _____

HOME ADDRESS: _____ HOMEPHONE: _____

STEP 1, 2, 3 (please circle the appropriate step)

DATE CAUSE OF GRIEVANCE OCCURRED: _____

RELATES TO ARTICLE(S) _____ PARAGRAPH(S)_____

OF AGREEMENT BETWEEN THE _____ ASSOCIATION AND THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA.

STATE OF GRIEVANCE (INCLUDE STATEMENT FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____

RELIEF SOUGHT (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

DEPOSITION OF ADMINISTRATOR (FOR EACH ARTICLE and STEP 1,2,3)

_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX C

Change of Contract Request

I am requesting to be placed on the Performance-Based Salary Schedule. I understand that I am forfeiting my Professional Services Contract and will be placed on an Annual Contract. I realize this decision is irrevocable.

_____ _____
Instructional Employee's Name Date

NOTARY PUBLIC
STATE OF FLORIDA, COUNTY OF BAKER

The foregoing instrument as acknowledged to and before me this ____ day of _____, 20___, by _____ who is personally known to me or has produced _____ as identification.

_____
Notary Public Notary Stamp:
My Commission Expires:

This is the updated insurance information for 2025-2026:

BAKER COUNTY SCHOOLS
2025-2026 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 3566				
Employee	$ 951.98	$ 535.02	$ 416.96	$ 208.48
Employee & Spouse	$ 1,715.20	$ 688.86	$ 1,026.34	$ 513.17
Employee & Children	$ 1,561.92	$ 657.36	$ 904.56	$ 452.28
Family Coverage	$ 2,263.94	$ 802.20	$ 1,461.74	$ 730.87
E/E Family Coverage	$ 2,263.94	$ 1,211.12	$ 1,052.82	$ 526.41
E/E Spouse Coverage	$ 1,715.20	$ 963.90	$ 751.30	$ 375.65
FL BLUECARE HMO 62				
Employee	$ 1,078.96	$ 535.02	$ 543.94	$ 271.97
Employee & Spouse	$ 1,943.94	$ 688.86	$ 1,255.08	$ 627.54
Employee & Children	$ 1,770.22	$ 657.36	$ 1,112.86	$ 556.43
Family Coverage	$ 2,565.90	$ 802.20	$ 1,763.70	$ 881.85
E/E Family Coverage	$ 2,565.90	$ 1,211.12	$ 1,354.78	$ 677.39
E/E Spouse Coverage	$ 1,943.94	$ 963.90	$ 980.04	$ 490.02
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 700.50	$ 535.02	$ 165.48	$ 82.74
Employee & Spouse	$ 1,262.02	$ 688.86	$ 573.16	$ 286.58
Employee & Children	$ 1,149.30	$ 657.36	$ 491.94	$ 245.97
Family Coverage	$ 1,665.86	$ 802.20	$ 863.66	$ 431.83
E/E Family Coverage	$ 1,665.86	$ 1,211.12	$ 454.74	$ 227.37
E/E Spouse Coverage	$ 1,262.02	$ 963.90	$ 298.12	$ 149.06
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
BASIC OPTION				
Employee	$ 31.24	$ 12.70	$ 18.54	$ 9.27
Employee & Spouse	$ 53.84	$ 12.70	$ 41.14	$ 20.57
Employee & Children	$ 65.40	$ 12.70	$ 52.70	$ 26.35
Family Coverage	$ 88.40	$ 12.70	$ 75.70	$ 37.85
E/E Family Coverage	$ 88.40	$ 25.40	$ 63.00	$ 31.50
E/E Spouse Coverage	$ 53.84	$ 25.40	$ 28.44	$ 14.22
ENHANCED OPTION				
Employee	$ 35.04	$ 12.70	$ 22.34	$ 11.17
Employee & Spouse	$ 61.14	$ 12.70	$ 48.44	$ 24.22
Employee & Children	$ 78.16	$ 12.70	$ 65.46	$ 32.73
Family Coverage	$ 104.30	$ 12.70	$ 91.60	$ 45.80
E/E Family Coverage	$ 104.30	$ 25.40	$ 78.90	$ 39.45
E/E Spouse Coverage	$ 61.14	$ 25.40	$ 35.74	$ 17.87
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age
H: Premiums for 2025-2026

AGENDA ITEM NO. 6.2

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Correct Item 9.7.: Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Amended July 1, 2025): Page 42 from (9 weeks) to "Strike Through" ~~(9 weeks);~~ Page 44 Correction of the Signature Title for Superintendent and Addition of Board Chairperson; Page 50 from A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded. to "Strike Through" ~~A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded.~~; Addition of Pages 51 - 53 for Memorandums of Understanding.

ATTACHMENTS:
11.17.2025 Approval of the 2024-2027 BCESP Contract_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

November 7, 2025

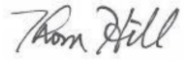
Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the 2025 – 2026 Baker County Education Support Professionals agreement with the District. I sincerely thank both negotiating teams who met numerous times since May of the last school year to arrive at this improved contractual agreement.

Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,



Thomas Hill
904.259.0427

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

2024-2027

~~(Revised July 1, 2024)~~

(Amended July 1, 2025)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY 2024 BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD" AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS, HEREINAFTER CALLED THE "ASSOCIATION".

WHEREAS, the Board and the Association recognize and declare that providing a safe, quality education for the students of Baker County is the primary goal of the Baker County Public Schools; and

WHEREAS, the Board and the Association recognize that it is the responsibility of the Board to approve the educational and operational policies that are essential to the public educational programs and that the Association represents the Baker County Education Support Professionals, who are engaged in providing educational services; and

WHEREAS, the Association, as the certified and exclusive agent and representative of the Baker County Education Support Professionals and the Board have agreed to bargain in good faith in the determination of the wages, hours, and terms and conditions as of employment of the public employees with the bargaining unit; and

WHEREAS, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in this Contract; and

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED as follows:

ARTICLE I
AGREEMENT

The Agreement between the Baker County District School Board (hereinafter referred to as the "Board") and the Baker County Education Support Professionals, FEA, (hereinafter referred to as the "Association") to be effective upon ratification of the Bargaining Unit Members and upon approval of the Board.

The Board agrees not to enter into any agreement with any member or potential employee of this unit which conflicts with Florida Statutes, Chapter 447 and any provision of this Agreement. All efforts will be made, in good faith, by the Board and the Association to correct/reconcile current contract language with current Florida Statutes.

ARTICLE II
MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the Board or in any way abridging or reducing such authority.

This Agreement shall be construed as requiring the Employer to follow its provisions in the exercise of the authority conferred upon the Employer by law.

ARTICLE III
RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative for all matters affecting wages, hours and working conditions as provided in Chapter 447, Florida Statutes, for those employees in the Unit certified by the Public Employees Relations Commission in its Certification No. 865 on October 3, 1989, which covers the Unit described below:

INCLUDED: All regular full-time and regular part-time non-instructional employees of the School District of Baker County including: teacher para-professional, bus driver, nutrition services worker, custodian, data entry operator, school secretary, bookkeeper, electrician, office paraprofessional, media paraprofessional, mechanic, carpenter, warehouse employee, secretary-guidance, and air conditioning mechanic.

EXCLUDED: All Instructional employees, senior high principal's secretary, fiscal assistant (5), secretary to superintendent (2), managerial employees, confidential employees, employees with a supervisory conflict of interest, temporary, and casual and seasonal employees

ARTICLE IV
COMPENSATION

Item 1 -NEW CLASSIFICATION

It is agreed by both parties that as new classifications are created by action of the Board, the question of inclusion or exclusion with this Agreement shall be determined by comparability with the classification listed in the unit description certification.

Item 2 -JOB SPECIFICATIONS

The Employer agrees that each employee covered by this Agreement shall be assigned a specific classification to which each classification will have the same written job specifications outlining the duties.

Item 3 -CONTRACTS

A. ANNUAL EMPLOYMENT STATUS -Effective this Agreement, all employees shall serve a two (2) year probationary period. During the first year of this two-year period, the employee may be dismissed without cause or may resign without prejudice. All employees covered by this Agreement (who have been employed for the length of the probationary period) on its effective date will be past their probationary period and will be permanent employees.

An employee who works a contract less than 261 days will be notified in writing if not rehired for the following year on or before May 1. If working 261 days, the employee will be notified in writing on or before June 1.

An employee non-renewed may make a written request within 10 work days for a meeting with the Superintendent or his/her designee. After hearing from the affected employee and/or his/her representative, the Superintendent will either uphold the preceding action or recommend reemployment, and notify the employee in writing within 10 workdays. The decision of the Superintendent will be final.

B. CONTINUOUS EMPLOYMENT STATUS – After the second year of Annual Employment Status, continuous employment status shall be granted to an employee if the employee has been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment. A continuous service employee will be entitled to due process in respect to their employment under the grievance procedure herein:

1. The continuous employment status shall be effective at the beginning of the school/fiscal year following completion of all requirements.

2. An employee holding continuous employment status may be non-renewed when the principal/supervisor charges the employee in writing of performance deficiencies which may result in non-reappointment if not corrected within a specified time. The notice will include:

    1. Notice of deficiencies.
    2. Explanation of deficiencies and suggestions for corrections.

3. Assistance rendered to correct deficiencies.
4. Time for deficiencies to be corrected.

3. The Superintendent and/or the board may non-renew, suspend, dismiss or return an employee to probationary status for just cause, at any time during the year for reasons including, but not limited to the following:

a. Violation of a policy of the School Board of Baker County
b. Violation of work rules
c. Gross insubordination -willful and continuing refusal to follow a proper directive, order or assignment from a supervisor
d. Immorality
e. Misconduct in office
f. Incompetence
g. Willful neglect of duty
h. Being under the influence of alcohol while on duty
i. Possession of, sale of, intent to sell, dispensing of, or being under the influence of any illegal substance
j. Sexual harassment of any employee, student, or other individual
k. Conviction of any crime involving moral turpitude
l. Endangering the health, safety or welfare of any student or employee of the District
m. The conviction of a felony in the State of Florida or notice of conviction of a substantially parallel offense in another jurisdiction
n. An act committed while off duty, which adversely affects the employee's performance of duties, or disrupts the operations of the District, its schools or other facilities
o. Improper use of leave
p. Failure to perform work-related assigned duties
q. Intentional or negligent damage to School Board property
r. Unethical use or administration of test materials
s. Failure to report to work
t. Theft
u. The act of job abandonment, in being absent from work for three (3) consecutive days, without proper notification to the immediate supervisor or designee

An employee with continuous employment status recommended for non-renewal, suspension, termination and/or return to probationary status shall be disciplined for cause and may file a grievance through the Formal Grievance Procedure. Such request shall be submitted in writing to the Superintendent within fifteen (15) working days of receipt of notification of the action being taken.

C. Work Week/Year

1. The minimum length of regular full-time employees' normal work week and length of the work year will be established by the employee's administrator and approved by the

Superintendent prior to the beginning of each fiscal school year. Thereafter, no change in the length of the normal work week will occur during the fiscal school year unless the change is for cause or is a result of the reduction of force procedure outlined in this agreement.

2. Nine and ten-month employees who are requested to continue their regular duties during the summer period are employed on an as-needed basis as determined by the Board. Other employees hired to fill available summer period vacancies will be employed based on consideration of availability, qualifications, past performance and seniority at each worksite.

D. The principal or supervisor may provide, if in his/her opinion it is justified, an adjusted work day within employee's regular work week to accommodate the needs of the employee or the school system, provided a record keeping system as determined by the principal/supervisor, or as required by the Board, will be utilized by the employee to assure accurate records and meet auditing requirements.

E. Employees who have been reclassified from 12-month to 10-month, and continue in the original job classification, will be given summer employment when available provided they are qualified for the job and request the summer employment.

F. Less than full-day employees will be given that fractional part of the year that they have earned when they move to a full-day employment. (EXAMPLE: Four (4) hours per day for two years will be moved in full-day employment with one year experience.)

G. Present employees who are scheduled to work less than 30 hours per week, are part-time employees, are not entitled to the fringe benefits conveyed by this Agreement unless the employee is a full-time bus driver working a minimum of 27.5 hours per week or 5.5 hours per day.

Item 4 -EDUCATIONAL REQUIREMENTS

All employees shall be required to possess the educational requirements as set forth in the board approved job descriptions which are located on the district website at bakerk12.org. It is further agreed that all current employees as of July 1, 2021 are exempt from this provision for the current position they hold.

Item 5 -WORKING EXPERIENCE

All non-instructional personnel shall be permitted to bring in eleven (11) years of previous working experience either out of or within the County. The question of in-field shall be determined by the supervising administrator and the Superintendent of Schools. Substitutes within the County hired for a position in the field for which they have substituted (accumulated work totals ½ plus one day or more of the position's contracted year) shall receive one year of experience credit if the service was in a full-time assignment. This does not include time served as an on-call or as needed substitute. This credit is not awarded retroactively to substitute time completed prior to July 1, 2016.

Item 6 -RETIREMENT CREDIT

Non-Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan, or from another State retirement system.

Item 7 -MILITARY EXPERIENCE

Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full-time active duty to the date of the discharge or release from duty and must be verified and the discharge or release from active duty must have been under honorable conditions.

Item 8 -SPECIAL BANQUETS

School Nutrition services personnel being used for special banquets will be paid at their regular rate of pay.

Item 9 -TRANSPORTATION

FIELD TRIP PROCEDURES AND SPECIAL USES OF SCHOOL BUSES

1) **Participation:**

A) All school bus drivers employed as regular drivers are eligible to participate in extra-curricular trips. Trips driven by coaches, sponsors and community volunteers are excluded. Rosters will be maintained listing those drivers who desire to participate. A current roster shall be posted in the bus lobby by the supervisor or his/her designee. Substitute drivers will not be scheduled for the extra trips, except in an emergency or when all full-time drivers have refused the trip.

B) Drivers will be given the opportunity to sign up for extra trips at the beginning of each school year and at any time during the school year.

C) Drivers signing up for extra trips after the school year begins shall be placed at the end of the extra trip roster and not be assigned make-up trips to catch them up to the drivers who have participated since the beginning of the school year.

D) Drivers who stop participating in extra trips temporarily and then begin again shall be placed at the end of the rotating list and shall not have make-up trips. Drivers on leave will not be removed from the list.

2) **Scheduling Procedures:**

A) The names of drivers who desire to participate in extra trips will be placed on a roster in alphabetical order. The list will be formed at the beginning of the school year. Trips will be assigned to drivers by using the roster as a rotation. Trips will be assigned in the order the bus requests are received. Trip requests that come in at the same time will be assigned according to chronological order. The trip requests will be placed in the drivers' lockers. However, the driver's regular route, the number of refusals and the availability of substitute drivers may be considered when assigning trips.

B) Drivers may also sign up to be available to drive emergency trips. A separate roster shall be maintained for drivers available to drive emergency trips. Emergency trips are those that a driver has less than forty-eight (48) hours notification of the trip.

1) Driving emergency trips will be counted separately from the regular extra trip rotation. An emergency trip does not count as the driver's opportunity to drive an extra trip on the regular rotation.
2) An attempt shall be made to equalize the number of emergency trips each driver is offered. The driver's regular route, the number of refusals, and the availability of substitute drivers may be a consideration in equalizing emergency trips.
3) In the event an emergency driver is covering for a driver who "failed to show" on the regular roster, the "failed to show" driver will not receive a make-up trip.

C) A driver who turns down an extra trip assignment will forfeit his/her turn on the rotation unless it is turned down due to illness or if the trip would require the driver to miss their regularly scheduled route. He/she will not be rescheduled until the rotation comes back to his/her name.

D) A driver who repeatedly turns down extra trip assignments for any reason, except sickness, or fails to meet the extra trip assignment (except for mechanical reasons) may be dropped from the roster.

1) Repeated turndowns shall be considered in excess of three (3).
2) Failure to meet extra trip assignments shall be considered in excess of one (1).
3) The driver being dropped from the roster for the above reasons, will be asked to come into the Director of Transportation's Office to sign a memo stating the effective dates and the reason for the suspension.

a) The first suspension shall be for a period of one month.
b) The second suspension shall be for the remainder of the school year.
c) A driver who has been suspended shall not be assigned make-up trips after the suspension is lifted.

E) In case of trip cancellation, an effort shall be made to schedule the driver on the next available extra trip assignment.

F) When a driver determines that he/she is unable to take the assigned extra trip, they will either call the Transportation Secretary, and/or return the trip sheet to the Secretary as soon as possible.

G) A driver who is not able to drive his/her regular route will not be allowed to do an extra trip the same day. If a driver misses the morning route, he/she is not allowed to drive an extra trip prior to the afternoon route. If a driver misses the afternoon route, he/she is not allowed to drive an extra trip in the afternoon.

H) Special requests for specific drivers on bus requests from the schools shall not be granted. The rotation system shall be adhered to.

I) Drivers are not authorized to switch trips with other drivers. If a scheduling problem arises, contact the Transportation Director.

J) The scheduling history shall be made available within twenty-four (24) hours of the request.

Two bus driver categories will be developed for special trips.

1. Paid bus driver category - Full-time and substitute drivers
2. Volunteers- Volunteers can be citizens from the community, teachers, coaches or employees that are not full-time or substitute bus drivers. Volunteers must meet all the federal, state and district requirements to transport students on a school bus.

The sponsor of the trip will select the category and the Director of Transportation will assign the driver. If a volunteer driver is desired, it is the trip sponsor's responsibility to make arrangements with the volunteer. If a paid driver is selected, he/she will be assigned from the appropriate rotating list. The rotating list for paid drivers shall be posted in the bus garage lobby.

A Board approved driver will be paid as follows for extra trips: At step 1 or current hourly rate whichever is less of the driver pay schedule per hour, not to exceed 14 hours per extra trip, plus expenses (expenses include meals and lodging, if not provided, and any entry fee required) will be paid for time in excess of the five and one half hours regular contractual time.

When a trip interferes with the driver's regular contractual day, he/she may request other leave without pay and then shall be compensated by the sponsoring club at his/her regular hourly rate for up to five and one half hours. Meal expenses will be according to the state food allowances schedule, which is;

1. $6.00 Breakfast -before 6:00 AM. and extends beyond 8:00 AM.
   $11.00 Lunch -before 12:00 noon and extends beyond 2:00 P.M.
   $19.00 Dinner -before 6:00 P.M. and extends beyond 8:00 P.M.

2. Hotel expenses will be at the single occupancy rate as receipted. Expenses will be paid on internal account checks from the school center sponsoring the extra trip.

3. Where paid drivers are assigned by the Superintendent for extra trips during contractual time, TDE will be given. Time worked over 5.5 hours will be compensated at the approved rate only for extra trips assigned by the Superintendent.

4. Drivers will be paid at step 1 or current hourly rate, whichever is less for extra trips out of the county, beyond the employee's school run according to the payment schedules, or $24.00 per trip, whichever is higher.

5. Length of Extra Trips -On any extra trips, no driver shall have duty for any period greater than 14 consecutive hours. If a trip requires duty greater than the 14 consecutive hours:

    1) A second bus driver will be provided; or
    2) The driver will be given an eight hour rest that provides sleep arrangements on behalf of the driver.

3.) **ADDITIONAL RESPONSIBILITIES:**

1. Cleaning of Bus -Each driver is responsible for the general cleanliness of his/her bus. Every effort will be made to use bus drivers, who are willing to clean and service busses during the summer. Bus drivers shall be paid their hourly rate for such service.

2. Bus aide as Substitute Drivers -Bus aide shall be paid at Step 1 of the driver's pay schedule when used as substitute drivers.

3. Transportation Substitute List -Bus drivers will be provided an updated list of available subs.

4. Active regular bus drivers, active regular bus aides, and mechanics (who hold CDL license, and regularly drive in a substitute role) who are active for a minimum of one day more than half of the bus drivers' regular contractual days shall receive a bonus 0-5 years $125; 6-10 years $150; more than 10 years $175, on or by June 30th, if no points have been assessed against them under the Safe Driving Plan and/or not been charged at fault in the preceding twelve (12) months. Years refer to actual years of employment by the Baker County School District.

5. The board agrees to pay employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a $600 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year and must complete a board form(see appendix). The bonus will be paid no later than June 30th of each fiscal year. The impact of this proposal will be evaluated at the end of the fiscal year.

4.) ADDITIONAL PROCEDURES:

1. The Board agrees to pay for one United States Department of Transportation Medical Examination per year for full-time employees. These employees must maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements, drive scheduled bus routes, drive officially sanctioned extra duty trips, and drive buses for the purpose of fulfilling their duties for the Baker County School District. This free physical will be scheduled by the director of transportation and paid for by the Baker County School District. The medical

examinations will be scheduled on a day that is after the conclusion of one school year and prior to the beginning of the next. If an employee is unable to participate on the day scheduled, it will be the employee's responsibility to get a medical examination from a certified examiner that is on the federal registry, and the employee will incur the expense for the examination. In the event the employee does not meet the standards of the medical examination required to be eligible for at least one year, the expense of the three month or six month follow-up examination will be the responsibility of the employee.

2. Drivers who present themselves for required random drug screening will be paid for the required time necessary for the random screening.

3. In the case of a vacant bus route, to include mid-day routes, employees desiring to reposition may submit a written request to the supervisor when an available route is posted in the bus lobby. The supervisor will make a determination of the repositioning of drivers based on the following: Qualifications, written request and length of service to the district. Fulltime drivers and aides will have priority over subs for route assignments.

Item 10 – ASSOCIATION PAYROLL DEDUCTION

The parties agree that under current Florida law the italicized language in Item 10 below is null and void. Should the law change and permit the School Board to allow union dues payroll deductions, the parties will meet and agree to the same language or modify as the law requires.

The Board shall deduct from the pay of each employee all current membership dues of the local Association, provided that at the time of such deduction there is in the possession of the Board a current written authorization for dues deduction, executed by the employee, in the form and according to the terms of the dues deduction authorization established.

The Association shall certify the amount of dues to be deducted from each employee's salary for the current school year and will notify the business office, in writing, no later than September 1st, of the dollar amount of the deduction.

A. The annual membership dues amount will be deducted from the employee's paychecks in twenty-four (24) equal installments.

B. Any employee, at any time, may authorize dues deduction by presenting an authorization card to the finance department. One-twenty-fourth (1/24) of the annual membership dues will be deducted from each bi-weekly check of the employee from the month of authorization through June of that fiscal year.

C. All professional dues deducted shall be remitted to the Association in twenty-four (24) bi-weekly installments within ten (10) working days after the close of the payroll period.

D. *The Association will not be assessed the costs incurred by the Board in order to provide authorized dues deduction.*

E. *Such payroll deductions authorization shall continue in effect from year to year unless revoked in writing by employees.*

F. *Any employee may stop dues deductions by written request 30 days prior to payday.*

G. *The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of written notification of such cancellation by sending a copy of cancellation request to the Association.*

Item 11 -SALARY SCHEDULE

All non-instructional personnel will be paid in accordance with the ~~2024-2025~~ 2025-2026 negotiated salary schedules. The steps under those salary schedules will be implemented effective July 1, ~~2024~~ 2025, through June 30, ~~2025~~ 2026.

Full Baker County experience shall be maintained for employees changing job classifications.

All non-instructional personnel who have completed 15 – 19 years non-instructional service in the Baker County School District, shall receive an additional $1,100.00 as part of their base salary. Eligibility for this $1,100.00 addition to the base salary ends at the end of the 20th year of service.

All non-instructional personnel who have completed 20 – 24 years non-instructional service in the Baker County School District, shall receive an additional $1,700.00 as part of their base salary. Eligibility for this $1,700.00 addition to the base salary ends at the end of the 25th year of service.

All non-instructional personnel who have completed 25 or more years non-instructional service in the Baker County School District, shall receive an additional $2,200 as part of their base salary.

Principals will notify all 187 day instructional assistants when their return date will be for the following school year. This notification will occur before the tenth (10th) day of the closing of the prior school year and will be posted on the district's website.

A longevity increase of .25/hour will apply for all employees at step 11 and above.

Item 12 -USE OF PERSONAL VEHICLE

Any employee covered by this Agreement who is required and approved by the Superintendent to use his or her personal vehicle shall be compensated at the rate adopted by the Board and in accordance with administrative regulations.

1. The rate of pay for mileage will be based on current rate in effect for School Board Employees.

2. All required forms or documents shall be completed by employee within 30 days of travel.

Item 13 -COLLEGE CREDIT AWARDS

A. All non-instructional employees covered by this Agreement will be awarded for their college hours as follows:

(Must be from an accredited college with official transcript on file in Personnel Department.)

30-59 semester hours -$.40 per hour =$ _____
60-89 semester hours -$.70 per hour =$ _____
90+ semester hours -$.75 per hour =$ _____

*These rates will not apply when the credit hours are required for employment. Anyone currently employed, as of the ratification date, November 20, 2012, may continue on their current track and schedule of earning these funds according to this scale. For new hires, after ratification date November 20, 2012, these rates will not be compounded.

**The existing employees who qualified for these credit awards are grandfathered in at their current rate and schedule.

Upon receipt in the Finance Department of official transcript from an accredited college or university, and upon verification by the Associate Superintendent of Human Resources, eligible non-instructional employees attaining a confirmed degree will receive additional compensation as follows:

Associate of Arts or Associate of Science $300
Bachelor of Arts or Bachelor of Science $500

B. Nutrition Services Personnel -All Nutrition Services personnel who successfully complete a certified training program will be granted a $200.00 supplement. This $200.00 supplement will be granted each year contingent upon annual training updates. Any nutrition services personnel who currently hold certification will receive this $200.00 supplement and can maintain this supplement with annual training updates. The District Nutrition Services Director will coordinate the certified nutrition training program.

Item 14 -DIRECT DEPOSITS

Payroll warranty disbursed dates shall be established to reflect a payroll period ending every other Wednesday throughout the fiscal year. Direct Deposits will be disbursed on the second Friday following the close of the payroll period. A schedule of payroll disbursement dates shall be sent to all schools on or about July 1 of each year. Payroll dates are modified to accommodate implementation of direct deposits. Effective July 1, 2019, new employees must be Direct Deposit with deductions automatic.

Item 15 -PARAPROFESSIONALS AS SUBSTITUTE CLASSROOM INSTRUCTORS

When an educational leader determines to use a paraprofessional as a substitute classroom instructor or in the capacity as a school nurse as provided by state law for a full day or any portions thereof, or is assigned to take on additional students in an amount equivalent to a whole class, the paraprofessional shall receive a $6.00 per hour upgrade to a maximum of $36.00 per day in addition to their regular hourly rate. When appropriate, a substitute will be called to fulfill the duties of the paraprofessional.

When paraprofessionals serve as the * resource instructor for at least 3hrs per day for the school year, they will receive a $1,000.00 supplement.

*Resource Instructor- An employee who is assigned students on a regular schedule and is solely responsible for implementing lesson plans, taking student attendance, and assigning grades. Classroom Aides working under the direction of a Teacher are not considered Resource Instructors.

ARTICLE V
GRIEVANCE PROCEDURE

All employees shall have the right to file a grievance under this Agreement without regard to membership, or non-membership, in the Association. All members of the Association shall have a right to Association representation at all levels of this procedure in accordance with Association policies. The Association shall also have the right to be present at all levels of this procedure regardless of membership.

The Board also has the option of representation, at its expense, at any level. When an employee has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. The grievance for any employee employed by the Board shall be as follows:

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.

B.
1. The term "days" when used in this Article shall mean normal employee workdays
2. "Employee" shall mean a member of the bargaining unit
3. "Administrator" shall mean immediate supervisor, principal of the school or supervisor of a work center, or their designee
4. "Grievant" shall mean employee
5. A grievance shall be an alleged violation, misapplication or misinterpretation of the expressed terms of this Agreement

C. All grievances shall be brought to the attention of the appropriate principal or supervisor within fifteen (15) workdays of the incident, or they will not be considered.

D. A formally written grievance shall contain the following:

1. Signature of the grievant
2. Grievance shall be specific and related to contractual provisions alleged to have been violated
3. A synopsis of the facts giving rise to the alleged violation must be included
4. The section or subsections of this contract alleged to have been violated is to be listed
5. It shall contain the date of the alleged violation
6. It shall specify the specific relief requested

E. When the presence of an employee or a key witness at a grievance hearing is requested by either party, illness or other incapacity of the employee or key witness shall be grounds for any necessary extension of grievance procedure time limits.

F. If hearings and conferences are scheduled by the administrator during working hours, all employees whose presence is required shall be excused from duty with pay while in attendance.

G. Any investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with or interruptions of the grieving employee's assigned duties. Other employees will not be involved in the process while on duty unless under the provisions of F above.

H. All grievances must be processed through the grievance procedure, and after the grievance is filed, it shall be amendable only by mutual consent of the Board and the Association and may be withdrawn by the grievant.

I. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. The failure to reemploy any non-tenure or probationary employee.

2. The failure to employ or reemploy to a position on the extra-duty schedule involving a supplement.
3. Any matter involving substance (content) of employee evaluations.

J. Informal

An attempt shall be made to resolve any grievance informally, with verbal discussion between grievant and employee's administrator. Within fifteen (15) workdays of the time a grievance arises, the employee will present the grievance to the employee's administrator. Within ten (10) workdays after presentation of the grievance, the administrator will give an answer orally to the employee.

Note: Oral statements made in the informal complaint conference shall not be recorded by either party.

K. Formal

Step One: If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (page number ~~40~~ 45) with copies as indicated on the form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two: Unless the parties agree to adopt the report of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of the Step One report. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s) shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the hearing.

Step Three: Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration. When the parties agree to submit the grievance to mediation, the timelines are waved until the mediation process is concluded. A request for a mediator will be made to Federal Mediation and Conciliation Service (FMCS) within ten (10) workdays. After mediation, if the employee is not satisfied, he/she must choose either a hearing before the Board or arbitration. Whichever method the employee chooses, the decision of the Board, or arbitrator, (whichever is applicable) will be final. If the employee chooses to have a hearing with the Board, the Board shall hold a hearing no later than twenty (20) workdays after receiving the request. Within ten (10) workdays after the hearing, the Board shall communicate its decision in writing, and state its reasons to the Association and the aggrieved employee.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The parties shall select an arbitrator from AAA in accordance with its rules, and whose rules shall likewise govern the arbitration proceedings.

L. The fees of the arbitrator shall be borne equally by both parties hereto. All other expenses of arbitration, such as cost of transcripts, etc., shall be borne by the requesting party. Employees subpoenaed by the arbitrator will receive no loss of pay for the time required as witnesses.

M. When grievance meetings and arbitration proceedings are held during employee work hours, up to ten (10) grievant(s), witness(es) and Association representative (s)whose presence is required shall be excused with pay from their normal duties. If the Association indicates that more than ten (10) witnesses are needed, every effort will be made to schedule the meeting beyond the employee workday.

N. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of the Agreement.

O. The arbitrator's powers shall be limited to deciding whether the express articles of this Agreement have been violated, misinterpreted or misapplied.

P. The arbitrator's decision, when following procedures set forth in the Agreement, shall be final and binding on the Association, its members, the employee and the Board. Neither the Association nor any member of the bargaining unit shall attempt any other means to bring about the settlement of any grievance, until all steps of the grievance procedure have been completed.

Q. All grievances must be initiated within fifteen (15) workdays from the time the alleged violation was said to have occurred. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation that he/she may have received during the period of the back pay.

R. Any grievance which arose prior to the effective date of this Agreement shall be processed through the procedure in effect at the time of the grievance.

S. If the grievance arises from an action of authority higher than the principal of a school, the employee may present such grievance at Step Two of this procedure.

T. If a grievance affects employees at more than one school/work site, the Association President/Designee may file a class action grievance at Step Two of this procedure. The Association President/Designee may also file at Step Two a class action grievance of any alleged violation, misapplication or misinterpretation of rights specifically granted the Association in this Agreement. Any class action grievance will be signed by the Association President.

U. If the same grievance affects more than one employee at the same school/work site, an Association Building Representative may file a class action grievance on behalf of the employees at Step One of this procedure.

V. Separate grievances filed under this Agreement which do not qualify as "class action" under U. and V. above will be handled separately and not combined for arbitration.

W. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.

X. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to lodge an appeal at the next step of this procedure, but any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved by the Administrator or the Board's answer to the previous step.

ARTICLE VI
ORGANIZATIONAL RIGHTS

Item 1 -LABOR MANAGEMENT COMMITTEE

Every attempt will be made to resolve labor management issues at the school or cost center site with the site-based leadership. If unresolved, in a timely manner, the Superintendent and/or designee agree to meet with the Union President and/or Executive Director as needed, to discuss labor management issues. Also, problems that can't be resolved at this meeting will be referred to a problem specific committee of three members appointed by the Union and three members appointed by the Superintendent or other as mutually agrees upon to research and recommend a solution to the President of the Union and the Superintendent or designee.

Item 2 -ASSOCIATION BUILDING REPRESENTATIVE

The Association shall have the right to select employees from within its group to act as Association Building Representatives. The names of employees selected as Building Representatives shall be certified in writing to the Board. It is agreed to and understood by the parties to the Agreement that Association Building Representatives may, with the prior notification of their supervisor, spend time to carry out, investigate and process grievances and other matters pertaining to the carrying out of this Agreement without loss of pay. It is agreed to and understood by the parties to this Agreement that there shall be at least one (1) Association Building Representative for each school center, cafeteria, maintenance shop, and bus shop. It is agreed to and understood by the Association that Building Representatives shall conduct their duties in such a manner as not to interfere with work production. A Building Representative will function only in the center to which the Building Representative is assigned to work by his/her Employer.

Item 3 -ASSOCIATION REPRESENTATIVE

Association Representative, i.e., business representative, not employees of the Board, shall be certified in writing to the office of the Employer and shall have the right to carry on normal Association business during work hours on the premises. The Association Representative and/or any other duly authorized employee representative may see employees on their working time after a satisfactory arrangement has been made with the supervisor in charge of the building center where the employee works. The Association agrees that such activities by Association Representatives and/or other duly authorized employee representatives shall be carried out in such a fashion as not to interfere with normal work production.

Item 4 -ASSOCIATION STATE MEETINGS

The Board agrees to grant authorized employee representatives of the Association a yearly cumulative maximum of sixty-four (64) hours off, without pay, to attend the annual State FEA Convention or meetings. No two employees will be from the same classification and cost center and no individual employee may be off on such leave more than four (4) consecutive days, unless prior approval has been given by the Supervisor. Employees may request personal leave to attend the convention and shall be granted such leave, if available, except in cases of emergency.

Item 5 -BULLETIN BOARDS

Bulletin boards at appropriate locations may be provided by the Association for general posting of general Association literature, consisting only of the following:

A. Notices of Association meetings
B. Association elections
C. Reports of Association committees
D. Rulings and policies of the Association
E. Recreational and social affairs of the Association
F. Notices of public meetings
G. Association news releases

Copies of all materials and announcements will be submitted to the appropriate building Principal, the Director of Maintenance, or the Director of Transportation prior to posting. Bulletin boards provided for employees' use shall be available for the posting of general Association literature. The location of these bulletin boards will be with the approval of the building Principal. The location in the bus shop and maintenance shop will be with the approval of the individual supervisor. The existing bulletin boards and space may be used for general posting by the Association.

Item 6 -REPRESENTATION AT SCHOOL BOARD MEETINGS

An Association representative will be released, with pay, to attend the regular scheduled Board meeting. The Association will make an effort to identify a representative whose assigned duties are not directly related to student contact and for whom a replacement would be required. In the event the representative does require a replacement, that individual may attend, with pay, no more than four (4) meetings a school year.

Item 7 -SCHOOL BOARD AGENDA AND MINUTES

School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online at https://www.bakerk12.org/board-of-education/about-the-board/board-meetings. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.

Item 8-ORGANIZATIONAL MEETINGS

School facilities may be made available for meetings, without charge to the Association, provided that such group is properly supervised. District use agreements shall be executed with the Association for all schools or for an individual school.

Item 9 -SCHOOL CALENDAR INPUT

Three representatives of the Baker County Education Support Professionals, as assigned by the Association President, will meet in an advisory capacity, along with the duly authorized administrative personnel and Baker County Education Association representatives responsible for the school calendar formation for the upcoming year, to jointly recommend the establishment of such calendar. The non-instructional unit will be included and allowed to participate in the final voting process.

Item 10- Wellness Committee

Three non-instructional staff appointed by the Association President will participate in an advisory capacity on the Wellness Committee. These members will have input in wellness activities, programs, and all other items brought before the committee.

Item 11- Insurance Committee

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCESP will be updated regularly by their respective committee members. The insurance committee will update and report to BCESP the committee's recommendation that will be presented to the Superintendent.

Item 12 – RELEASED TIME FOR PRESIDENT/DESIGNEE

When association activities require the president to leave his/her assigned school or to visit other schools, he/she shall notify both school offices of his/her intended travel itinerary. The President may see bargaining unit members on their work time only with permission of the Administrator.

The Association President shall be granted up to four days of paid temporary duty with the approval of his/her administrator. Such time shall be used to visit members within the various worksites, conduct meetings, etc. The Association agrees that such time will not be taken on days that interfere with activities within the worksites such as testing, faculty meetings, etc., without the administrator's approval. The Association shall provide the administrator with at least two (2) days notice of such leave unless the administrator agrees to waive such notice. To the extent possible, such time will be taken when the President does not have students assigned to him/her. Release time costs will be reimbursed to the District by BCESP.

Item 13 – Collaborative Action Team / Pulse Team

There will be a School Board Association/Collaborative Action Team comprised of one employee from each worksite. The members of the committee will be elected by the Association, and the School Board will designate its members. The committee will designate its own chairperson and secretary. The committee's function will be to recommend and advise. This committee will cover the following area: Discussion of problems and objectives of mutual concern. The committee will determine its own rules of operation, the frequency of meetings and the time of meetings. The recommendations of this committee shall be submitted to the Superintendent, the School Board, and the Association President in writing by the chairperson of this committee. Members of this committee serve on a voluntary basis. Meetings may occur outside of contractual time.

ARTICLE VII
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

ITEM 1 -WORKING CONDITIONS

A. Regular employees assigned to school/instructional centers, during the regular school year, shall be granted an unpaid sixty (60) minute duty-free lunch break on preplanning, post-planning, and teacher planning work days when school lunch rooms are not in operation.

B. Break/lunch time is to be scheduled by the principal/supervisor and shall be outlined as follows:
All employees who work at least six (6) hours per day shall receive one paid fifteen (15) minute break during the first half of the workday and one paid fifteen (15) minute break during the second half of the workday.

All employees who work less than six (6) hours per day shall receive one paid fifteen (15) minute break during the workday.
All employees who work four (4) hours or more per day shall receive an unpaid, duty free lunch period of not less than thirty (30) minutes during the workday.
Employees, who for any reason work beyond their regular quitting time into the next shift, shall receive a fifteen (15) minute rest period before they start work on such next shift. In addition, they shall be granted the regular rest periods that occur during that shift.

School Nutrition Service Personnel shall receive lunches at no charge on days they are at work and meals are prepared for students.

Tentative schedules for breaks and lunches of employees will be established by the work location administrator and provided to the employee on the first contractual work day. Suggestions for such schedules may be made by the affected employees. The work location administrator will work with the affected employee to schedule such breaks and lunches to effectively maintain the operation of the center, the site administrator will have the final authority in the matter.

C. The employee work day shall be devoted to tasks assigned by the Board or appropriate designee, utilizing the approved job description and normal assignments of the principal/supervisor, performing the standard of services determined by the Board in exercising control and discretion over its organization and operations.

D. Job descriptions will be available from principals or supervisors for employees who request same. The Board shall provide all new employees a copy of the current job description and updated changes will be provided as appropriate. Job descriptions are also located at: https://www.bakerk12.org/.

E. The Board shall provide all safety items required by Florida law. Employees are required to furnish all personal items of clothing not provided under the terms of this agreement, as needed, to effectively carry out their assigned responsibilities. The Association will encourage all employees to work safely, using all proper safety procedures.

F. Both the Association and the Board recognize that the employee workday is specifically for performing duties and assigned responsibilities.

G. It is the specific responsibility of each employee to be skilled and knowledgeable in the job for which they are employed to perform in the approved job description. When the skills of the job change, the Board will provide at no cost, any training updates or new mandates, with the understanding that the employee is responsible to fully participate in training while on duty.

H. The Board agrees to furnish and maintain all required common-use tools or equipment (excluding personal-use tools).

1. The principal or supervisor shall determine which tools or equipment are personal-use tools.

2. The Board shall determine which tools or equipment will be purchased and/or used.

3. The principal or supervisor shall determine the extent of maintenance needed for the tools or equipment.

4. Employees using any tools or equipment furnished by the Board will be personally responsible for replacing any items they misplace or lose. Stolen items, where employee took all reasonable measures to protect same, will not be considered misplaced or lost if properly reported to principal or supervisor.

5. Employees shall be responsible for taking care of tools or equipment they use, keeping them clean and in good routine repair.

6. Any problems with common used tools and/or equipment will be reported to the supervisor or principal, in writing.

7. Employees who have been furnished uniforms must wear their uniforms at all times while on duty, unless approved by the employees' immediate supervisor in advance. Employees will be responsible for payment of all lost items. Upon termination or retirement, employees will be responsible for returning or paying for all furnished items.

8. Employees who have been furnished uniforms will be responsible for keeping them clean and in good repair.

9. The Nutrition Services employees may spend up to $250.00, per year, on uniforms. Each kitchen, as a group, will order uniforms from an approved vendor. Upon approval by the administrator, the employee may use another vendor to purchase uniforms and/or shoes. The invoice from the vendor shall be sent directly to the Nutrition Services Department for payout.

I. Emergency Calls: Employees will be furnished, at the option of the Board, a vehicle for emergency calls required by the Board. Any employee required to return to duty on an emergency call and not furnished a Board vehicle shall be paid round-trip mileage from the home of the employee to the location of the emergency.

J. First aid kits shall be furnished by the Board, as appropriate, for each work site, cafeteria, and selected vehicles. Employees are responsible to notify the principal or supervisor in writing of any location where first aid kits are apparently missing for final action of the principal or supervisor.

K. Work rules

Existing work rules will remain effective as presently constituted. The Board agrees to negotiate changes in existing work rules or the establishment of new work rules.

In the event that work rules are changed, the Association President will be notified five(5) consecutive work days before becoming effective.

The Employer agrees to furnish each employee in the bargaining unit with a copy of the existing work rules. New employees will be provided with a copy of the work rules at the time they are hired.

Employees will comply with all established work rules, provided the rules are uniformly applied and uniformly enforced. Any complaint involving discrimination in the rule application will be resolved through the Grievance Procedure.

L. Florida Statute 1003.573 requires a system of record keeping and parental notice regarding the seclusion and/or restraint of students. The Board agrees to implement the Statute as intended and to provide appropriate training to employees who are impacted.

M. Pursuant to School Board Policy and the Federal Pump Act, the district shall provide reasonable break time, including coverage if needed, for a nursing mother to express milk for her nursing child for one year after the child's birth, however, this must be coordinated with the site supervisor.

ITEM 2 -TRANSFERS AND REASSIGNMENTS

Seniority defined: Seniority is defined as the total number of years the employee has been continuously employed by the Baker County School Board.

A. Voluntary Transfer and Reassignment Provisions

Employee transfer and reassignment provisions are established which will enable employees seeking transfer and reassignments to be considered without any reprisals taken against them. Employees who desire a change in assignment or desire to transfer to another school center or position shall file a written notice of such desire, providing one copy to the building Supervisor/Principal and one copy to the Association. Such requests shall be

reviewed by the administration at least once each year. Reasonable effort will be made by all department heads to notify the applicant of the recommendation for or against approval, prior to final action by the Board.

All things being equal in the judgment of the Supervisor/Principal, length of service in the District, and financial status of the school will be the determining factors in transfer action. In all cases, mutual agreement between the employee and administration is necessary.

B. Involuntary Transfer and Reassignment Provisions

When a transfer is deemed necessary, qualified employees will be transferred or reassigned first under the provisions of voluntary transfers. Other transfers of properly qualified employees will be made after consideration of educational and personal qualifications. Length of service in the School District will be a consideration, but may not necessarily be the determining factor in involuntary transfers and reassignments. When involuntary transfer or reassignment action is taken, the administration will notify the employee in writing, stating the reason for the transfer, prior to School Board action. These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

Employees who take a voluntary transfer, are reassigned or involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

Vacancies and Promotions

A. Promotion and Upgrades defined: A promotion is movement to a higher pay grade at any work site in job classification or the same job classification with additional hours. Upgrades are promotions within a work site and do not result in an increase in the number of positions at a cost center and upgrades do not require advertisement.

All employees within the cost center meeting the promotional requirements contained in the new position's job description will have an opportunity to apply. Upgrades shall be controlled by qualifications/experience and will take effect on July 1st.

B. Vacancy defined: When a position has been created or a current position has been vacated, which is intended to be filled, a vacancy exists.

1. When a vacancy exists, the position shall be posted for five (5) working days on the district's web site. All posted positions will be noticed through district email.

2. In the Board's determination in filling a posted vacant position, employees currently working in the Baker County Schools who meet all criteria as established herein shall be given priority consideration in the selection process to fill vacant positions.

C. If positions are not properly advertised within the provisions of this Article, the Association may file a grievance at Step 2 of the grievance provision.

Item 3 – OVERTIME AND WORK SCHEDULING

It is agreed to and understood by the parties to this Agreement that employees with the position classifications covered by the job classifications as herein specified will work necessary overtime under conditions declared by the administrative supervisor acting for the Board. Such overtime shall be compensated at the rate of one and one-half times the regular rate of pay after forty (40) hours a week. It is agreed that such overtime shall be calculated on a one-half day minimum at time and a half on emergency work only.

It is agreed and understood by the parties to this Agreement that:

A. The standard workweek commences at 12:01 a.m. each Thursday and ends at 12:00 midnight the following Wednesday.
B. The standard number of working hours during any standard workday shall not exceed eight (8) hours per day.
C. The standard number of working hours during any standard workweek shall not exceed forty (40) hours.
D. Holiday pay shall be paid at the rate of time and one-half in pay or compensatory time for same.
E. Pay or compensatory time shall be taken at the Employees option. Compensatory time will accrue at the rate of one and one-half hours for each hour of overtime worked. No more than 120 hours of compensatory time may be accrued per school year. Overtime worked after accruing 120 or more hours of compensatory time shall be paid at the regular overtime rate. Compensatory time must be taken within the same school year it was earned (July 1 through June 30th). The compensatory time may be used prior to using accumulated sick or annual leave. Any compensatory time not used will be paid. When an employee plans on using compensatory time, prior written notification to the administrator must be given and written approval by the administrator.
F. Non-instructional employees attending training sessions required by the Board or its supervisory or management agents shall be paid their regular hourly rate of pay per hour for time beyond their contractual period.
G. Employees assigned by the Director of Transportation to work as trainers beyond their contractual day, shall be compensated at their regular hourly rate of pay.
H. All employees will seek approval from their supervisor/principal, in advance, when the need arises to work beyond their normal contractual hours.
I. Non-instructional employees attending training sessions at the recommendation of the Board or its supervisory or management agents shall be paid at their regular rate of pay.
J. Employees who are assigned to call substitutes before or after regular work hours shall be given compensatory time at time and one-half or paid at the rate of time and one-half for any hours over 40 in a week. The employee should work directly with the site administrator to account for time worked.
K. Employees assigned to substitute cafeteria managerial duties shall be paid to work an additional ½ hour for each day performing said duty. If the hours performed exceed 40 hours in a week the employee shall be paid at a rate of time and one-half for additional hours.

Item 4 – DISTRIBUTION

Overtime work shall be distributed equally to employees working within the same job classification and at the same worksite. The distribution of overtime shall be equalized over each six-month period beginning on the first day of the calendar month following the effective date of this Agreement, or on the first day of any calendar month this Agreement becomes effective.

On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification and at the same worksite who has the least number of overtime hours to his/her credit at that time. If this employee does not accept the assignment, the employee with the next fewest number of overtime hours to his/her credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. A record of the overtime hours worked by each employee shall be posted on the department bulletin board monthly.

Overtime work shall be voluntary except as may be stated in the employee job description or in case of emergency, as determined by the Superintendent or his/her designee. There shall be no discrimination against any employee who declines to work overtime, except in cases of emergencies or as stated in job description for job classification. During the summer or on special occasions overtime shall be distributed equally to employees within the same job classification and at the same worksite.

Item 5 – PHYSICAL EXAMINATION

The initial physical examination for employment and any other physical examination required by law of those covered by this contract will be at the expense of the employee.

Required physical examination, other than those required by law, will be paid for by the Board.

Item 6 – CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK

During the term of this Agreement, the Employer shall not contract out or subcontract any public work performed by employees covered by this Agreement, unless agreed to by the Association President. This provision is null if the employees are unable to do the work. This does not apply to work performed which is paid for by funds other than School Board operating funds.

Item 7 – LAYOFF PROCEDURES

In the event that the School Board determines the necessity of a reduction in the work force, the Board will retain the right to determine the timing of layoffs, the number of employees to be laid off, the classification and/or work sites and personnel affected by any layoff. Prior to implementation, the Board will communicate layoff decisions to the Association.

The order of layoff will be determined by the following factors and on the following priority/order:

a. Attrition
b. Volunteers
c. Non-permanent employees, i.e. probationary, part-time or temporary
d. Qualifications based on an employee's most recent performance evaluation

e. If two or more employees are equally qualified, the more senior employee within the job classification will be retained. For purposes of layoff, seniority shall mean the length of uninterrupted service within affected classification. Approved leaves of absence shall not be considered a break in uninterrupted service. Should the length of uninterrupted service be the same for more than one employee, the tie shall be broken by using the last four numbers/digits of the employees social security number, with the lowest number being considered the most senior. A seniority list shall be prepared, posted and maintained by the Board based upon the foregoing criteria.

Employees will be considered for recall for a period of up to one year prior to any new applicants being employed. Employees will be offered re-employment in reverse order of layoff by classification. Notification of recall will be by certified mail, return receipt requested. If the employee does not respond or rejects a recall for re-employment within five (5) working days of either actual receipt or attempted delivery of notification by the post office, his/her name will be automatically dropped from the recall list.

Item 8 – EMPLOYEE RIGHTS

The Superintendent and his/her designee acting as an agent of the Board may discipline employees covered under this agreement. All reprimands, suspension with or without pay, and dismissal must be for just cause. The employee in question shall be provided with all statements, complaints and/or concerns that allege a problem or rule violation.

In the event an educational leader deems it necessary to meet with an employee informally at a specific time and place for purposes of information gathering or information sharing, the employee will be provided a completed copy of Appendix A. At any time during this meeting that the employee perceives the meeting may have disciplinary implications, the employee may stop the meeting and ask for representation.

If the educational leader determines there is a need to meet formally with an individual and the outcome of that meeting may have disciplinary implications, the educational leader will provide a completed copy of Appendix B.

The educational leader and the employee receiving the notice of the formal meeting will sign a copy of the form. The original will be retained by the educational leader and the employee shall be provided a copy.

1. Employees will follow all written and verbal directives, even if such directives are allegedly in conflict with the provisions of the Agreement. Compliance with such directives will not in any way prejudice the employees' right to file a grievance under the grievance procedure of the Agreement, nor shall compliance affect the ultimate resolution of the grievance.
2. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood,

however, that some more severe acts of misconduct may warrant circumventing the established procedure.

a. Verbal warning
b. Verbal Reprimand (site record only)
    1. No written conference summary is placed in personnel file
    2. Employees must be told that a verbal reprimand initiates the discipline process
c. Written Reprimand (placed in personnel file)
d. Suspension with or without Pay
e. Termination

3. It shall be the objective of those taking disciplinary action, and of the employees, that they handle their roles by conducting themselves through a proper and professional manner.

4. An employee who is summoned to the office of the principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting which may lead to disciplinary action, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such representation is available. If a representative is to be used, the principal/administrator/supervisor shall be informed in a timely manner.

5. When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.

6. Employees may be suspended with pay for just cause and may be suspended without pay only for just cause and only by action of the Superintendent.

7. When an allegation of wrongdoing or a complaint against an employee is investigated the employee shall be notified of the nature of the complaint and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond in writing to the allegations or complaint during the investigation.

   No complaint or reprimand shall be placed in an employee's personnel file unless an investigation ensues and the complaint is substantiated. Employees shall be notified of all complaints prior to the district initiating an investigation. Every effort shall be made to process parent/student concerns.

- If necessary, a conference with the parent, employee, and principal shall be held. The employee must be notified in advance of the conference.
- In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information.

Item 9 -PERSONNEL FILES

Employee personnel files shall be maintained according to the provisions of the Florida Statutes and any Department of Education and/or Board Policies issued pursuant to law.

Item 10 -TOBACCO FREE WORKPLACE

In order to protect the health, safety, and welfare of all employees in the Baker County School System, all uses of tobacco products in any form are prohibited in any district-owned facilities or on any district-owned grounds. All employees shall be informed of this tobacco free workplace policy at the beginning of the school year, or on their initial date of hire.

ITEM 11 -STUDENT DISCIPLINE

The Board and the Association recognize that the employee must be given firm and consistent administrative support in the handling of discipline problems in the maintenance of good order necessary in the proper performance of duty. Non-Instructional employees are required to provide appropriate disciplinary support. This includes writing disciplinary referrals in accordance with the Student Code of Conduct. After referrals have been processed by the principal or his/her designee, this employee will be notified of the disciplinary action taken within two school days. The Transportation department will notify drivers of the disciplinary action taken by placing a copy of the referral in the driver's locker. If disciplinary action results in suspension, school or bus, employees will be notified prior to the first day of suspension.

ARTICLE VIII
LEAVE PROVISIONS

Item 1 -GENERAL PROVISIONS

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the non-instructional staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that the leave be granted retroactively will be denied. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one (1) year. Leave may be with or without pay as provided by law, regulations of the State Board, School Board Policy and these regulations.

For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days for required service.

A non-instructional employee on leave for the remainder of the school year or for the entire school year who, on expiration of leave, wishes to return to duty at the beginning of the next school year, shall notify the Superintendent in writing of such desire by no later than April 1.

Item 2 -APPROVAL OF LEAVE

All leave, except sick leave, will be prior approved by the Superintendent, School Board, or immediate supervisor.

Item 3 -ABSENCE WITHOUT LEAVE

Any member of the non-instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and shall be subject to dismissal from employment.

Item 4 -NOTIFICATION OF ABSENCE

Any member of the non-instructional staff who expects to be absent for any cause shall notify his/her administrative supervisor the evening immediately preceding the day of the absence if such is possible. Where the absence is due to an emergency, the employee shall notify his/her administrative supervisor or the Superintendent at the earliest possible moment.

Notice of absence shall always be in advance, unless the absence is beyond the control of the employee and conditions make such advance notice impossible. When an employee fails to obtain prior approval for absence from work or fails to notify his/her immediate supervisor of his/her need to be absent and is absent for three (3) consecutive workdays, the employee shall be considered to have abandoned his/her position and resigned as an employee of the Board.

Item 5 -SICK LEAVE

During each contract year, each full-time employee shall be entitled to one (1) day sick leave for each month of employment. Regular part-time employees shall be entitled to 1/2 day sick leave for each month of employment. Sick leave will accrue at the end of each month of employment and shall not be used prior to the time it is earned and credited. There will be no limit to the number of days that may be accrued

(Florida Statutes). Accrued leave shall be paid for 100 percent (100%) of the days accumulated upon retirement or death according to School Board Policy.

Such leave may be taken only when the employee is unable to perform his/her duties because of personal illness or illness or death of father, mother, brother, sister, husband, wife, child, or other close relative.

For a regular part-time employee whose term of service is not less than one hundred eighty (180) days per year and who has been duly appointed by the Board as a regular part-time employee, sick leave shall accrue at the rate of one (1) part -time day per month. A part-time day is herein defined as that hourly portion of the day for which an individual is employed.

Any claim for sick leave shall be filed with the employee's supervisor by no later than five (5) days after the person returned to duty. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under this rule. This claim shall be duly signed by the employee or claimant certifying that the facts are correct and that the claim is valid and legal.

A false claim for sick leave shall be deemed cause for the employee's immediate suspension from duty and subsequent dismissal from employment. Where there is any doubt as to the validity of a sick leave claim, the Superintendent shall require the employee or claimant to file a written certificate of illness from a School Board approved physician or other supporting evidence where personal illness is not involved. Any sick leave in excess of five (5) consecutive days shall require written certificate of illness from a licensed physician or other supporting evidence.

Any non-instructional employee who has used all accrued sick leave credit but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. Leave without pay shall not be granted until all sick leave/annual days have been depleted.

Any non-instructional employee who terminates his/her employment and who is subsequently re-employed, shall be entitled to sick leave accumulated prior to termination.

Should an employee on vacation become sick or injured, his/her department shall charge such period of sickness or disability to sick leave instead of annual leave, unless the employee wishes to keep the leave as annual leave. In the event the employee would like to change the annual leave to sick leave, a report from the attending physician shall be furnished confirming such sickness or disability.

All ten month employees who work a minimum of twenty summer school schedule days at their regular hours per day will receive one additional sick leave day which may be accrued. Each non-instructional employee employed during the summer school shall be credited at the end of the first month of summer school with one additional sick leave day. In the event their duties are a function of another school district's summer school schedule, the employee shall be credited at the end of that district's summer school with one additional day.

All ten-month employees receive ten (10) sick leave days.

Employees who are approved for additional summer work shall be granted the use of sick leave which was accrued during the regular school year, if that employee is unable to perform his/her duties in the school or at the job site because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other relative, or member of the employee's household.

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in (F.S. 1012.61(2) 5.e), must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

Personal Leave -Any member of the non-instructional staff may be granted six (6) days of personal leave for any reason, with compensation, provided that such leave shall be charged against accrued sick leave and will be counted in determining a year of service; provided further that the total accrued personal leave may not exceed six (6) days in any school year.

Item 6 -PERSONAL LEAVE WITHOUT PAY

Any member of the non-instructional staff who desires personal leave shall file a written application for such leave. The person shall not be entitled to compensation while on personal leave except as provided in this rule. Prior to requesting personal leave without pay, the member must have exhausted all sick leave. Personal leave will be granted at the discretion of the Board, except maternity leave, which shall be mandatory upon application. Authority to approve such leave shall be vested in the Board.

Item 7 -EXTENDED HEALTH LEAVE

An employee who is unable to perform the normal function of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave, will be granted extended health leave upon written request and approval of the Board. Such leave shall be granted up to two years with approval on a year to year basis. Such extended health leave shall be without pay and may be contingent upon medical evidence or disability. The Board agrees to comply with the provisions of the Family Medical Leave Act.

Item 8 -LEAVE FOR POLITICAL CAMPAIGNING

A member of the non-instructional staff who desires personal leave to seek election to office shall file an application for leave. The School Board will grant such personal leave without compensation for the duration of the political campaign.

Item 9 -PERSONAL LEAVE FOR OTHER REASONS

An employee desiring personal leave for any other reason shall file a written application setting forth the reasons for and the purpose of the leave. The Board or the Superintendent will consider the request on its own merits and in arriving at a decision will consider the best interests of the employee and the general welfare of the school system.

A. Attending Board Meetings -A member of the non-instructional staff attending a Board meeting, unless directed to do so by the Board or Superintendent, shall be required to take personal leave, excluding the Association President.

Item 10 -MILITARY LEAVE

Military leave will be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the Reserves of the Armed Forces or the National Guard. When an employee enters voluntarily into any branch of the armed services for temporary duty, or an extended period of service, military leave will be granted at the discretion of the School Board and, except in unusual cases, will be denied to an employee if his/her absence will interfere with the orderly operation of the school program.

An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to duty without prejudice, provided that an application for re-employment is filed within six (6) months following the date of discharge or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to reassign the employee to duty in the school system. Compensation allowed during military leave shall be only as provided in Section 115.07(2), Florida Statutes.

Item 11 -BEREAVEMENT LEAVE

Bereavement leave of up to three days per fiscal year (July 1-June 30), shall be granted to any employee in the event of the death of: father, mother, brother, sister, husband, wife, child, or member of immediate household. Also included will be the step-father, step-mother, step-brother, step-sister, step-child, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. This will be in addition to individual accrued sick leave. This leave may be taken for more than one occurrence per school year but cannot exceed a total of three days per fiscal year.

This leave shall be granted upon request and may require the submission of a death certificate, or written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate.

Bereavement leave is not accruable from year to year.

Bereavement leave must be used within ~~14 calendar days, excluding holiday breaks, of the death.~~ 45 days, excluding holiday breaks, of the death. In exceptional circumstances, requests for Bereavement Leave beyond this period may be considered on a case-by-case basis.

Such leave is not transferable.

Such leave is not redeemable.
Such leave shall not disqualify one from the attendance incentive pay.

Item 12 -ILLNESS IN LINE OF DUTY LEAVE

A member of the non-instructional staff shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each school fiscal year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because of illness from a contagious or infectious disease contracted in his/her work. Such leave shall be non-cumulative from year to year and when approved by the School Board shall be used before charging any absence to regular accrued sick leave, provided that the following conditions are met:

1. The Principal or the Superintendent shall be notified as soon as the injury or illness occurs.

2. The employee shall file a written claim signed by the principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.

3. In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.

4. After determining that the claim correctly states the facts and is valid, the School Board will approve the leave.

5. Any workers' compensation payment received by the employee while he/she is on compensable leave shall be paid to the School Board by the employee or the check received from workers' compensation shall be endorsed to the School Board.

Item 13 -JURY DUTY OR COURT LEAVE

Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service**.**

The employee will furnish the Board a written statement from the court as to the location, days, and hours of duty upon returning to regular assigned duties. If the employee is released from jury duty before the end of their contractual day, they must return to work and complete their contractual time. The employee will be entitled to a lunch break.

Item 14 -PROFESSIONAL LEAVE

Professional leave with pay may be granted to a non-instructional employee for the purpose of attending conferences and meetings relating to his/her area of specialization and employment. A request for such leave shall be made in writing to the Superintendent and will be acted on by the Board at its next regular meeting.

Item 15 -ANNUAL LEAVE

Members of the non-instructional staff who are employed on a twelve-month contract shall accrue annual leave, exclusive of holidays with compensation, as follows:

A. An employee with less than five (5) years of continuous service in the district, at the rate of one (1) day per month cumulative to twelve (12) workdays per year

B. An employee with five (5) years or more of continuous service in the district, at the rate of one and one-quarter (1 1/4) days per month cumulative to fifteen (15) workdays per year

C. An employee with ten (10) years or more of continuous service in the district, at the rate of one and one-half (1 1/2) days per month cumulative to eighteen (18) workdays per year

D. An employee with fifteen (15) years or more of continuous service in the district, at the rate of two (2) days per month cumulative to twenty-four (24) workdays per year

Annual leave shall accrue at the close of each month and may not be accrued to exceed forty-five (45) workdays as of June 30, however, the employee shall be encouraged to use accrued annual leave on an annual basis. Annual leave days accrued in excess of 45 each year shall be considered "use or lose" days. Written notice indicating the number of "use or lose" days will be given to each employee with their first check in January and again in their first payroll check in April. Upon termination the employee will receive payment for accrued annual leave.

Annual leave may be granted by the Superintendent upon written application of the employee and with prior approval of the employee's administrative supervisor. Annual leave shall be so scheduled as to cause a minimum disruption to the school program.

Any person employed on a part-time basis who works in excess of one-half of the hours or days required for a full-time position but less than the total hours or days required for a full-time employee shall not be entitled to annual leave.

Annual leave shall not be granted until the employee has rendered at least three (3) months of acceptable service in the district. Annual leave may not be taken for less than one-quarter (1/4) day.

Unless the employee is on duty, the Christmas holiday period other than legal holidays running consecutively with annual leave shall constitute a part of the aforesaid allowable annual leave.

Accrued annual leave may be used in lieu of other types of leave with the approval of the Superintendent.

Choice of annual leave periods and days off shall normally be based on classification seniority within the work units.

Item 16 -TEMPORARY DUTY

A member of the non-instructional staff may be granted temporary duty, as provided in State Board of Education regulations, when officially assigned short term professional duties outside the School District. An employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as

provided by the law and these regulations. Temporary duty shall be considered equal to the regular duties of the employee and he shall not be classified or considered as being on leave.

A request for temporary duty should be submitted in advance and shall be endorsed by the employee's immediate administrative supervisor and approved by the Superintendent.

In any case in which the School Board is to bear any part of the expense incurred on an authorized trip by the employee, the expense account for such trip shall be approved by the Superintendent. A member of the non-instructional staff, at School Board expense, may attend state, regional, or national meetings in line with the work of the employee provided such trip is approved in advance by the Superintendent or the School Board.

Item 17 – TERMINAL SICK LEAVE PAY

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. Normal retirement shall mean retirement under any plan established by the legislature with either full or reduced benefits. Normal retirement shall not be interpreted to mean withdrawal of funds. Payment shall be made to the beneficiary of an employee if service is terminated by death.

Educational Support Employees terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement. Payment shall be calculated according to the following:

A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five present (35%) times the number of days of accumulated sick leave.
B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulate sick leave.
C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
E. During and after the thirteenth (13th) year of service in the District, the daily rate of pay multiplied by one-hundred present (100%) times the number of days of accumulated sick leave.

ARTICLE IX
EMPLOYEE BENEFITS

Item 1 -HEALTH, LIFE, VISION AND DENTAL INSURANCE

All full-time employees (six hours or more a day) and full-time bus drivers will be covered by the School Board adopted health, dental, vision, and life insurance policies. Employees shall pay any difference in premium costs.

The Board shall provide, without cost to the employees, group term life insurance in the amount of $10,000 for each full-time employee per year. Upon reaching 70 years in age, the policy will reduce by 50%, as mandated by the insurance carrier.

**Medical premiums shall be stated in the Memorandum of Agreement.

Item 2 - PAID LEGAL HOLIDAYS

All twelve-month employees will receive the same number of paid holidays received by other employees not covered in this Agreement:

Independence Day
Labor Day
Thanksgiving
Christmas – New Year's Day
Spring Break
Memorial Day

All other employees will receive six (6) paid holidays:

Labor Day
Thanksgiving
Christmas
New Year's Day
M.L. King Day
Memorial Day

If the holiday falls on a Saturday, the immediate preceding Friday shall be a paid holiday. If the holiday falls on a Sunday, the following Monday shall be a paid holiday.

There may be additional paid holidays that the School Board may grant during the time of this Agreement.

In order to qualify for holiday pay, the employee must have worked the last workday preceding the holiday and the first workday following the holiday, unless the employee is on approved leave (e.g. TDA, paid sick leave or paid personal leave, parental leave, illness in the line of duty, military leave, annual leave, jury duty, witness duty or limited professional leave).

Item 3 - BADGES/SCHOOL ACTIVITIES PASS

Identification badges/key card shall be issued to all Baker County School-Related Employees and replaced as needed. Upon learning it is lost, it is the responsibility of the employee to report immediately to their supervisor. Employees are required to wear or have the badge on their person for security purposes. If the employee forgets to bring his/her badge to work they are to immediately inform his/her supervisor. The initial badge will be provided at no cost to the employee and will serve as an activity pass. The activity pass will provide general admission to any regular school activity or sporting event. A specified gate, to be determined by the Principal of the School involved, will be used by the employee having an activity pass. This policy does not apply to "reserved" seating or to "state playoff events", only "general admission." The cost of a lost badge will be the responsibility of the employee.

Item 4 - RETIREMENT

Any member of the non-instructional staff is required to be a member of the Florida Retirement System. The retirement benefit will be paid by the Baker County School System to the Florida Retirement System each month the employee receives a pay check.

Item 5 –ADDITIONAL RETIREMENT BENEFIT

For a period from July 1, 2024 through June 30, 2027, any employee who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position at the end of his/her contractual ~~during that~~ year in which he/she first becomes eligible for normal retirement, shall be paid a retirement benefit. This benefit will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for *normal retirement. Any employee who is eligible for retirement during that time may take advantage of this benefit. Persons entered in the Deferred Retirement Option Program (DROP) shall not be eligible for the benefits described in this section

*Normal retirement is defined as 62 years of age or 30 years of employment whichever occurs first if enrolled in the Florida Retirement System (FRS) prior to July 1, 2011, or 65 years of age or 33 years of employment if enrolled in the FRS on or after July 1, 2011. The district shall refer to the Florida Retirement System for the most current definition of normal retirement.

To qualify for retirement incentive an employee must:

A. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.

B. Complete the necessary procedure including retiring effective at the end of the school year that the employee first becomes eligible.

C. Employees who have selected the FRS Investment Plan must show FRS documentation verifying retirement before receiving this additional retirement benefit.

Retirement incentive will be 50% of the employee's gross annual salary, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid upon verification of retirement with the State of Florida Division of Retirement.

It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.

Item 6 -ATTENDANCE INCENTIVE

School related employees who do not use sick or personal leave during any ~~instructional~~ quarter ~~(9 weeks)~~ of their contract shall receive an incentive of $200 (before deductions) within thirty (30) working days of the end of the ~~instructional~~ quarter. To initiate the receipt of this incentive, school related employees who qualify must notify their building principals/supervisors in writing (e-mail), within ten (10) working days of the end of the instructional quarter. Approved Temporary Duty Leave, approved Line of Duty Leave (including when a bus driver is assigned a field trip), approved comp time, bereavement leave and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive $100 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive. Quarters will be defined as: The first quarter is the first day of the employee's contract through the last day of the first nine weeks, the second and third quarters will be defined as the second and third nine weeks, and the fourth quarter will be defined as the first day of the fourth nine weeks through the last day of the employee's annual contract.

ARTICLE X
GENERAL PROVISIONS

The Board agrees that there shall be no disciplinary actions, discrimination or coercion against any employee because of Association membership or non-membership, his or her participation in collective bargaining or institution of any grievance, complaint, or proceeding under this contract. The parties to this Agreement agree that there shall be no strike, walk-out, or work slowdown, directly or indirectly sponsored by the Association or its membership, and that there shall be no lockout of employees by the Board during the period of this Agreement.

ARTICLE XI
SAVINGS CLAUSE

Should any part of this agreement or any portion therein contained be rendered or declared illegal, legally invalid or unenforceable by a Court of competent jurisdiction, or by the decision of any authorized governmental agency, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions thereof. In the event of such occurrence, the parties agree to meet immediately and, if possible, to negotiate substitute provisions for such parts or portions rendered or declared illegal or invalid. The remaining parts and provisions of this agreement shall remain in full force and effect.

Any delays in the signing of this agreement after ratification by the Association membership and approval by the Board shall not defer the implementation date as it affects the distribution of the benefits and provisions provided by this agreement

ARTICLE XII
TERMS OF AGREEMENT

This Agreement shall be effective the 1st day of July 2024, and shall remain in full force and effect until the 30th day of June ~~2025~~ 2027, subject to annual reopeners for Article IV, Article IX, plus three items for each side. This agreement shall be automatically renewed from year to year after termination unless either party shall notify the other, in writing, on or before June 30, 2027, that it desires to modify this Agreement. None of the provisions of this agreement shall be open for renegotiation, except as expressly stated herein, until the expiration of the agreement

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, ~~2024~~ 2025.

FOR THE ASSOCIATION:

_____
Amanda Nowlen
President, BCESP

_____
Angela Callahan
Chief Negotiator, BCESP

FOR THE BOARD:

_____
Leonard Dietzen, Chief Negotiator
Baker County School District

_____
~~Sherrie Raulerson~~ J. Wyatt Milton, Superintendent

_____
Board Chairperson

AGREEMENT BETWEEN THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS AND THE BAKER COUNTY SCHOOL BOARD

In the event that a financial situation (short fall or wind fall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the BCESP and the BCSB will agree to return to the table for renegotiations.

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S)_____

SCHOOL: _____ASSIGNMENT:_____

HOME-ADDRESS:_____HOME-PHONE:_____

STEP 1, 2, 3 (please circle the appropriate step)

DATE CAUSE OF GRIEVANCE OCCURRED: _____

RELATES TO ARTICLE(S)_____ PARAGRAPH(S)_____ OF AGREEMENT BETWEEN THE _____ ASSOCIATION AND THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA.

STATE OF GRIEVANCE (INCLUDE STATEMENT FOR EACH ARTICLE and STEP 1,2,3)

_____
_____
_____
_____
_____
_____

RELIEF SOUGHT (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

DEPOSITION OF ADMINISTRATOR (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____

_____ _____

(SIGNATURE) (DATE)

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting Time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form:_____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee

shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date:_____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form:_____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

BAKER COUNTY SCHOOLS
2025-2026 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 3566				
Employee	$ 951.98	$ 535.02	$ 416.96	$ 208.48
Employee & Spouse	$ 1,715.20	$ 688.86	$ 1,026.34	$ 513.17
Employee & Children	$ 1,561.92	$ 657.36	$ 904.56	$ 452.28
Family Coverage	$ 2,263.94	$ 802.20	$ 1,461.74	$ 730.87
E/E Family Coverage	$ 2,263.94	$ 1,211.12	$ 1,052.82	$ 526.41
E/E Spouse Coverage	$ 1,715.20	$ 963.90	$ 751.30	$ 375.65
FL BLUECARE HMO 62				
Employee	$ 1,078.96	$ 535.02	$ 543.94	$ 271.97
Employee & Spouse	$ 1,943.94	$ 688.86	$ 1,255.08	$ 627.54
Employee & Children	$ 1,770.22	$ 657.36	$ 1,112.86	$ 556.43
Family Coverage	$ 2,565.90	$ 802.20	$ 1,763.70	$ 881.85
E/E Family Coverage	$ 2,565.90	$ 1,211.12	$ 1,354.78	$ 677.39
E/E Spouse Coverage	$ 1,943.94	$ 963.90	$ 980.04	$ 490.02
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 700.50	$ 535.02	$ 165.48	$ 82.74
Employee & Spouse	$ 1,262.02	$ 688.86	$ 573.16	$ 286.58
Employee & Children	$ 1,149.30	$ 657.36	$ 491.94	$ 245.97
Family Coverage	$ 1,665.86	$ 802.20	$ 863.66	$ 431.83
E/E Family Coverage	$ 1,665.86	$ 1,211.12	$ 454.74	$ 227.37
E/E Spouse Coverage	$ 1,262.02	$ 963.90	$ 298.12	$ 149.06
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
BASIC OPTION				
Employee	$ 31.24	$ 12.70	$ 18.54	$ 9.27
Employee & Spouse	$ 53.84	$ 12.70	$ 41.14	$ 20.57
Employee & Children	$ 65.40	$ 12.70	$ 52.70	$ 26.35
Family Coverage	$ 88.40	$ 12.70	$ 75.70	$ 37.85
E/E Family Coverage	$ 88.40	$ 25.40	$ 63.00	$ 31.50
E/E Spouse Coverage	$ 53.84	$ 25.40	$ 28.44	$ 14.22
ENHANCED OPTION				
Employee	$ 35.04	$ 12.70	$ 22.34	$ 11.17
Employee & Spouse	$ 61.14	$ 12.70	$ 48.44	$ 24.22
Employee & Children	$ 78.16	$ 12.70	$ 65.46	$ 32.73
Family Coverage	$ 104.30	$ 12.70	$ 91.60	$ 45.80
E/E Family Coverage	$ 104.30	$ 25.40	$ 78.90	$ 39.45
E/E Spouse Coverage	$ 61.14	$ 25.40	$ 35.74	$ 17.87
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age
H: Premiums for 2025-2026

Memorandum of Understanding
Between The Baker County School District
And
Baker County Education Support Professionals
Recruiting and Sign On Bonuses
~~2024-2025~~ 2025 - 2026

This memorandum is written between the Baker County School District (BCSD) and the Baker County Education Support Professional (BCESP) for the ~~2024-2025~~ 2025 - 2026 school year regarding the recruitment and retention of school bus drivers. Currently, the position of school bus driver is an area of critical shortage for the Baker County School District. Maintaining high performing professional bus drivers is imperative to ensuring the safety of students in Baker County.

Definitions:

A. Recruiting Employee – Any active bargaining unit member who recruits a candidate to work in the Baker County School District as a school bus driver.
B. Candidate for School Bus Driver – A person interested in serving as a school bus driver for the Baker County School District who has not yet fulfilled the requirements for becoming an entry level school bus driver.
C. Entry Level School Bus Driver – A school bus driver of the Baker County School District with less than twelve months of consecutive service.

1. Terms for Payment:

A. Recruiting Bonus – A lump sum payment of seven hundred fifty dollars($750.00)paid to the Recruiting Employee who successfully recruits a person for employment as a school bus driver with the Baker County School District Transportation Department after the Entry Level School Bus Driver employee fulfills the conditions established below for an entry level driver position. The recruiting employee must be actively employed with the Baker County School District at the time of eligibility for payment.
B. Sign on Bonus – A lump sum payment of seven hundred fifty dollars($750.00)paid to a Candidate for School Bus Driver, who successfully becomes an entry level school bus driver for the Baker County School District after fulfilling the conditions established below.

2. Conditions for Entry Level School Bus Driver

A. Once all employment requirements have been met, the entry level school bus driver must fulfill the following requirements during the work year to maintain eligibility for payment of the recruiting and sign on bonuses:
    1. Demonstrate proper conduct for a school board employee.
    2. Maintain satisfactory work attendance. The entry level driver must be a full time employee for a minimum of 140 work days.
    3. Successfully fulfill duties as a full-time school bus driver for the Baker County School District and be renewed for the following school year.
    4. Pass all administered drug and alcohol tests.

5. Receive an overall Satisfactory or Exceptional personnel evaluation from the Transportation Director.

3. Timeline: Conditions for Payment

A. Entry level School Bus Drivers must successfully fulfill at least 140 work days of employment as a school bus driver for the Baker County School District to receive payment of the sign on bonus. This period of service is measured from the date of hire. The entry level school bus driver will be disqualified from receiving the bonus if written disciplinary action is taken during this period.

B. After the entry level school bus driver has been employed for a minimum of 140 work days with the Baker County School District, payment of seven hundred fifty dollars ($750.00) will be made to the active entry level school bus driver and to the active recruiting employee. If there is no active Recruiting Employee, the successful Entry Level School Bus Driver still receives the seven hundred fifty dollars($750.00)Sign on Bonus.

MEMORANDUM OF AGREEMENT
BETWEEN
THE BAKER COUNTY DISTRICT SCHOOL BOARD
AND
THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

~~2024-2025~~ 2025 - 2026

~~A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded.~~

A $250 Bonus Match will be paid to Pre-K CDA and classroom paraprofessional employees who meet IDEA criteria and work at least one day more than half of the school year and are employed through the end of the school year in this capacity. This bonus is for up to 14 employees per school year (unless new units are added) and will exist as long as the IDEA Grant is funded. PKK staff who qualify for this bonus in April/May for board approval. This bonus will be paid by the last check in June.

The following memorandums are additions:

MEMORANDUM OF UNDERSTANDING

Employee Payment of Compensatory Time Earned

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Support Professionals** ("BCESP").

Agreement

The parties agree to the following terms:

This memorandum of understanding is to provide financial compensation in the form of a separate payroll check on Friday, December 12, 2025, for all non-instructional unit employees who voluntarily request payment for the compensatory time earned by the employee during the contractual period from July 1, 2025, through November 21, 2025. The rate of pay for the compensatory time earned will be the hourly rate of the employee.

Non-instructional staff must request the payout of compensatory time by completing the Compensatory Time Payout Request Form and submitting the form to the employee's work location bookkeeper by **Friday, November 21, 2025**.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/2025

MEMORANDUM OF UNDERSTANDING

Extended Day Enrichment Program (EDEP) Child Care

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and the **Baker County Education Support Professionals ("BCESP")** to establish guidelines regarding a before-school childcare benefit for employees for the 2025-2026 school year.

Agreement

The District and the BCESP recognize and understand the importance of appropriate supervision before school. This time is critical for teachers and staff to prepare, collaborate, and plan for student success. For this reason, the school environment must be preserved and remain free of unnecessary distractions. In order to promote these activities and environment, the District and the BCESP agree that eligible children, as stipulated in this agreement, may participate in EDEP (Extended Day Enrichment Program) care at a discounted rate of 50%. This agreement only applies to the personal children of an employee (biological, legal, or stepchildren). This benefit does not apply to other children such as a niece, nephew, grandchild or other children under the employee's supervision.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Friday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

MEMORANDUM OF UNDERSTANDING

Paid Parental Leave

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and the **Baker County Education Support Professionals ("BCESP")** to establish guidelines regarding paid parental leave for employees during the 2025-2026 school year.

Agreement

The District and the BCESP recognize the importance of supporting our employees in balancing professional and personal responsibilities when welcoming a new child into their family. Employees shall be entitled to up to five (5) days of paid parental leave, to be used within 30 calendar days of the birth, adoption, or placement of a child. Parental leave shall be paid at the employee's regular daily rate of pay and shall not be deducted from accrued sick leave or personal leave. Parental leave is separate from any other leave provided by the district.

The employee shall provide to their principal/supervisor appropriate documentation verifying the birth, adoption, foster placement or legal guardianship of a child. This documentation may include birth certificate, court papers, etc.

Parental Leave is limited to a maximum of five (5) days in any fiscal year, regardless of the number of qualifying events.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Thursday, May 28, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE: November 17, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Personnel Items List for Approval on November 17, 2025.

ATTACHMENTS:
11.17.2025 Approval of the Personnel Items List_W.Milton.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON NOVEMBER 17, 2025

EMPLOYMENT FOR APPROVAL ON NOVEMBER 17, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Cline	Laura		Transfer / Promotion from Data Processor (216 Days) at Baker County Middle School / Replacing Susan Knabb	Secretary III (261 Days)	District Title I Office	December 1, 2025
Rountree	Heather		Initial Employment / Replacing Chellsie Harvey	Bus Driver (186 Days, 5.5 Hours)	Transportation	November 3, 2025
Skelton	Janice		Initial Employment / Replacing Megan Cochran	Nutrition Services Assistant (191 Days, 7 Hours)	Westside Elementary School	November 13, 2025

EXTRA DUTY LIST FOR APPROVAL ON NOVEMBER 17, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Combs	Stephanie			Title 1 Family Night - Planning	$31.54 Per Hour / Maximum 2 Hours / Funding Source: Federal	October 27, 2025 - November 3, 2025
Combs	Stephanie			Title 1 Family Night - Presentation	Regular Hourly Rate / Maximum 1 Hour / Funding Source: Federal	November 3, 2025
Crews	Rebecca			Title 1 Family Night - Planning	$31.54 Per Hour / Maximum 2 Hours / Funding Source: Federal	October 27, 2025 - November 3, 2025
Crews	Rebecca			Title 1 Family Night - Presentation	Regular Hourly Rate / Maximum 1 Hour / Funding Source: Federal	November 3, 2025
Davis	Brandy			Provide Clerical Support Beyond Contractual Hours for Adult Education and Baker County Detention Center	Regular Hourly Rate / Maximum As Needed / Funding Source: Federal	October 1, 2025 - June 30, 2026

SUPPLEMENT LIST FOR APPROVAL ON NOVEMBER 17, 2025						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Bonak	Debra		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate - Prorated	2025 - 2026 (Effective October 14, 2025)
Davis	Beth	Shared with Nancy Thornton	Macclenny Elementary School	Testing Coordinator	Board Approved Rate - Prorated	2025 - 2026 (Effective October 29, 2025)
Davis	Beth		Macclenny Elementary School	Director of Guidance	Board Approved Rate - Prorated	2025 - 2026 (Effective October 29, 2025)
Davis	Beth	Rescind Previously Approved on August 18, 2025	Rescind Baker County Middle School	Rescind Math Department Head	Rescind Board Approved Rate	Rescind 2025 - 2026 (Effective October 28, 2025)

STIPEND LIST FOR APPROVAL ON NOVEMBER 17, 2025					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
Hite	Jeremy		2026 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 2, 2026
Leino	Tammy		2026 School Related Employee of the Year (Excluding the District School Related Employee of the Year)	$200.00 Flat Rate / Funding Source: General	February 2, 2026
Taylor	Bridget		Addition of Out of Field Subject Area to Certificate (English for Speakers of Other Languages)	$225.00 Flat Rate / Funding Source: Federal	October 20, 2025

OCCASIONAL PERSONNEL STAFFING FOR NOVEMBER 17, 2025				
LAST NAME	**FIRST NAME**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Bickerstaff	Jessica	Teacher, Science - Baker County Middle School	$15.75 Per Hour / As Needed / Funding Source: General	October 22, 2025 - December 19, 2025
Carver	David	High School Boys Varsity Assistant Basketball Coach	$1,595.00 Flat Rate / Funding Source: General	November 18, 2025 - June 30, 2026
Green	Patrick	Middle School Boys Basketball Assistant Coach	$1,000.00 Flat Rate / Funding Source: General	August 11, 2025 - May 28, 2026
Reed	Henry	Middle School Boys Basketball Coach	$2,000.00 Flat Rate / Funding Source: General	August 11, 2025 - May 28, 2026

LEAVE LIST FOR APPROVAL ON NOVEMBER 17, 2025					
LAST NAME	**FIRST NAME**	**MI**	**# OF DAYS**	**TYPE OF LEAVE**	**EFFECTIVE DATES**
Fletcher	Kasey		1	Illness in the Line of Duty	October 24, 2025

SUBSTITUTE LIST FOR APPROVAL ON NOVEMBER 17, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Esterling	Sandra		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	October 27, 2025
Skinner	Megan		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	November 4, 2025

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE: November 17, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the November 3, 2025, School Board Meeting.

ATTACHMENTS:
11.17.2025 Approval of 11.03.2025 Meeting Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, November 3, 2025 - 5:00 PM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #54 / Page #4

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

1. INVOCATION AND PLEDGE OF ALLEGIANCE

The Baker County School Board met on Monday, November 3, 2025, at 5:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this meeting was to hold the regularly scheduled board meeting. Chairperson Tiffany McInarnay announced Wyatt Milton would give the invocation, followed by the Pledge of Allegiance led by Director of Student Services and Exceptional Student Education Alice Schmitges.

2. CALL TO ORDER

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

3. ROLL CALL OF MEMBERS

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

4. PUBLIC HEARINGS

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

5. RECOGNITIONS / PRESENTATIONS

There were no recognitions/presentations at this meeting.

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

6.1 8.1.: Personnel Items, Supplemental Pay List: Approval of the Description Correction for Faith Cassidy from Rescind ESE Paraprofessional to Rescind ESE Department Head.
Chairperson McInarnay read the corrected items to the agenda and entertained a motion from the Board. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

7. REMOVAL OF ROUTINE ITEMS

Chairperson McInarnay asked if any Board member wished to remove a routine item for separate consideration. Mandi Canaday requested to remove Jessalyn Davis for item 8.1. Approval of the Personnel Items List on November 3, 2025, due to a voting conflict. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

8. APPROVAL OF ROUTINE ITEMS

Chairperson McInarnay entertained a motion from the Board to approve the routine items, excluding Jessalyn Davis from item 8.1 Personnel List, for approval on November 3, 2025. As recommended:
Jack Baker Jr. made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on November 3, 2025.

8.2 Approval of the Minutes of the October 16, 2025, Executive Session.

8.3 Approval of the Minutes of the October 20, 2025, School Board Meeting.

8.4 Approval of the Financial Reports for the Month Ending September 30, 2025.

8.5 Approval of the Grant Proposal for Youth Mental Health Awareness and Training in the Amount of $4,741.00. New / State / No Matching

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
Chairperson McInarnay entertained a motion from the Board to approve Jessalyn Davis, formerly listed under the removed routine item 8.1. Personnel Items List, for approval on November 3, 2025. Board member Mandi Canaday requested to be recused from this item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 4-0.

9.2 Approval to De-authorize and Dispose of Itemized Property on the Baker County Title I Inventory Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.3 Approval of the Following School Board Policies: 3.060*+, 3.300+, 5.040*, 5.130*, 5.150*+, 5.250*, 5.382+,6.17*+, 6.190*, 6.103*, 6.370*, 8.07, 8.13*, 8.271*, 8.32
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

9.4 Approval of the Contract Between Baker County School Board and Gaggle.Net, Inc, Effective August 1, 2025 - July 31, 2026.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

10. CITIZEN INPUT

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

11. INFORMATION AND ANNOUNCEMENTS

There was no announcement at this meeting.

12. ADJOURNMENT

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

_____	_____
Superintendent	Board Chairperson

AGENDA ITEM NO. 8.3

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Minutes
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Incorporate Form 8B into the November 3, 2025, School Board Meeting Minutes.

ATTACHMENTS:
11.17.2025 Approval of Form 8B for Mandi Canaday_W.Milton.pdf

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

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
Canaday, Mandi	Baker County School Board
MAILING ADDRESS 270 South Blvd E, Macclenny, FL 32063	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☐ CITY ☐ COUNTY ☑ OTHER LOCAL AGENCY
CITY: Macclenny — COUNTY: Baker	NAME OF POLITICAL SUBDIVISION: Baker County School Board
DATE ON WHICH VOTE OCCURRED November 3, 2025	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

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

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

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

ELECTED OFFICERS:

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

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

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

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

APPOINTED OFFICERS:

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

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

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

APPOINTED OFFICERS (continued)

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

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

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

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mandi Canaday, hereby disclose that on October 27, 20 25:

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

___ inured to my special private gain or loss;

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

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

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

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

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

On November 3, 2025, during the publicly-noticed meeting of the Baker County School Board--of which I am an elected member--it came to my attention that within Item 8, Approval of Routine Items, of the agenda, there was contained within item 8.1, Approval of the Personnel Items List for Approval on November 3, 2025. Amongst the list of personnel decisions to be approved as part of Item 8.1 was my sister-in-law, Jessalyn Davis. When I became aware of this prospective voting conflict, before the Board voted on Item 8, I announced the nature of the voting conflict. I recused myself from voting on Jessalyn Davis for Item 8.1. The Board thereafter moved and agreed to remove Jessalyn Davis from Item 8.1, Approval of Routine Items, and instead move it to Item 9, Approval of Items for Action, specifically Item 9.1, Approval of Removed Routine Items. When Item 9.1 came before the Board for a vote, I recused myself and did not vote on this item.

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

11/4/25
Date Filed

Mandi Canaday
Signature

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

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #1 to Title II, Part A - Supporting Effective Instruction with No Change in Over All Budget Total of $222,325.00. Amendment / Federal / No Matching

ATTACHMENTS:
11.17.2025 Approval of the Title II Part A Supporting Effective Instruction_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title II, Part A - Supporting Effective Instruction*

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

CONTACT PERSON:	*Carrie Dopson*

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

AMOUNT REQUESTED:	

SOURCE: ☒ Federal ☐ State ☐ Other: _____

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

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION *(If additional space is needed, attachments may be used)*
1. Budget Amendment

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
1. To pay the correct hourly rate of $36.67 to the District Secondary Trainer for extra-duty hours. Funds will be transferred from the substitute funding line item. ***There are no changes in the overall grant total of $222,325.00***

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***10/24/25***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-2246C-6CT01
3 PROJECT/PROGRAM TITLE Title II, Part A - Supporting Effective Instruction **TAPS 26A011**	**4 AUTHORITY** **84.367A Title II, A Teacher and Principal Training Fund** **USDE or Appropriate Agency** **FAIN#**: S367A250009
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budgetary Effective Date: 10/07/2025	**6 PROJECT PERIODS** Budget Period: 07/01/2025 - 06/30/2026 Program Period: 07/01/2025 - 06/30/2026
7 AUTHORIZED FUNDING Current Approved Budget: $222,325.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $222,325.00	**8 REIMBURSEMENT OPTION** Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2026
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2026
- Last date for receipt of proposed budget and program amendments: 05/31/2026
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date : 07/01/2025

10 DOE CONTACTS **Program**: Matthew Caldwell Phone: (850) 245-0919 Email: Matthew.Caldwell@fldoe.org **Grants Management**: Unit A (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page.

12 APPROVED:

Jennifer Kruis
Authorized Official on behalf of the Commissioner of Education

10/23/2025
Date of Signing

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

DOE-200
Revised 07/15

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

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

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

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

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

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

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

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

8 Reimbursement Options:

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

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

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

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

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

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

11 Terms and Special Conditions: Listed items apply to this project

As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	**Baker County School District** **392 S BLVD EAST** **Macclenny, FL 32063**	Date Received 10.7.25
B) Program Name: **Title II, Part A: Supporting Effective Instruction** **TAPS Number: 26A011**		**Project Number (DOE Assigned)** **020-2246C-6CT01**

C) Amendment Type

☐ Program ☒ Budget

Amendment Number: 1

D) Amendment Request Contact Information

Contact Name: Carrie Dopson	Telephone Numbers: **904-259-0404**
Mailing Address: **270 S BLVD EAST** **Macclenny, FL 32063**	E-mail Addresses: carrie.dopson@bakerk12.org

E) Required Signature and Certification

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

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

J. Wyatt Milton — Signature of Agency Head

Superintendent — Title

10/1/25 — Date

F) Narrative

The extra duty for the District Secondary Trainer will be paid out at the correct hourly rate of $36.67 and not the rate stated of $34.92, benefits will be adjusted for the correct amount.

The district will adjust the number of days/subs that will be provided to cover teachers as they attend professional development training.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Title II, Part A Summary Budget

Baker	020-2246C-6CT01	26A011
Name of LEA	Project Number	TAPS Number

Requested Allocation Amount	**$222,325.00**
Estimated Roll Forward	
Total Funds Requested (sum of allocation and estimated roll)	**$222,325.00**

Title II, Part A Project Amendment #	**1**
Total Project Amount Currently Approved:	$222,325.00
Total Project Amount resulting from this Budget Amendment:	$222,325.00

For use if revisions are needed to currently approved coding or to establish a new budgetary line through the amendment process. If revisions are not needed for currently approved budgetary lines, do not complete this section.

Function	Object		Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Service Level LEA/Private	Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
6400	730	Dues and Fees	AOF 1	1	Instructional Staff Training Services-Dues and Fees		$ 6,300.00	LEA									$ 6,300.00
7300	330	Travel	AOF 1	2	School Administration (Office of the Principal)-Travel		$ 2,339.47	LEA									$ 2,339.47
6400	330	Travel	AOF 1	3	Instructional Staff Training Services-Travel		$ 1,142.00	LEA									$ 1,142.00
6400	730	Dues and Fees	AOF 1	4	Instructional Staff Training Services-Dues and Fees		$ 1,890.00	LEA									$ 1,890.00
6400	120	Classroom Teacher	AOF 1	5	Instructional Staff Training Services-Classroom Teacher		$ 1,800.00	LEA									$ 1,800.00
6400	220	Federal Insurance Contributions Act (FICA)	AOF 1	5	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 136.95	LEA									$ 136.95
6400	750	Other Personal Services	AOF 1	6	Instructional Staff Training Services-Other Personal Services		$ 32,805.00	LEA	6400	750	AOF 1	6	LEA	Other Personnel Services: Subs for teachers to attend professional learning, 3.5 days will not be provided		$ (479.11)	$ 32,325.89
6400	220	Federal Insurance Contributions Act (FICA)	AOF 1	6	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 2,509.59	LEA									$ 2,509.59
5100	120	Classroom Teacher	AOF 2	1	Basic (FEFP K-12)-Classroom Teacher	0.5	$ 27,313.00	LEA									$ 27,313.00
5100	210	Retirement	AOF 2	1	Basic (FEFP K-12)-Retirement		$ 3,832.00	LEA									$ 3,832.00
5100	220	Federal Insurance Contributions Act (FICA)	AOF 2	1	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 2,089.45	LEA									$ 2,089.45
5100	230	Group Insurance	AOF 2	1	Basic (FEFP K-12)-Group Insurance		$ 2,545.92	LEA									$ 2,545.92
6400	130	Other Certified	AOF 2	2	Instructional Staff Training Services-Other Certified	0.5	$ 36,500.00	LEA									$ 36,500.00
6400	210	Retirement	AOF 2	2	Instructional Staff Training Services-Retirement		$ 8,037.30	LEA									$ 8,037.30
6400	220	Federal Insurance Contributions Act (FICA)	AOF 2	2	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 2,800.00	LEA									$ 2,800.00
6400	230	Group Insurance	AOF 2	2	Instructional Staff Training Services-Group Insurance		$ 3,305.00	LEA									$ 3,305.00
6400	130	Other Certified	AOF 2	3	Instructional Staff Training Services-Other Certified	0.5	$ 36,500.00	LEA									$ 36,500.00
6400	210	Retirement	AOF 2	3	Instructional Staff Training Services-Retirement		$ 8,037.30	LEA									$ 8,037.30
6400	220	Federal Insurance Contributions Act (FICA)	AOF 2	3	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 2,800.00	LEA									$ 2,800.00
6400	230	Group Insurance	AOF 2	3	Instructional Staff Training Services-Group Insurance		$ 3,305.00	LEA									$ 3,305.00
5100	120	Classroom Teacher	AOF 2	6	Basic (FEFP K-12)-Classroom Teacher		$ 7,857.00	LEA	5100	120	AOF 2	6	LEA	Classroom Teacher: 225 Extra-duty hours will be provided at the rate of $36.67 and not $34.92, The hourly rate was quoted at the wrong rate		$ 393.75	$ 8,250.75
5100	210	Retirement	AOF 2	6	Basic (FEFP K-12)-Retirement		$ 1,102.33	LEA	5100	210	AOF 2	6	LEA	Retirement at correct rate		$ 55.25	$ 1,157.58
5100	220	Federal Insurance Contributions Act (FICA)	AOF 2	6	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$ 601.07	LEA	5100	220	AOF 2	6	LEA	FICA at correct rate		$ 30.11	$ 631.18
6400	120	Classroom Teacher	AOF 2	4	Instructional Staff Training Services-Classroom Teacher		$ 9,000.00	LEA									$ 9,000.00
6400	220	Federal Insurance Contributions Act (FICA)	AOF 2	4	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 688.50	LEA									$ 688.50
6400	120	Classroom Teacher	AOF 2	5	Instructional Staff Training Services-Classroom Teacher		$ 4,000.00	LEA									$ 4,000.00
6400	220	Federal Insurance Contributions Act (FICA)	AOF 2	5	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$ 306.00	LEA									$ 306.00
7200	790	Miscellaneous	AOF 4	1	General Administration (Superintendent's Office)-Miscellaneous		$ 12,782.12	[redacted]									$ 12,782.12

New Line Items Added through Amendment Request

Function	Object	Area of Focus	Actitivity Number	Service Levels LEA/Private	Budget Narrative	FTE (If Applicable)	Amount Increased / Decrease	Amended Line Total
								$ -
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								$ -
					Totals:		$ -	$ 222,325.00

AGENDA ITEM NO. 8.5

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #1 to Adult Education and Family Literacy, Adult General Education with No Change in Over All Budget Total of $153,180.00. Amendment / Federal / No Matching

ATTACHMENTS:
11.17.2025 Approval of the Adult Education & Family Literacy_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Adult Education and Family Literacy, Adult General Education*

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

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

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

AMOUNT REQUESTED:	*No additional funds requested*

SOURCE: ☒ **Federal** ☐ **State** ☐ **Other:** _____

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

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION *(If additional space is needed, attachments may be used)*
Adult General Education (AGE) Amendment 1

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
This amendment is to create object code 150 and move funds for a part-time instructional assistant to provide direct instruction with adult education classes. It will also create object code 230 to pay insurance for full-time coordinator and paraprofessional. Funds will be moved from object codes 120, 643, and 648 to cover these expenses. The retirement rate has been adjusted from 13.63% to 14.03% for all personnel.

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***10/10/2025***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-1916C-6CG01
3 PROJECT/PROGRAM TITLE Adult Education and Family Literacy, Adult General Education **TAPS 26B022**	**4 AUTHORITY** **CFDA 84.002 AEFLA Federal Grant Title II WIOA** **USDE or Appropriate Agency** **FAIN#**: V002A250009
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budgetary Effective Date: 10/06/2025	**6 PROJECT PERIODS** Budget Period: 07/01/2025 - 06/30/2026 Program Period: 07/01/2025 - 06/30/2026
7 AUTHORIZED FUNDING Current Approved Budget: $153,180.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $153,180.00	**8 REIMBURSEMENT OPTION** Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2026
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2026
- Last date for receipt of proposed budget and program amendments: 04/30/2026
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date : 07/01/2025

10 DOE CONTACTS **Program**: Nicholas Key Phone: (850) 245-9041 Email: Nicholas.Key@fldoe.org **Grants Management**: Unit B (850) 245-0735	**Comptroller Office** **Phone**: (850) 245-0401	**UEI#**: MJG4ULGMPKE7 **FEIN#**: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page.

12 APPROVED:

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

10/23/2025
Date of Signing

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

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

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

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

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

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

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

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

8 Reimbursement Options:

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

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

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

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

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

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

11 Terms and Special Conditions: Listed items apply to this project

As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee. Florida 32399-0400 Telephone: (850) 245-0735	Baker County School District	Date Received **10/6/2025**
B) Program Name: Adult General Education **TAPS Number:** 26B022		**Project Number (DOE Assigned)** **020-1916C-6CG01**

C) Amendment Type

☒ Program ☐ Budget

Amendment Number: 1

D) Amendment Request Contact Information

Contact Name:	Telephone Numbers:
Carrie Dopson	**(904)259-0408**
Mailing Address: **418 S. 8th Street Macclenny, FL**	E-mail Addresses: Carrie.dopson@bakerk12.org

E) Required Signature and Certification

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

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

Signature of Agency Head	Title	Date
J. Wyatt Milton	Superintendent	9/29/2025
Signature of Charter Head	Title	Date

F) Narrative

This amendment is to create object code 150 and move funds for a part-time instructional assistant to provide direct instruction with adult education classes. It will also create object code 230 to pay insurance for full-time coordinator and paraprofessional. Funds will be moved from object codes 120, 643 and 648 to cover these expenses. The retirement rate has been adjusted from 13.63% to 14.03% for all personnel

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) 020/ Baker
District/Agency Name

B) 020-1916C-6CG01/26B022
Project Number/TAPS Number

C) 1
Amendment Number

D) Total Project Amount Currently Approved

$ 153,180.00

E) Total Project Amount resulting from this Budget Amendment

$ 153,180.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5400	150	**Salary: for 1 part-time instructional assistant to provide direct instruction with adult education students. (35 weeks @ 10 hours @ 18.48**	$ 0.20	**$ 6,500.00**	
5400	210	**Retirement for paraprofessional @ 14.03%.**		**$ 912.00**	
5400	220	**FICA/Medicare for paraprofessional @7.65%**		**$ 498.00**	
5400	230	**Insurance for part-time instructional assistant.**		**$ 1,457.00**	
5400	120	**Salary: salary for 1 full-time cordinator and 2 part-time teachers for the purpose of conducting adult education courses.**			**$ 5,000.00**
5400	210	**Retirement for paraprofessional @ 14.03%.**			**$ 701.00**
5400	220	**FICA/Medicare for paraprofessional @7.65%**			**$ 383.00**
5400	230	**Insurance for instructors, cordinator and career coach and paraprofessional.**		**$ 1,462.00**	
5400	648	**Tech related equipment over $750.**			**$ 4,000.00**
5400	643	**Computer equipment under $750**			**$ 745.00**
			Total	**$10,829.00**	**$ 10,829.00**

DOE 151
Revised July 2022

FLORIDA DEPARTMENT OF EDUCATION
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AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #4 to Workforce Development Capitalization with No Change in Over All Budget Total of $279,510.00. Amendment / Federal / No Matching

ATTACHMENTS:
11.17.2025 Approval of the Workforce Development Capitalization Grant_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Workforce Development Capitalization*

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

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

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

AMOUNT REQUESTED:	*$279,510.00 (No change in amount)*

SOURCE: ☒ Federal ☐ State ☐ Other: _____

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

LIST SPECIFIC IN-KIND CONTRIBUTIONS
N/A

PROJECT DESCRIPTION *(If additional space is needed, attachments may be used)*
Workforce Development Capitalization Incentive Grant (Cap Grant)

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
This amendment is to move remaining funds from object codes 220, 240, 369, 520, 644, to object codes 160, 210, 230, 510, 641, and 642. The funds moved to 160, 210, 230, 641, and 642 will cover negative balances in those line items. All remaining funds will be moved to supplies to help support the Building Construction and Horticulture programs that this grant was written to enhance.

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***11/04/2025***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Baker County School District	**2 PROJECT NUMBER** 020-92510-4SC01
3 PROJECT/PROGRAM TITLE Workforce Development Capitalization Incentive Grant (Cap Grant) **TAPS 24B178**	**4 AUTHORITY** **1011.801, F.S. Senate Bill (SB) 240 Section 51** **USDE or Appropriate Agency** **FAIN#:**
5 AMENDMENT INFORMATION Amendment Number: 4 Type of Amendment: Budgetary Effective Date: 10/06/2025	**6 PROJECT PERIODS** Budget Period: 07/01/2023 - 06/30/2026 Program Period: 07/01/2023 - 06/30/2026
7 AUTHORIZED FUNDING Current Approved Budget: $279,510.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $279,510.00	**8 REIMBURSEMENT OPTION** Quarterly Advance to Public Entity

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2026
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2026
- Last date for receipt of proposed budget and program amendments: 05/29/2026
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date :

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

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.
- In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page.

12 APPROVED: Jennifer Kruis 10/23/2025

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

Authorized Official on behalf of the Commissioner of Education

Date of Signing

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

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

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

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

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

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

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

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

8 Reimbursement Options:

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

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

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

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

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

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

11 Terms and Special Conditions: Listed items apply to this project

As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	Baker County School District	Date Received **10/6/2025**
B) Program Name: Workforce Development Capitalization **TAPS Number: 24B178**		**Project Number (DOE Assigned)** **020-92510-4SC01**

C) Amendment Type

☐ Program ☒ Budget

Amendment Number: 4

D) Amendment Request Contact Information

Contact Name:	Telephone Numbers:
Carrie Dopson	**904-259-0408**
Mailing Address:	E-mail Addresses:
418 S. 8th Street Macclenny, Fl	Carrie.dopson@bakerk12.org

E) Required Signature and Certification

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

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

Signature of Agency Head	Title	Date
J. Wyatt Milton	Superintendent	10/3/2025
Signature of Charter Head	Title	Date

F) Narrative

This amendment is to move remaining funds from object 220, 240,369, 520, 644, to object codes 160, 210, 230, 510, 641, and 642. The funds moved to 160, 210, 2230, 641 and 642 will cover negative balances in those line items. All remaining funds will be moved to supplies to help support the Building Construction and Horticulture programs that this grant was written to enhance.

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) 020/Baker County
District/Agency Name

B) 020-92510-4SC01/24B178
Project Number/TAPS Number

C) 4
Amendment Number

D) Total Project Amount Currently Approved

$ 279,510.00

E) Total Project Amount resulting from this Budget Amendment

$ 279,510.00

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5300	160	**Salary**: ADD budget for Administrative Assistant responsible for researching, ordering, receiving and completing all paperwork necessary for grant management.(Baker County High School, Building Construction program)		**662**	
5300	210	**Retirement** @14.03% Add budget for increased percentage of retirement cost.(Baker County High School, Building Construction program)		**107**	
5300	220	**FICA/ Medicare** Remove budget for Administrative Assistant @ 7.65% (Baker County High School, Building Construction program)			**30**
5300	230	Insurance **Add budget for Administrative Assistant prorated (Baker County High School, Building Construction program)**		$ 547.00	
5300	240	**Worker's Compensation - Remove budget for worker's compensation.**			**$ 72.00**
5300	369	**Technology Related Rentals - Remove budget for Technology related rentals. (Baker County High School; Building construction)**			**$ 2.00**
5300	510	**Supplies: Add funds for consumable supplies for Building construction and horticulture programs at Baker County High School.**		$11,191.00	
5300	520	**Textbooks: Remove budget for expenditures for textbooks not furnished by the school district, including freight). (Baker County High School; Building Construction)**			**$ 2,150.00**
5300	641	**Capitalized furniture, fixtures and equipment - equipment over $750. Add budget for capitalize furniture, fixtures and equipment. These funds will be used to purchase 1 Delta Contractor Table Saw; 4 industrial vacuum systems; 10 heavy duty workbenches. (Baker County High School; Building Construction)**		$ 10.00	

5300	642	**Noncapitalized furniture, fixtures and equipment - equipment under $750. Add funds to cover a negative balance. (BCHS; Building construction)**		$ 2.00	
5300	644	**Noncapitalized computer hardware and technology under$750. Remove budget for computer hardware. (BCHS; Building Construction)**			**$ 10,265.00**
			Total	**$12,519.00**	**$ 12,519.00**

DOE 151
Revised July 2022

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Amendment #6 to Title IV, Part A - Student Support and Academic Enrichment in the Amount of $181,860.86 with No Change in Over All Budget Total. Amendment / Federal / No Matching

ATTACHMENTS:
11.17.2025 Approval of the Title IV Part A Student Support & Academic Enrichment_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title IV, Part A - Student Support and Academic Enrichment*

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

CONTACT PERSON:	*Carrie Dopson*

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

AMOUNT REQUESTED:	

SOURCE: ☒ Federal ☐ State ☐ Other: _____

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

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION ***(If additional space is needed, attachments may be used)***
The transfer of funds from all remaining object codes in the No-Cost Extension 2024-2025 Title IV grant to be used to purchase ACT, SAT, and CLT vouchers for BCHS

HOW WILL FUNDS BE USED ***(If additional space is needed, attachments may be used)***
This amendment is for the remianing funds in the No-Cost Extension of the 2024-2025 funds issued by the Department of Education. These remaining funds will be used to purchase ACT, SAT, and CLT for seniors at the Baker County High School. ***There are no changes in the overall grant total of $181,860.86***

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***11/6/2025***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT
Baker County School District

2 PROJECT NUMBER
020-2415A-5C001

3 PROJECT/PROGRAM TITLE
Title IV, Part A - Student Support and Academic Enrichment (SSAE)

TAPS 25A120

4 AUTHORITY
84.424A Title IV Student Support and Academic Enrichment
USDE or Appropriate Agency

FAIN#: S424A240010

5 AMENDMENT INFORMATION
Amendment Number: 6
Type of Amendment: Budgetary
Effective Date: 10/07/2025

6 PROJECT PERIODS
Budget Period: 07/01/2024 - 06/30/2026
Program Period: 07/01/2024 - 06/30/2026

7 AUTHORIZED FUNDING

Current Approved Budget:	$181,860.86
Amendment Amount:	
Estimated Roll Forward:	
Certified Roll Amount:	
Total Project Amount:	$181,860.86

8 REIMBURSEMENT OPTION
Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2026
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2026
- Last date for receipt of proposed budget and program amendments: 05/31/2026
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date : 07/01/2024

10 DOE CONTACTS
Program: Raven Wilcoxson
Phone: (850) 245-0558
Email: Raven.Wilcoxson@fldoe.org
Grants Management: Unit A (850) 245-0735

Comptroller Office
Phone: (850) 245-0401

UEI#: MJG4ULGMPKE7
FEIN#: F596000509001

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- The Department's approval of this contract/grant does not excuse compliance with any law.
- Other: Please note that additional terms and conditions may apply depending on the assurances associated with this project. For further details, refer to Section 11 on the following page.

12 APPROVED:

Jennifer Kruis
Authorized Official on behalf of the Commissioner of Education

10/23/2025
Date of Signing

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

DOE-200
Revised 07/15

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

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

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

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

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

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

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

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

8 Reimbursement Options:

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

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

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

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

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

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

11 Terms and Special Conditions: Listed items apply to this project

As applicable, grantees must not use federal funds under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), the Boy Scouts of America Equal Access Act of 2001 (20 U.S.C. § 7905), section 117 of the Higher Education Act of 1965, as amended (20 U.S.C. § 1011f), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, the U.S. Department of Education and/or the Florida Department of Education may take appropriate enforcement action including under section 451 of the General Education Provisions Act (GEPA), which may include the recovery of funds under section 452 of GEPA.

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

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	**Baker County School District** **392 S BLVD EAST** **Macclenny, FL 32063**	Date Received 10/7/25
B) Program Name: **Title IV, Part A: Student Support and Academic Enrichment** **TAPS Number: 25A120**		**Project Number (DOE Assigned)** **020-2415A-5C001**

C) Amendment Type

☐ Program ☒ Budget

Amendment Number: 6

D) Amendment Request Contact Information

Contact Name: Carrie Dopson	Telephone Numbers: **904-259-0404**
Mailing Address: **270 S BLVD EAST** **Macclenny, FL 32063**	E-mail Addresses: Thomas.hill@bakerk12.org

E) Required Signature and Certification

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

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

Signature of Agency Head | Superintendent (Title) | 10/7/25 (Date)

F) **Narrative**

No-Cost Extension 24-25

This amendment would move the remaining money in the no-cost extension grant for the following:

SAT, ACT and CLT - Provide ACT, SAT and CLT vouchers to students at the Baker County High School. Students who have not passed the state assessments for graduation can use concordant scores from ACT, SAT or CLT in the place of the state assessment. Many of these students cannot afford to pay for these assessments. ACT, SAT and CLT vouchers would be given to students who show financial need. Fees for Saturday testing days would also be covered for students. These vouchers range from $30 to $75 per student.

The guidance counselors, teachers and principals of the high school will monitor students' success on these assessments. The goal is to have as many students possible that need these scores for graduation, be successful, leading to a diploma.

Please see attached DOE 151.

FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM

A) Baker County School District
District/Agency Name

B) 020-2415A-5C001 /25A120
Project Number/TAPS Number

C) 6
Amendment Number

D) Total Project Amount Currently Approved
$181,860.86

E) Total Project Amount resulting from this Budget Amendment
$181,860.86

F) Line Item Description

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5100	730	Dues and Fees: Purchase ACT, SAT, and CLT vouchers for Seniors at Baker County High School, AOF1, Activity 3		$ 6,141.88	
5100	130	Other Certified, Amendment 5			$ 2,029.53
5100	150	Paraprofessional, AOF2, Activity 1			$ 1,572.87
5100	210	Retirement			$ 499.94
5100	220	FICA			$ 320.36
5100	230	Group Insurance			$ 427.16
5100	369	Technology Related Rentals, Amendment 5			$ 87.50
6400	220	FICA, AOF1, Activity 4			$ 1,204.52
			Total	$ 6,141.88	6,141.88

DOE 151
Revised January 2017

Richard Corcoran, Commissioner

FLORIDA DEPARTMENT OF EDUCATION
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AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	N/A
ITEM TYPE:	Removed Routine
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Removed Routine Items.

AGENDA ITEM NO. 9.2

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Andy Giddens - (259-6995)
ITEM TYPE:	Out of State Travel
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Out of State Field Trip on December 9, 2025 to the Okefenokee Swamp Park in Waycross, Georgia, for Environmental Science Class Students and Staff Chaperones. (Traveling by School Bus)

ATTACHMENTS:
11.17.2025 Approval of BCHS Environmental Science Out-of-State Trip to Waycross, GA_A.Giddens.pdf

October 30, 2025

Wyatt Milton, Superintendent
School Board Members
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and Baker County School Board Members:

The purpose of the letter is to request permission for the Baker County High School Environmental Science classes to travel to the Okefenokee Swamp Park in Waycross, Georgia, to gain valuable hands-on experience in the field of ecology and wildlife management. This experience will deepen their understanding of ecological principles that will be assessed on their Ducks Unlimited certification exam throughout the year. The group will depart Baker County High School on December 9th around 7:45 am and will arrive in Waycross, Georgia, at 9:00 am. The students will participate in multiple ecological activities, including swamp dipnetting, a reptile species class, an ecology course, and more during our time at the park. We will leave the park at 2:45 pm and return to Baker County High School at 4:15 pm. Staff traveling with the group will be as follows: Environmental Science teacher, Marina Mixon, Lead Science Teacher, Jessica McHenry (also driving a bus), and Assistant Principal, Jared Stafford. One more driver/chaperone is currently being determined. School buses will be used as means of transportation for the team. Thank you for your consideration and support of our science students' education in this matter!

Sincerely,

Marina Mixon, Instructor
Baker County High School

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the Information Technology Department Positions Signing Authority for Student Data Privacy Agreements.

ATTACHMENTS:
11.17.2025 Approval of Positions to Sign Data Sharing Agreements_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

DATE: November 4, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Student Data Privacy Agreements – IT Department signing authority

Please request Board approval to authorize the following positions within the Information Technology Department to sign standard Student Data Privacy Agreements published by the Student Data Privacy Consortium on behalf of the Baker County School Board:

- District Computer Network Specialist – Wayne Howell
- Information System Support Technician – Tyler Brim
- Information Specialist/Student Database Manager – Marybeth Windham

A Board work session was held on August 18, 2025, to develop privacy agreement approval procedures for standard agreements that have been previously vetted through the Student Data Privacy Consortium. No formal action was taken by the Board at that time.

However, granting this authorization will allow the IT department to expedite the approval process for digital tools and services, ensuring timely access for students and staff while upholding the district's commitment to data privacy and security. Any variation from the standard SDPC agreement will require a full review and approval by the Board before execution.

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

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025 Revision to Purchasing Policies, Procedures, and Guidelines Book.

ATTACHMENTS:
11.17.2025 Approval of the 2025 Purchasing Policies, Procedures, and Guideline Book_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

DATE: November 3, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: 2025 Purchasing Policies, Procedures and Guidelines book

Please request Board approval of the 2025 revision to Purchasing Policies, Procedures and Guidelines book. This book has not been updated since July 2013. Board policy 7.140* was recently updated in July 2025 to include new state and federal guidelines as well as increasing the purchasing thresholds. To remain consistent in our policies, a revision to the purchasing book was necessary.

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

PURCHASING POLICIES, PROCEDURES & GUIDELINES

PURCHASING CARD/CREDIT CARD PROCEDURES

BIDDING REQUEST FOR PROPOSAL (RFP) PROCEDURES

WAREHOUSE PROCEDURES

BAKER COUNTY SCHOOL DISTRICT

Revised October 2025

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- General Terms & Conditions, Revised 2025

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- Custodial Supply Order Form

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

DATE: July 17, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: Capitalization Threshold for Asset Recording – Effective 7/1/2025

Please request Board approval to increase the district's capitalization threshold for asset recording from $750 to $1,000 effective July 1, 2025.

The Florida Administrative Code 69I-73.002 sets the threshold for recording property for a government entity within their financial system. Both cost and useful life are used as indicators to determine whether or not to capitalize a purchased asset. The current value is set at $5,000 by the Florida Administrative Code.

The District's current capitalization threshold for attractive items is $750 and has been in place for almost 20 years. Given the rising cost of all types of equipment, it makes sense to increase the threshold to $1,000 for attractive items. The District will still require these attractive items to be properly tagged and recorded in our inventory (fixed asset) system. This small change in overall cost per item will align better with the types of equipment we normally purchase and capitalize. By slowly increasing our threshold, we can continue to monitor costs and ensure that valuable assets are still property numbered and tracked.

The FAC requirements will also be reflected in Board Policy 7.070 and Board Policy 7.080, after Board workshop and Board approval.

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

PURCHASING POLICIES AND BIDDING 7.140*

The Superintendent or Executive Director for Support Services shall be responsible for all purchases of materials, equipment, and services from District school funds. Only persons authorized by the Superintendent or School Board rules may make any purchase involving the use of school funds. Unauthorized expenditures shall not be approved by the School Board. Florida Statutes, State Board of Education rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The following provisions shall govern purchasing and bidding procedures.

I. Authorization to Execute Purchase Orders

The Executive Director of Support Services shall be authorized to sign purchase orders.

II. Development of and Adherence to Specifications.

Purchases through bids and quotations procedures shall be based upon justification and specifications, which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product, which best meets the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted. The Superintendent or designee shall be responsible for soliciting the assistance of District staff members who use the products to prepare specifications and to evaluate bids.

III. Requirements for Competitive Bids.

Sealed bids shall be requested for any purchase of materials, equipment, or service above limits set by State Board of Education rules unless the item is purchased on the basis of an established state contract, through approved on-line procurement, under the provisions of Subsections (9) or (10) herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules. A particular item or group of similar items, which is anticipated to exceed a collective legally permitted total during the fiscal year, shall be subject to the bid requirements as described herein.

IV. Standard Bid Procedures

A. The Purchasing Agent shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list. The Purchasing Agent shall mail each request

for bids to each person and firm on the list for that particular commodity and may mail the request for bids to other known persons or firms that are capable of providing the requested commodity.

1. The Purchasing Agent may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.

2. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. Provided, however, the person or firm may apply to the Purchasing Agent for reinstatement to the vendor list after being removed for one (1) year.

3. Prior to the issuance of a purchase order in excess of the threshold provided in 287.017, F.S., for Category Two, the vendor shall execute an affidavit, pursuant to Florida Statutes, certifying that neither the firm nor any of its principals have been convicted for a public entity crime and placed on the convicted vendor list within the previous thirty-six (36) months. Additionally, Federal Funding requires vendors to comply with all current provisions contained within the Code of Federal Regulations (CFR), Appendix II to Part 200, Title 2 - Contract Provisions for Non-Federal Entity Contract Under Federal Awards.

B. Bid Receipt, Opening, and Tabulation.

Sealed bids in the Purchasing Office at the time and date designated in the request for bids. All bids shall be opened publicly by the Purchasing Agent or his or her designee in the presence of at least two (2) School Board employees. The purchasing Agent shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The tabulation shall be signed by the Purchasing Agent and School Board employee in attendance. Bids received after the designated time shall not be accepted or considered.

C. Award of Bids

1. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, the recommendation shall be made by casting lots. Samples of products may be requested when needed. The School Board shall reserve the right to reject any or all bids.

2. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.

D. Public Inspection of Bids - Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in 119.071, F.S. When documents are no longer exempt and may be copied, the fee for photocopying shall be in accordance with the School Board Policy 3.070, Copying of Public Records. Original bids and quotations and the transmittal envelopes shall not be removed from the Purchasing Office.

E. Award to Other Than Low Bidder - Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing Agent giving the reasons and justification for such action as provided in Subsection 4 herein. Single or combination items may be considered in determining the recommendation.

F. Bid Withdrawal - A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Agent and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.

V. Electronic Bidding

A. Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met.

B. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor.

C. Multiple awards may be made provided that the solicitation documents clearly state this option.

D. Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing agent giving the reasons and justification for such action.

E. Documentation of the bid process shall be maintained for audit purposes.

VI. Emergency Situations

A. Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be

required to make telephone contacts with at least two (2) vendors to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

B. If the Superintendent determines in writing that the time required to obtain pricing will enhance the emergency situation, the emergency purchase may be made without quotations.

C. Emergency bids, if approved by the Superintendent, may be requested by telephone, internet, or in writing and returned as the emergency requires. All emergency bids shall be tabulated and presented to the Superintendent, who shall submit the bids to the School Board for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid public interest.

VII. Requisitions

Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Agent may grant permission for a purchase without a requisition, provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

VIII. Information Quotations on Purchases

Quotations (as specified in Purchasing Handbook) shall be obtained from at least two (2) sources, except as provided in subsection 13 herein, prior to issuing a purchase order for materials, services, or equipment as established and required by state law or regulation.

IX. Purchasing Thresholds

Except as authorized by law or rule, the Superintendent is authorized to purchase commodities or contractual services with Competitive Solicitation where the total amount of the purchase is less than $50,000 and does not exceed the applicable appropriation in the School District budget.

Proper procedures will be followed to request Formal sealed bids from three (3) or more reputable sources of supply for any authorized purchase of $50,000.00 or more. For expenditures less than $50,000.00 (FAC Rule-6A 1.012), quotations are required as follows:

$0 - $4,999 – Purchases made in this category are from vendors who are supplying a reasonably priced item(s) and with the appropriate level of quality and be carried out using good purchasing practices. These purchasing practices may include but are not limited to documented informal verbal quotations from at least two (2) suppliers.

$5,000 - $24,999 – Purchases made in this category will require documented informal written quotations from at least two (2) suppliers.

$25,000 - $49,999 – Purchases made in this category will require documented written quotations or informal bids to be opened upon receipt from at least three (3) suppliers. If it is determined that a commodity and/or contractual service is available only from a single source or that conditions warrant negotiation on the best terms and conditions, the agency may proceed with the procurement.

X. Purchase of Foods and Non-Food Items for the Food Service Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan (Plan) for purchasing food and non-food supply items for the school food service program.

A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.

B. The Plan shall provide for various types of selection procedures including on- line procurement if approved by the state, as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services rules.

C. The District's Plan shall ensure that all purchasing activities relating to the National School Lunch and Breakfast Programs are in compliance with the rules, regulations, and policies set forth in 7 CFR 210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.

D. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.

XI. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance.

A. Federal grant procurement requirements are in addition to School Board Policies, State Board of Education Rules, Florida Statutes and Purchasing

Procedures. The District's financial management system must include written procedures for determining the allowability of costs for the Federal Award.

B. The Purchasing Department is responsible for ensuring that acquisitions are appropriately managed so that suppliers perform in accordance with an agreement's terms, conditions, and specifications. Ultimately, the Contract Administrator is responsible for the post-award or contract administration/performance of the contractor in compliance with the contract in fulfilling that responsibility with regard to any agreement.

C. The District will adopt procedures to govern the District's purchasing processes and controls relative to acquisition actions proposed to be funded by Federal awards under the District's management.

D. The District's Purchasing department shall comply with all applicable statutes, regulations, rules, and policies. In the event any of these may conflict the Uniform Guidelines of 2 CFR 200.320, the Uniform Guidance shall prevail.

E. The District will follow the General Procurement Standards set forth in 2 CFR 200.318 – 200.326 for every Federal Grant Purchase.

1. The non-Federal entity (i.e. school board) must use its own documented procurement procedures which reflect applicable School Board Policies, State Board of Education Rules, applicable Florida Statutes and State requirements for Educational facilities, provided that the procurement conforms to applicable Federal law and the standards identified in 2 CFR 200.317 – 200.327.

2. Non-Federal entities must maintain oversight to ensure the contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The School Board has determined that the Department Grants Contract Administrator is responsible for this primary contract administration role with the assistance as necessary by Purchasing staff.

3. Prior to releasing any purchase order covered under these procedures, Purchasing shall execute and document a history of the steps and measures necessary to ensure that the following considerations have been explored and implemented where possible and feasible. The Federal Procurement Checklist Required Documentation is to be used to support the purchasing process.

4. The three types of procurement methods will be used for Federal Grants.

a) informal procurement methods for micro-purchases and simplified acquisitions;
b) formal procurement methods through sealed bids or proposals; or

c) and non-competitive procurement methods when the circumstances exist to permit this type of procurement.

F. Title to equipment acquired under the Federal award will vest upon acquisition in the recipient or subrecipient in accordance with the conditions set forth in 2 CFR 200.313. The title must be a conditional title unless a Federal statute authorizes the Federal agency to vet title in the recipient or subrecipient without further responsibility to the Federal Government. The District must use, manage and dispose of equipment acquired under Federal awards in accordance with State laws and procedures.

G. Compensation for employees engaged in work on Federal awards for services of employees rendered during the period of performance are allowable provided they satisfy the requirements of 2CFR 200.430. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

H. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employees or is about to employ any parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Employees in violation of this conflict of interest are subject to disciplinary measures, and applicable negotiated agreements, up to and including termination.

XII. Government and Agency Bids

Subject to provisions of law, the Superintendent may authorize purchase bids approved by the state of Florida, other government agencies, or educational consortium.

XIII. Acquisition of Professional or Educational Services

The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

A. Selection of an architect, construction management, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.141, Selecting Professional Services.

B. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.

XIV. Single Source Commodities or Contractual Services

A commodity or contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

XV. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument, which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

XVI. In lieu of requesting bids from three (3) or more sources, school boards may make purchases at the unit prices in contracts awarded by other city or county governmental agencies, other school boards, community colleges, or state university system cooperative bid agreements when the bidder awarded a contract by another entity defined herein will permit purchases by a school board at the same terms, conditions, and unit prices awarded in such contract, and such purchases are to be economic advantage of the school board.

The requirement for requesting bids from three (3) or more sources will not be required for purchase of educational tests, textbooks, educational software, printed instructional materials, films, filmstrips, video tapes, disc and tape recordings, or similar audiovisual materials, or for library and reference books and printed library cards where such materials are purchased directly from a producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

XVII. Bid Protest:

A. A bidder, who wishes to file a bid protest, must file such notice and follow procedures prescribed by Section 120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the Purchasing department. For bids solicited by the Facilities department, the notice must be filed with the Facilities department or such persons as the Superintendent designates.

B. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Baker County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than $500 nor more than $5000. The bond shall be conditioned upon the payment of all costs, which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing

process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

C. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

XVIII. All purchase orders shall be encumbered to the proper accounting record prior to issuance.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **112.312, 120.57, 212.0821, 255.04, 274.02, 287.017, 287.057, 287.133, 1001.421, 1001.43, 1010.01, 1010.04, 1013.47, F.S. 2 CFR 200.302, 2 CFR 200.313; 2 CFR 200.317-327; 2 CFR 200.403-405; 2 CFR 200.430, 7 CFR 10**

STATE BOARD OF EDUCATION RULES: **6A-1.012, 6A-1.085, 6A-1.087, 6A-7.0411**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.003, 5P-2**

HISTORY: **ADOPTED:**

REVISION DATE(S): **9/18/00, 11/18/03, 04/05/04, 05/01/06, 01/02/07, 01/05/08, 06/01/09, 12/07/09, 05/21/12, 11/06/23, 7/21/25**
FORMERLY: 6.13

Purchasing Procedural Guidelines

Revised October 2025

1) Formal sealed bids shall be requested from three (3) or more reputable sources of supply for any authorized purchase of $50,000.00 or more. For expenditures less than $50,000.00 (FAC Rule-6A 1.012), quotations are required as follows:

$1,000 - $4,999 Documented informal verbal quotations from at least two (2) suppliers

$5,000 - $24,999 Documented informal written quotations from at least two (2) suppliers

$25,000 - $49,999 Documented informal written quotations from at least three (3) suppliers

Retain your written quote form and/or signed vendor quotes. Use MIS-L 386 as required. You are required to provide copies of quotes to Finance and/or Accounts Payable. Please attach a copy of the quote to your purchase order.

*Exempt are textbooks and items listed in School Board Policy Section 7.14, (XIV).

This procedure applies to all purchases including those made via School Internal Accounts. Internal Auditors will be reviewing this procedure.

2) Circumventing Statutory Requirements - Splitting requirements into smaller amounts to get below the dollar limit for which competitive bidding is required is strictly forbidden. Such practices are contrary to Board Policy and State of Florida Regulations.

3) When making a purchasing decision regarding local vendors, the Superintendent's direction is to utilize them when feasible, yet cost effective. For example, when receiving a price that is slightly higher for an item from a local vendor, but convenience is critical, use the local vendor. However, it is not required to use local vendors when prices are not competitive. Use your BEST judgment and attach documentation to the purchase order accordingly.

4) When "piggy-backing" off another county's bid, be sure that you reference the county and the bid number in the body of the purchase order. The following documents should also be retained in your files.

a) copy of the bid tabulation sheet
b) specification of product to be purchased
c) documentation of specific County's School Board approval

5) Purchases from State of Florida Contracts - Florida Department of Education Regulations require that School Boards give consideration to purchasing contracts which have been established by the Division of Purchasing, State of Florida. Many commodities are available through these purchasing contracts and the website link is as follows:

http://www.dms.myflorida.com/business operations/state purchasing

State Term Contract Number should be included in the body of Purchase Orders.

Purchasing Card/Credit Card Procedures

Revised October 2025

PURPOSE

To provide guidance on the proper use of Baker County School Board's Purchasing Card/Credit Card meeting the following criteria:

SCOPE

The requirements will apply to all School Board employees participating in the program. Procedures for all Regions Bank Purchasing Cards, Store Credit Cards. i.e. Wal-Mart, etc., gas cards, club purchasing cards and any other cards with Baker County School Board listed as the cardholder.

BACKGROUND

The Baker County School Board has made available to designated employees delegated authority to make minor purchases directly through a Purchasing/Credit Card Program.

PURCHASING CARD DESCRIPTION

The Purchasing Card shall contain the Baker County School Board's name, Baker County School Board cardholder's name, tax exemption number and an expiration date. The card has been uniquely designed to avoid confusion with credit cards. The Purchasing Card from Regions Bank does not require a Purchase Order; however, it does require the completion of the P-card authorization form and approval and signature by the Finance Director prior to the purchase.

The Finance Director will set limits for each cardholder: dollar amount per transaction (single or multiple items), number of transactions (authorizations) per day, and the dollar amount per billing cycle. The limits shall, generally be as follows:

Single per transaction limit:	$1,500.00
Billing Cycle (Monthly) Limit:	$3,000.00

Purchases beyond the "Single per Transaction Limit" must be made in accordance with the Purchasing Policy. Such exceptional purchases will conform to the Purchasing Policy and require the appropriate approval of the Finance Director prior to purchase. All transactions for Credit Cards should have an approved Purchase Order/P-card authorization form.

Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program.

CREDIT CARD DESCRIPTION

Store Credit Cards are to be used as Department/School Cards and are to be used in accordance with the Purchasing Procedures and Internal Account Procedures (as applicable).

1. DEFINITIONS

Accounts Payable Finance Aide, Secretary [Bookkeeper or Designee] - Employees designated by Department Heads/Principals to be responsible for the reconciliation, documentation and account coding of purchasing Card transactions for a specified group Cardholders.

Bank - The financial institution, which has entered into an agreement with the School Board to provide the Purchasing Card Program, (currently Regions Bank).

Billing Cycle - The monthly billing period that begins on a set date of each month and ends on the same day the following month, with twenty-day (20) grace period before payment is due.

Merchant Category Code (MCC) Limit - A method to control where spending is allowed. All Visa merchants are assigned an industry-specific MCC code, which the School Board can restrict from Purchasing Card access. Once an MCC code is blocked, all merchants within that category will be declined.

Monthly Limit - The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.

Purchasing Card - A charge card issued to an employee for the purpose of purchasing items.

Credit Card - A charge card issued to the school or school district for purchases as approved.

Purchasing Card Administrator - The Purchasing Director and Finance Director are responsible for the administration of the purchasing card program. An alternate within the Finance Department will also be assigned.

2. HOW IT WORKS

- The Departmental Director or School Principal authorizes the issuance of Purchasing Card or Credit Card to an employee. A Purchasing Card/Credit Card acceptance form must be completed for anyone using a Regional Purchasing Card Visa or a Purchasing Card from a bank.
- The Finance Director coordinates issuance of a Purchasing Card to authorized employees.
- Prior to any purchase in which the Purchasing Card or Credit Card is to be used, the Purchasing/Credit Card Requisition/Authorization form **MUST** be completed, signed and approved by the Finance Director (pending availability of funding).
- A Cardholder presents goods or services for purchase to a vendor who accepts VISA/or a store Credit Card.
- The vendor processes the card information to obtain authorization for the purchase.
- The Bank receives the transaction information electronically from VISA.
- The Bank verifies the account number and spending control limits on the card
- The Cardholder receives the merchandise and a copy of the receipt.
- The Cardholder retains the original receipt along with the authorization form and submits to School-Bookkeeper/Accounts Payable Department on a daily basis.
- The vendor receives payment for the merchandise.
- The Bank submits monthly billing to the District Finance office.
- District Finance Office or School Bookkeeper reconciles billing.

3. RESPONSIBILITIES

A. Cardholder/Authorized Credit Card User is responsible for the following:

- Holding and securing the Purchasing Card/Credit Card and card number.
- Buying supplies and services.
- Informing vendor of tax-exempt status prior to processing sale transaction.
- Collecting, saving sales receipts and supporting documentation.

- Receiving and inspecting all ordered materials and services.
- Reponing discrepancies to vendor and handling disputed charges.
- Reviewing/verifying charges with the school/bookkeeper or secretary.
- Submitting statements and receipts to the Accounts Payable Department as quickly as possible after the transaction.
- Completing the requisition/authorization form including coding.
- Complying with the Baker County School Board Purchasing policy and procedures.

B. Department Head Principal is responsible for the following:

- Designating secretary/bookkeeper and communicating it to District Accounts Payable.
- Requesting Purchasing cards.
- Evaluating the need to cancel or reissue cards.
- Collecting revoked cards from Cardholders and remitting to the Purchasing Director/School Bookkeeper.

C. Financial Services and/or School Bookkeeper (internal accounts) is responsible for the following:

- Requisition/authorization forms and supporting documentation from all Purchase Card Recipients.
- Performing a pre-audit over receipts and charges.
- 1099 reporting if applicable.
- Payment to Bank or Company in accordance with Terms and Conditions in Contract with Bank.
- Approving monthly billing from Bank and/or Company.

D. Bank and/or Company is responsible for the following:

- Providing monthly statements and reporting information.
- Providing duplicate copies of sales receipts in case of disputed charges.
- Providing customer service.

4. PROCESSES

A. Requesting a Purchasing Card

- Purchasing cards will be issued to Baker County School Board employees who frequently purchase low-dollar goods or services.
- All requests for Purchasing Cards must be submitted by the respective Department head to the Finance Director for approval. No credit checks are made against individual Cardholders.
- The Finance Director will review the request and coordinate the issuance of the Purchasing Card with the respective Department Head/Principal, and notify the Cardholder of the next available Purchasing Card training session.
- The Bank issues the Purchasing Card and mails it to the Department Head/Principal. "See Photo ID" shall be written in the signature space on the back of card.
- Cardholder is to make a legible copy of both sides of the card submit to the Purchasing Director.
- The Cardholder attends a mandatory Purchasing Card Program training session and signs the Cardholder Acceptance Form.
- The cardholder acceptance form will be retained in Purchasing Department.

B. Modifying Purchasing Card Limits

- All requests for modifications to Cardholder limits must be submitted by the Department Head to the Purchasing Director.
- The Purchasing Director reviews the modification and submits it to the Bank for processing.

C. Using the Purchasing Card - General Information

The Cardholder may pick up supplies or services, or place an order for these by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pick up, shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No back ordering is allowed using the Purchasing Card.

Telephone Orders: The cardholder must confirm that the vendor will charge the Purchasing card when shipment is made so that receipt of the supplies may be certified immediately. This is also a requirement of the vendor's contract with VISA.

Prohibited Purchases: The Purchasing Card is to be used for Baker County School Board authorized purchases only. The Purchasing Card cannot be used for any personal purchases or transactions. The Cardholder is the only person authorized to use their assigned Purchasing VISA card. For a Department or School Visa Card/Store Credit Card, other authorized users, as indicated on the Purchasing Card/Credit Card Acceptance Form, may use the card with a Purchase Order.

The following supplies and services shall not be purchased with the Purchasing card:

- Alcohol and Tobacco Products
- Personal Items
- Cash Advances
- Meals**
- Entertainment in conjunction with travel
- Telephone calls
- Medical Services
- Legal Services
- Cellular Phone
- Gifts/Gift Cards (unless used as door prizes or with specified school program. All gifts/gift cards must be signed for by recipient and not exceed $25.00.)
- Any other restrictions that may be placed by the Finance Director

  **Not to be confused with food items purchased by School Nutrition Services or food purchased through Federal Funds when Federal programs guidelines permit such use. Excluding approved student BCHS out of town events. No gratuities included.

Some cards may not have such restrictions if it deemed to be in the School Boards best interest. Such a determination requires approval by the Finance Director.

Dollar Limits: A Purchase may be made up of multiple items, but the total invoice (including Shipping) cannot exceed Cardholders single purchase limit. Charges for Purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program.

Sales & Use Tax: The School Board is exempt from paying any state of Florida (and generally, all other states) sales tax, even if the purchase is made with the Purchasing Card/Credit Card. The School Board's sales tax exemption number is printed on the face of some Purchasing Cards. The Authorized user is responsible for providing a copy of the Tax Exemption Certificate if the Tax Exemption Number is not embossed on the Purchasing/Credit Card.

It is the cardholder's responsibility to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale. If the vendor charges sales tax, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Do not permit the vendor to issue cash to settle a sales tax error. If you have difficulty with a vendor regarding sales tax or any other tax, please contact the District Accounts Payable Finance Aide or School Bookkeeper.

Documentation: For all transactions, the cardholder must retain the original customers' copy of the charge slip, along with the detailed receipt, which identifies every item purchased and the corresponding item cost. For telephone orders, the Cardholder must retain the receipt and/or packing slip. The cardholder must also complete the required Purchasing Authorization Form.

Missing Documentation: Where supporting documentation is missing, the Cardholder must contact the vendor and request a duplicate receipt. Failure to provide adequate documentation will result in disciplinary action and employees may be required to make personal payment for such transactions.

Denied Purchase: The Cardholder may report a denied point of sale or other rejected purchases to the School Bookkeeper or Department Secretary. This person must advise the Finance or Purchasing Director of any known denied Cardholder purchase. Information to be provided includes Cardholder name and account number, vendor and date if declined sale. The Finance or Purchasing Director shall inquire into the denied sale, take appropriate action and report back to the School Bookkeeper/Department Secretary. If a vendor refuses to accept a Purchasing Card, the Cardholder should report this fact to the School Bookkeeper/Department Secretary who will forward

this information to the Finance Director. The School Board purchasing procedures apply to the Purchasing Card as well. If you have any questions, please contact Purchasing prior to purchase.

Funding: You must follow your department administrative funding procedures to ensure that sufficient funds are available prior to making a purchase.

Use of the Purchasing Card does not relieve you from complying with federal, state, local laws, ordinances, regulations or School Board policies and Procedures.

For every purchase made, the respective Cardholder must be prepared to substantiate necessity or official use. Misuse of the Purchasing Card shall be subject to the immediate revocation of Purchasing Card privileges. The respective Department Head and Finance Director will handle resolutions of situations involving improper use of the Purchasing Card.

Questions: Questions regarding Purchasing Card procedures should be directed to the Finance Director's Office.

D. Reconciling Monthly Statements

- The Bank or Credit Card Company will provide monthly memo statements and monthly unconsolidated statements for verification of charges and reconciliation.
- On a daily basis, the Cardholder or Authorized User (credit card) is responsible for securing and delivering all necessary documentation (sales receipts, etc.) for every transaction to the Accounting Finance Clerk or School Bookkeeper. Each cardholder is responsible for ensuring the subject receipts clearly show what has been purchased and at what price. Sales receipts that do not provide sufficient information must be supplemented with documentation from the vendor at the time of purchase. If a receipt is missing, it is the Cardholder's responsibility to contact the subject vendor and request a duplicate receipt and appropriate documentation. In the event the receipt cannot be secured, the Cardholder may be personally liable for the cost of the subject transaction and may be subject to disciplinary action.
- The Accounts Payable Finance Aide/School Bookkeeper must verify the purchases were for proper public service and verify/assign the account codes. Such receipts shall be recorded on the Purchasing Card authorization Form and sent to the Finance Department as

purchases are made. Transactions involving fraud, disputed charges, and employee misconduct must be reported to the purchasing Department and bought to the attention of the Finance Director.

Unauthorized purchases will result in disciplinary action and the employee will be required to make payment for any such transaction. When purchases are questioned, the School Bookkeeper/Accounts Payable Finance Aide is responsible for resolving the issue with the Cardholder. If the School Bookkeeper/Accounts Payable Finance Clerk is not satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to the Bank/Credit Card Company for the full amount of the purchase, plus applicable sales tax. Checks must be sent along with the statement to Finance Department, with an explanation of why the violation occurred.

E. Resolving Returns and Credits, Disputes and Erroneous Charges

- A dispute occurs when a cardholder questions a transaction that has been charged to their account. The Cardholder will contact the merchant in question about the transaction and seek to resolve the matter by requesting or supplying necessary information. This should be handled immediately.

  As a result of the dispute, the School Board remains obligated to pay for the disputed items(s); however, the next statement will be reduced by the amount of the disputed item(s) and the bank will resolve the matter within 90 days.

F. Reporting a Stolen Purchasing Card

- If a card is lost, stolen, or misplaced the Cardholder must immediately notify the Finance Department and report it to the Purchasing Card Bank or Credit Card Company. Upon such notification, access to the card will be immediately blocked. A new card will be mailed to the Cardholder the notification at no cost to the Cardholder or School Board.

G. Purchasing Card Termination

- Terminated/Retiring Employees: Department Heads must notify the Purchasing Finance Director and/or School Bookkeeper of terminated/retiring employee. The Purchasing Finance Director is required to notify the bank to cancel the card of the terminated/retiring employee within 24 hours.

During the exit interview the respective Department Head/Principal will obtain the Purchasing Card from Terminated/Retiring employee. Department Heads/Principals must notify the Purchasing Finance Director when cards belonging to terminated/Retiring employees are not returned.

H. Revocation of Card

- Purchasing Card privileges may be revoked upon the Cardholders failure to follow School Board policy and procedures. The respective Department Head/Principal, Finance Director and the school Bookkeeper will coordinate the revocation of Purchasing Cards. The Purchasing Finance Director will immediately notify the bank to cancel any such cards

The Department Head/ Principal will obtain the revoked Purchasing card from the employee. The Department Head must destroy the returned Purchasing Card by cutting it in two and must deliver it to the Purchasing Finance Director, who will then, in turn, shred and cancel the respective card(s).

I. Violations

The following actions are prohibited:

- Purchases of items specifically prohibited by policy;
- Purchases that exceed the Purchasing Card Limits;
- Not reporting lost or stolen cards;
- Purchases from vendors that create a conflict of interest, (i.e., purchases from companies owned or operated by County employee(s) and/or their relatives, etc.);
- Inadequate record keeping and/or documentation of purchases;
- Acceptance of cash in lieu of a credit to the statement;
- Splitting of purchases within the single purchase limit.

Failure to comply with this policy may result in employee removal from the Purchasing Card/Credit Card Program and any other disciplinary action as appropriate.

Baker County School Board
Purchasing/Credit Card Requisition/Authorization

Date: _____

Vendor Name: _____ Contact: _____

Vendor Address: _____ Phone: _____

_____ COST CENTER _____

Item	Description	Qty	Unit Price	Extended Total	Fund	Function	Object	Project
			$	$				
			$	$				
			$	$				
			$	$				
			$	$				
			$	$				
	Subtotal:			$				
	Shipping & Handling:			$				
	Total:			$				

Reason for Purchase via Credit Card:

_____

_____

_____ _____ _____ _____

Requestor (Employee Signature) *Date* *Authorized By (Cardholder/Principal/Director)* *Date*

_____ _____

Finance Director Approval *Date*

Receipt of Card:

_____ _____

Signature *Date*

Return of Card & Receipt:

_____ _____

Signature *Date*

Purchasing/Credit Card Authorization (Instructions for filling out form)

PURPOSE:

Employees may use this form to requisition items to be ordered using the Departmental and/or Internal Account Purchase Card/Credit Card.

INSTRUCTIONS:

1. Enter the current Date in the field designated for this purpose in MM/DD/YY format.

2. Enter the vendor name, primary contact person, vendor address and vendor phone number in the spaces provided.

3. Enter the item number, description of the item, quantity, unit price and extended total for each item you plan to purchase in the spaces provided.

   Note: Splitting orders to circumvent single transaction limits are strictly prohibited and could result in the loss of P-Card privileges! Baker County School Board Purchasing rules apply to all P-Card purchases.

4. Record the appropriate Fund, Function, Object, Cost Center, and Project or Internal Account codes to be charged for the item being purchased.

5. If the line item data is keyed electronically, the Subtotal will be automatically summed and printed in the designated field. If the form is handwritten, you must add the extended totals for each line item together and record the sum in the Subtotal field.

6. Enter the shipping and handling charges in the space provided.

7. Add the Subtotal and Shipping & Handling charges. Enter the resulting total in the space provided.

8. Provide a brief explanation of why the purchase is being made via P-Card/Credit Card rather than Purchase Order.

9. The employee must sign the form in the space provided.

10. Submit the form to the appropriate Cardholder/Bookkeeper for approval to use the Departmental and/or Internal Account Purchasing Card/Credit Card.

11. Deliver the signed form to the Cardholder/Bookkeeper to obtain the Purchasing Card. The Cardholder/Bookkeeper will request you to sign the form and date it in the space provided acknowledging you have received the Purchasing Card.

12. Upon completion of using the Card to make the purchases listed on the Credit Card Authorization, return the Credit Card and receipts to the Cardholder/Bookkeeper. The Cardholder/Bookkeeper will acknowledge receipt of the Credit Card by signing and dating in the space provided for that purpose.

PURCHASING CARD/CREDIT CARD ACCEPTANCE FORM

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE BCSB PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Baker County School Board and will strive to obtain the best value for the organization.

2. I understand that under no circumstances will I use the Purchasing Card/Credit Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card/Credit Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.

3. I will follow purchasing policies of the Baker County School Board and established guidelines for using the Purchasing Card/Credit Card. Failure to do so may result in either revocation of my Purchasing Card/Credit Card privileges or other disciplinary action.

4. I agree to review and reconcile transactions within 72 hours and will maintain all applicable information and receipts.

5. I understand that I am responsible for all charges made against the Purchasing Card/Credit Card.

6. I understand that a lost or stolen card must be reported immediately by telephone to appropriate bank. A report of the lost or stolen card must also be made to the Finance Director/School Principal by the beginning of the next business day.

7. I understand that I must surrender my Purchasing Card/Credit Cared upon termination of employment or transfer and no further use of the Purchasing Card/Credit Card is authorized.

8. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the Baker County School Board for all unauthorized charges and any costs related to the collection of such charges.

Purchasing/Credit Cardholder Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

Authorized User Signature (Printed Name) Date:

School Principal Signature (Printed Name) Date:

Bidding Request for Proposal (RFP) Procedures
Revised October 2025

1) General Terms and Conditions for each bid will be uniform throughout the school district (p. 27). Specifications and specific terms and conditions will also be included with every bid.

2) A Superintendent requested School Board approval is necessary prior to bid solicitation only when the expenditure or project has not been prior approved and/or budgeted. Should this be the case, department heads/principals must request permission from the Superintendent/School Board Approval to solicit bids.

3) Provide the specific terms and conditions in professional typed form to the Purchasing Office. Do not leave a reason for question on what you want.
If you require a pre-bid conference or pre-bid approval of a specific manufacturer, clearly state this in the bid. We will also assign a bid number for each bid at the time of solicitation.

4) Once specific terms and conditions along with vendor list are received, we will attach necessary forms including the Public Entity Crime form and Drug-Free Workplace form, Bid Proposal, and the General Terms and Conditions. The complete bid package will then be mailed from the Purchasing Office.

5) A Superintendent requested School Board approval is necessary prior to bid solicitation only when the expenditure or project has not been prior approved and/or budgeted. Should this be the case, department heads/principals must request permission from the Superintendent to solicit bids.

6) The Purchasing Department (or Designee) will attend bid openings with you and will tabulate bids on school district bid tabulation form. Bid openings are for tabulation purposes only and questions can be asked only after all bids are opened and properly tabulated. Each Educational Leader, i.e. principal or department head, will then provide a recommendation to Purchasing for School Board Approval. This information will then be compiled with other bid results and a formal request for approval will be submitted by the Purchasing Department to the Superintendent for subsequent School Board approval. Keep in mind the deadlines for submitting agenda items to the School Board.

Recommendation memorandums should include the following:

a.) Bid number/Project Number
b.) Contractor name
c.) Recommendation of lowest and best bid
d.) If lowest bid is not recommended, include justification for recommendation referencing specifications, terms and/or conditions or other pertinent information.

7) Award letters will be compiled and mailed by the Purchasing Department subsequent to School Board approval.

8) The Purchasing Department will not be placing orders from bids for individual departments. It is the responsibility of the specific school or department to manage the bid once awarded. The Purchasing Office function is to manage the bid process and to provide successful bidder contact information to the schools and/or department directors. Once bid is School Board approved, place orders against bid accordingly. The bid number should be included in the body of the purchase order issued. There is a Code of Ethics published by Buyer's Association, however, the following might be helpful:

a.) Be fair. There must be give and take in all purchasing decisions.
b.) In dealing with competitors, do not play one against the other. Do not disclose another's prices and do not pass information on.
c.) Use School Board's money as you would your own.
d.) Keep a sense of humor.

9) Single or Sole Purchases - A single source commodity is defined as a product that is noncompetitive in price and/or specification. Purchase of goods from a single source must be qualified as such in advance of purchase. A written declaration from the manufacturer of such commodities or a written statement by the originator of the requisition must accompany the purchase requisition form. The written letter of qualification must state that said equipment is not available from any other source.

General Terms & Conditions
Revised 2025

1. Execution of bid - Bid must contain an original signature of an authorized representative in the space provided. Bid must be typed or printed. Use of erasable ink is prohibited. All corrections made by bidder to the bid must be initialed. For proper bid identification, the provided bid label should be adhered to the front of the sealed bid packet. (Additional bid information is contained in School Board Policy 8.70* - School Construction Bid Process)

2. No Bid - If no bid is submitted, respond by returning only the "No Bid" postcard provided. Failure to respond three (3) consecutive times without justification shall be cause for removal of the supplier's name from the bid mailing list. Note: For a bidder to qualify as a "No Bid" respondent, the post card should be received no later than the stated bid opening date and time.

3. Bid Opening - Bid opening shall be public and held on the date and time specified on the bid form. It is the bidder's responsibility to assure that his/her bid is delivered at the proper time and place of the bid opening. Offers by telegram, telephone, email or FAX are not acceptable. Bid tabulations will be provided upon written request with a self-addressed, stamped envelope. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by phone.

4. Prices, Terms, and Payment - Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within the School System.
    a. Taxes - The Baker County School Board is exempt from Federal Excise and Florida Sales Taxes on direct purchases of tangible personal property. Certificate exemption number is provided on the face of the school district issued purchase order.
    b. Discount - Bidders may offer a cash discount for prompt payment, however, such discounts are not considered in determining the lowest net cost for bid evaluation purposes.
    c. Mistakes - Bidders are expected to examine the specifications, delivery schedule, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price will govern.
    d. Condition and Packaging - It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid). All containers shall be suitable for storage and shipment, and all prices shall include standard commercial packaging.
    e. Safety Standards - Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall be in accordance with the Occupational Safety and Health Act and any standards thereof.

f. Invoicing and Payment - The contractor shall be paid upon submission of invoices to the office of the Baker County School Board at prices stipulated in the contract at time the order is placed. Payment shall be made only after the delivery and acceptance of goods, less deductions, if any. Invoices shall include correlating purchase order number(s). An original and (1) copy of the invoice shall be submitted. Failure to follow these instructions may result in the delay of processing invoices for payment.

i. All vouchers must be approved by the Baker County School Board.

ii. A person or affiliate who has been on the convicted vendor list following a conviction for a public crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section, 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

iii. All bidders must meet the requirements set forth in Florida Statutes Section 112.313.

5. Awards - As best interest of the School Board may require, the right is reserved to award(s) by individual item, group of items, all or none, or a combination thereof with one or more suppliers; to reject any and all bids or waive any minor irregularity or technicality in bids received.

6. Service and Warranty - Unless otherwise specified, the bidder shall define warranty service and replacement parts to be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service are provided.

Disputes - Any actual or prospective bidder who disputes the reasonableness or competitiveness of the terms and conditions of the invitation to bid or contract award recommendation, shall file a Notice of Protest with the Superintendent of Schools within seventy-two (72) hours of receipt of bid solicitation or posting of the bid tabulation with recommendation. A formal protest must be filed within ten (10) days following the filing of the Notice of Protest. Failure to file a protest within the time prescribed in

Florida Statutes 120.57(3) shall constitute a waiver of proceeding under Chapter 120 of the Florida Statutes.

7. Patents and Royalties - The bidder, without exception, shall indemnify and save harmless the Baker County School Board and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the Baker County School Board. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

8. Price Adjustments - Any price decrease effectuated during the contract period by reason of market change shall be passed on to the Baker county School Board. This shall also apply to all in-place equipment on rent or lease plan.

9. Extension - The Baker County School Board reserves the option to extend the period of this contract, or any portion thereof, for an additional contract period. Extension of the contract period shall be by mutual written agreement.

10. Liability - The supplier shall hold and save the Baker County School Board, its officers, agents, and employees harmless against claims by third parties resulting from the supplier's negligence.

11. Exclusivity - The School District agrees to use the designated contract distributor(s) as an exclusive source for the various items and/or services as listed herein. The only anticipated exceptions might be in time of emergency. The designated distributor(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources. Failure to deliver 100% of the items of this list, within a reasonable time, shall be considered a default. In case of default by successful bidder, the school district, after due notice (oral or written) may procure the necessary supplies from other sources and hold the distributor responsible for any excess cost occasioned thereby.

Continuous instances of default may result in cancellation of the contract and removal of the bidder from the bid list for the duration of the ensuing year, at the option of the school district's officials.

12. Other Conditions

    a. By his/her original signature on the bid document, a bidder certifies that his/her bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusive bidding or fraud. The bidder certifies that he/she understands collusive bidding is a violation of Federal Law and can result in fines, prison sentences, and civil damage

awards. He/she further agrees to abide by all conditions of this bid and certifies that he/she is authorized to represent this bid for the bidder.

b. The Baker County School Board has the right to terminate this bid by written notice.

c. Prohibition against conflicts of interest, gratuities, and kickbacks:

"Any employee or any official of the school districts, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for to, or from any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales of the school districts shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accordance with State and Federal Laws."

13. Facilities - The Baker County School Board reserves the right to inspect the bidder's facilities at any time with prior notice.

14. Baker County School Board Privileges - The Board reserves the right to accept or reject any or all bids and to select that bid or bids which are considered to be in the best interest of the Board. The Board reserves the right to reject the bid of any vendor or subcontractor who has previously failed in the proper performance of an award; failed to deliver, on time, on contracts of a similar nature; or who is not in a position to perform properly under this award. The Board reserves the right to inspect all facilities of bidders and/or subcontractors in order to make a determination of the foregoing.

15. Equal Opportunity - The Baker County School Board pledges itself to comply with the Civil Rights Act of 1964 (PL 88-352) to assure that no person is denied employment or subjected to differential treatment on the grounds of race, sex religion, nation origin, or political affiliation.

16. Insurance - Where bidders are required to enter on to School Board property to deliver materials or perform work services as a result of bid award, the bidder will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The bidder shall be liable for any damages or losses to the Board occasioned by negligence of the bidder (or agent) or any bidder designee in the completion of his/her contract as a result of their bid. Bidders must verify auto insurance for all bidders and employee vehicles entering Baker County School property. A copy of such must be on file with the Purchasing Department.

17. Questions regarding specifications or bidding process:

a. To ensure fair consideration for all bidders, the School Board prohibits communication of any kind relating to this bid, to or with any department or employee during the submission process of the bid, except as provided in Paragraph B. below. Such communication initiated by a bidder may be grounds for disqualifying the offending bidder from consideration or award of the bid, then in evaluation, and/or any future bid.

b. No interpretation of the meaning of the bid document, no correction of any apparent ambiguity, inconsistency or error therein, will be orally made to any bidder. Every request for such interpretation or correction is to be made only to the Purchasing Director and supplemental instructions will be forwarded to the prospective bidder in the form of written addenda to the bidding packet. Only the written interpretation or correction so given by the Purchasing Representative shall be binding. Prospective bidders are advised that no other source is authorized to give information concerning, explain, or interpret the bid documents.

c. It shall be the responsibility of the bidder to contact the Purchasing office prior to submitting a bid to ascertain if the addenda have been issued; to obtain all such addenda; and to return the executed addenda with the bid.

18. Other Governmental Agencies - State Law now permits other governmental agencies to purchase from the Baker County School Board bids. By submitting your bid you are agreeing to allow other governmental agencies to purchase at the same unit price. Refer to State Board Rule 6A-1012(5).

19. Discrimination - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

20. All contractors and delivery employees of contractors must comply with the requirements of the Jessica Lunsford Act prior to being awarded any contract with the Baker County School Board. Contact Ashley McGlew at (904) 259-0426 for compliance procedures.

BID TABULATION AND NOTICE OF AWARD RECOMMENDATION

DATE OF POSTING: August 14, 2024 TIME OF POSTING: _____

PROJECT NO.: **2404F**
BID OPENING DATE: **December 18, 2024**
PROJECT TITLE: **Miscellaneouss Improvements at Several Schools**
BID OPENING TIME: **10:00 AM**
BID OPENING PLACE: **Baker County School Board Conference Room, 392 South Boulevard East, Macclenny, Florida 32063**

CONTRACTORS	BID SECURITY RECEIVED	SUBCONTR. LIST RECEIVED	ADDENDA NUMBER RECEIVED				BASE BID	ALTERNATE 1	ALTERNATE 2
8 Koi	✓	✓	✓				176,702	69,950	47,055
Little and Williams, Inc.	✓	✓	✓				277,533	72,728	42,662

S A M P L E

Bids Opened By: _____ Date: 12-18-24

Bids Tabulated By: _____ Date: 12-18-24

Bids Verified By: _____ Date: 12-18-24

293707
392923

Baker County School Board
Warehouse Procedures
Revised October 2025

1) Shipments of supplies and equipment should be directed to your individual site locations. Your specific address, telephone number and contact person should be included on purchase orders along with clear instructions to vendors as to delivery times and other pertinent information. This should be noted to the vendor on call-in orders as well.

2) Addresses to be utilized:

Baker County School Board Superintendent's Office
270 South Boulevard East
Macclenny, Florida 32063

Baker County School Board Title I and Special Programs Office
312 South Boulevard East
Macclenny, Florida 32063

Baker County School Board District Office
392 South Boulevard East
Macclenny, Florida 32063

Baker County School Board Transportation Department
544 Baker Bus Drive
Macclenny, Florida 32063

Baker County School Board Maintenance Department
270 Jonathan Street East
Macclenny, Florida 32063

Baker County School Board Educational Support Services
420 South Eighth Street
Macclenny, Florida 32063

Baker County School Board Family Service Center
418 South Eighth Street
Macclenny, Florida 32063

Baker County School Board Career and Adult Education
418 South Eighth Street
Macclenny, Florida 32063

Baker County High School
1Wildcat Drive
Glen St. Mary, Florida 32040

Baker County Middle School
211 Jonathan Street
Macclenny, Florida 32063

Legacy Elementary School
1 Lion's Den Drive
Macclenny, Florida 32063

Macclenny Elementary School
1 Wildkitten Drive
Macclenny, Florida 32063

Westside Elementary School
1 Panther Circle
Glen St. Mary, Florida 32040

Baker County Pre-K/Kindergarten Center
362 South Boulevard East
Macclenny, Florida 32063

3) Each site's Custodian Coordinator is to turn into the Purchasing Department a supply order 72 hours prior to needed delivery date. Should you have an unexpected emergency, contact our office and we will try to assist.

4) Items to be stored (surplused) should not be taken to the Warehouse Annex or District Warehouse before coordinating with Director of Facilities/Maintenance and/or Director of Nutrition Services, Purchasing and Warehousing.

5) Items that are not property numbered are to be disposed of by school/department or stored at schools.

6) Please refer all questions or concerns to the Purchasing Department at (904) 259-4330.

Baker County School Board
Custodial Supply Order Form

Cases Needed	Product Number	Item Description	
	92001	Small Can Liner, 24 x 33	1,000/case
	92004	Large Can Liner, regular use 22 micron, 38 x 60	150/case
	92A306	Large Can Liner, (Dining Room Only) 28 micron, 38 x 58	100/case
	92003	Toilet Tissue, one ply, large roll	12 rolls/case
	92005	Hand Towels, roll	6 rolls/case
	93002	Copy Paper, 8.5 x 11	10 reams/case

_____ _____

Signature Site Custodial Coordinator Order Date
Other Requesting Party

Please check the box below for your school/site.

☐High School/112 ☐Macc.Elem/113 ☐PK/Kdg/122 ☐Legacy/121
☐Middle School/132 ☐Family Services/418 ☐Keller/131 ☐Title I/312
☐Westside/191 ☐District Office/392 ☐Career/Adult ☐ESE/290
☐Transportation/544

Order must be submitted to Kristie Shook or Tonya Tarte at the District Office on Friday preceding a Thursday delivery. Submit original and retain one (1) copy for school file.

_____ _____

Order Received By Date Received

MIS-L387 Revised
Attachment I

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Award Bid for Renovation and Expansion of the Agriculture Livestock and Swine Barns at Baker County High School to Rock Contractor Custom Homes and Roofing, Inc. in the Amount of $275,000.00. Paid Using the Workforce Capitalization Grant.

ATTACHMENTS:
11.17.2025 Approval of Bid for the BCHS Barn_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

November 4, 2025
Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, FL 32063

Dear Superintendent Milton:

I would like to request School Board review and approval of the bid from Rock Contractor Custom Homes and Roofing, Inc. (License # CBC1250891) for the renovation and expansion of the Agriculture Livestock and Swine barns at Baker County High School. This construction is being funded by the AgTech Workforce Capitalization Grant. Rock Contractors Custom Homes and Roofing, Inc. was the only bid submitted for tabulation at a cost of $275,000.00. We plan to work within the framework of our grant to complete this project. If you have any questions concerning this request, please feel free to contact me at your convenience.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning
Director of Career and Adult Education

AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Contract
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2024-2027 Agreement with the Baker County Education Association (Amended July 1, 2025).

ATTACHMENTS:
11.17.2025 Approval of 2024-2027 BCEA Contract_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

November 7, 2025

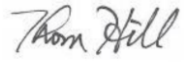
Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the 2025 – 2026 Baker County Education Association agreement with the District. I sincerely thank both negotiating teams who met numerous times since May of the last school year to arrive at this improved contractual agreement.

Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,



Thomas Hill
904.259.0427

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION ASSOCIATION

2024-2027

~~(Revised July 1, 2024)~~

(Amended July 1, 2025)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY 2024, BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD", AND THE BAKER COUNTY EDUCATION ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a safe, quality education for the students of Baker County is the primary goal of the Baker County Public Schools and

WHEREAS, the Board and the Association recognize that it is the responsibility of the Board to approve the educational and operational policies that are essential to the public educational programs and that the Association represents the teaching personnel, who are engaged in providing educational services and

WHEREAS, the Association, as the certified and exclusive agent and representative of teaching personnel, and the Board have agreed to bargain in good faith in the determination of the wages, hours, and terms and conditions as of employment of the public employees within the bargaining unit and

WHEREAS, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in the Contract and

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED as follows:

ARTICLE I –TERMS OF AGREEMENT

This Agreement is entered into as of July 1, 2024, between the Baker County District School Board, hereinafter referred to as the "Board," and the Baker County Education Association, hereinafter referred to as the Association.

This Agreement shall expire on June 30, 2027, subject to annual reopeners for:

1. Article IV Salary
2. Article V Employee Benefits
3. Health Insurance/Board Contribution
4. Teacher Assessment
5. One (1) item for each side
6. Any articles or items both sides mutually consent to open
7. Any article affected by acts of the Legislature or by decisions of the courts of competent jurisdiction

ARTICLE II -PURPOSE

It is understood that the Board is the duly elected body with responsibility and authority to furnish educational services. It is further understood that the Baker County Education Association represents teachers as described in the proposed unit herein.

Whereas, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings with respect to hours, wages, terms and conditions of employment.

The Board agrees not to enter into any agreement with any member or potential employee of this unit which conflicts with Florida Statutes, Chapter 447 and any provision of this Agreement. All efforts will be made, in good faith, by the Board and the Association to correct/reconcile current contract language with current Florida Statutes.

ARTICLE III – RECOGNITION

The Baker County Education Association, hereinafter referred to as the Association, shall be recognized as the exclusive representative (February 14, 1975 Registration #86-088 and Case #8H-RA-754-1020) of all certified instructional personnel under contract with the Baker County District School Board as listed in the Description of the Proposed Unit, for collective bargaining. Such personnel are hereinafter referred to as teachers:

Title

Classroom Teachers
Kindergarten
Elementary (Primary 1-3)
Elementary Intermediate (4-5)
Elementary (1-5)
Middle School (6-8)
High School (9-12)
Driver Education
Exceptional (Special Education, EMH, ED, SLD, etc.)
Remedial
Resource (Art, Music, etc.)
Vocational -Business and Office Education
Vocational -Home Economics
Vocational -Trade and Industrial
Industrial Arts
Curriculum Assistant
Guidance Counselors
Occupational Specialists
Media Specialists
Nurses
Other Certified Instructional Personnel
(Except Administrative Assistants)

ARTICLE IV –SALARY

Item 1 -SALARY SCHEDULE GUIDELINES ~~2024-2025~~ 2025-2026

Baker County School District will follow State Statutes regarding compensation and salary schedules.

School Board's implementation of the Florida Teacher Salary Increase Allocation (TSIA).

The ~~2024-2025~~ 2025-2026 Salary Schedule incorporates the School Board's proposed plan to implement the Florida Teacher Salary Increase Allocation (TSIA), raising the base of all applicable Baker County School District salaries to the minimum base of $46,600. All instructional personnel will be paid in accordance with the ~~2024-2025~~ 2025-2026 negotiated salary schedule. The classification levels under those salary schedules will be implemented effective July 1, ~~2024~~ 2025, through June 30, ~~2025~~ 2026.

Upon official transcript notification, in writing, to the Finance Office and verification by the Associate Superintendent in charge of District Certification, newly earned advanced degrees will be pro-rated.

Teacher Salary Schedule: 197 Day Contract
Fiscal Year ~~2024-2025~~ 2025-2026

CL	Bachelors	
0	$46,600	$46,600
1	~~$46,600~~	$47,105
2	~~$46,600~~	$47,199
3	~~$46,600~~	$47,249
4	~~$46,650~~	$47,349
5	~~$46,650~~	$47,399
6	~~$46,650~~	$47,449
7	~~$46,650~~	$47,499
8	~~$46,750~~	$47,549
9	~~$46,750~~	$47,649
10	~~$47,467~~	$48,066
11	~~$48,337~~	$48,936
12	~~$49,237~~	$49,836
13	~~$50,337~~	$50,900
14	~~$51,437~~	$52,000
15	~~$52,468~~	$53,031
16	~~$53,568~~	$54,131
17	~~$54,668~~	$55,231
18	~~$55,768~~	$56,331
19	~~$56,868~~	$57,431
20	~~$57,968~~	$58,531
21	~~$59,068~~	$59,631
22	~~$60,168~~	$60,731
23	~~$61,268~~	$61,831
24	~~$62,543~~	$63,106
25	~~$63,543~~	$64,106

Performance Pay:
Eligible Instructional employees will receive the following performance pay supplement:

Effective: $125.00
Highly Effective: $250.00

SUPPLEMENTAL SALARY SCHEDULE

Athletics, Cheerleaders, Dance Teams, and Music

Athletic Directors and Trainer

High School Athletic Director……4,865.00
Middle School Athletic Coordinator…….....3,500.00
Athletic Trainer…….....3,500.00

Football

Football High School Varsity Head Coach……...4,350.00
****(Spring $1,305.00; Fall $3,045.00)
High School Offensive Coordinator……3,500.00
****(Spring $1050, Fall $2450)
High School Defensive Coordinator……..……3,500.00
****(Spring $1050, Fall $2450)
High School Varsity Assistant (3)……...2,200.00
****(Spring $660, Fall $1540)
High School Head Junior Varsity Coach……..…….2,200.00
****(Spring $660, Fall $1540)
High School Assistant Junior Varsity Coach……..…….....1,700.00
****(Spring $510, Fall $1190)
Middle School Head Coach……..2,000.00
****(Spring $600.00; Fall $1,400.00)
Middle School Assistant Coach (3)……..1,500.00
****(Spring $450.00; Fall $1,050.00)
High School Girls Flag Football Head Coach ….....…….....1,390.00
High School Girls Flag Football Assistant Coach ….....…….…….....890.00
Middle School Girls Flag Football Head Coach……750.00
Middle School Girls Flag Football Assistant Coach…….450.00

Basketball

High School Boys Varsity Head Coach 3,630.00
High School Boys Varsity Assistant Coach 1,595.00
High School Boys Junior Varsity Coach 1,390.00
High School Girls Varsity Head Coach..... 3,630.00
High School Girls Varsity Assistant Coach…….....1,595.00
High School Girls Junior Varsity Coach…….....1,390.00
Boys' Middle School Coach..... 2,000.00
Girls' Middle School Coach 2,000.00
Boys' Middle School Assistant Coach 1,000.00
Girls' Middle School Assistant Coach..... 1,000.00

Wrestling

High School Boys Wrestling Coach	2,470.00
High School Boys Assistant Wrestling Coach	1,390.00
High School Girls Wrestling Coach	2,470.00
High School Girls Assistant Wrestling Coach	1,390.00

Baseball

Varsity Baseball Coach	3,090.00
Varsity Assistant Baseball Coach	1,390.00
Junior Varsity Coach	1,390.00
Middle School Baseball Coach	1,500.00
Assistant Middle School Baseball Coach	1,000.00

Weightlifting

Boys Weightlifting Coach	2,060.00
Girls Weightlifting Coach	2,060.00
Assistant Boys Weightlifting Coach	1,030.00
Assistant Girls Weightlifting Coach	1,030.00

Track

Boys Track Coach	2,060.00
Girls Track Coach	2,060.00
Girls Assistant Track Coach	1,030.00
Boys Assistant Track Coach	1,030.00

Cross Country

Boys Cross Country Coach	1,390.00
Girls Cross Country Coach	1,390.00

Tennis

Boys Tennis Coach	1,390.00
Girls Tennis Coach	1,390.00

Volleyball

High School Girls Volleyball Coach	2,470.00
High School Girls Junior Varsity Volleyball Coach	1,390.00
Middle School Volleyball Coach (2)	1,500.00
Middle School Assistant Volleyball Coach (2)	1,000.00

Softball

Girls Softball Coach (Fast Pitch)	3,090.00
Girls Varsity Assistant Softball Coach (Fast Pitch)	1,390.00
Girls Junior Varsity Coach (Fast Pitch)	1,390.00
Middle School Girls Softball Coach	1,500.00
Middle School Girls Assistant Softball Coach	1,000.00

Bowling
Girls Bowling Coach 1,545.00
Girls Assistant Bowling Coach 1,030.00

Swimming
Boys High School Swim Team Coach 1,390.00
Girls High School Swim Team Coach 1,390.00

Soccer
Boys High School Soccer Team Coach 1,390.00
Girls High School Soccer Team Coach 1,390.00

Cheerleader Sponsors
High School Varsity Football 1,030.00
High School Junior Varsity Football 750.00
High School Varsity Basketball 1,030.00
High School Junior Varsity Basketball 750.00
Middle School Football (1) 750.00
Middle School Basketball (1) 750.00
Competitive Cheerleading (1) 1,030.00

High School Dance Drill Team
Football Season (1) 525.00
Basketball Season (1) 525.00
Choreographer (1) 275.00

Middle School Dancin' Paws
Football Season (1) 300.00
Basketball Season (1) 300.00

Band Director
High School 4,350.00
Assistant High School 1,030.00
High School Percussion Director 775.00
Middle School 2,000.00
Assistant Middle School 775.00
Flag Corp 1,030.00
High School Majorettes 1,030.00
Middle School Majorettes 900.00

Chorus
High School 980.00
Middle School 775.00
Westside Elementary School 425.00
Macclenny Elementary School 425.00

Legacy Elementary School…….425.00
PreK-Kindergarten School……..425.00

Career and Technical Education Organizations

Agriculture
Vocational Agriculture High School (2)..... .3,090.00
Vocational Agriculture Middle School (2)……....1,545.00

Future Homemakers of America (FHA)
High School.....475.00

Future Business Leaders of America (FBLA)
High School.....450.00

Additional CTE Organizations
Cooperative Education Club of Florida (CECF).....450.00
HOSA.....450.00
Vocational Industrial Clubs of America (VICA).....450.00

High School Class Sponsor
Senior Class Sponsor…….....625.00
Junior Class Sponsor…….....625.00
Sophomore Class Sponsor …….....325.00
Freshman Class Sponsor …….....325.00

Annual Yearbook
Yearbook-High School 1,500.00
Yearbook-Middle School…….....1,000.00
Yearbook-Legacy Elementary…….....600.00
Yearbook-Macclenny Elementary 600.00
Yearbook-Westside Elementary.....600.00
Yearbook Pre-K Kindergarten Center.....600.00

Beta Club
High School…….....…….525.00
Middle School…….....…….525.00

STEM Robotics Club
Macclenny Elementary…….....…….525.00
Westside Elementary…….....…….525.00
Legacy Elementary…….....…….525.00
Middle School…….....…….525.00

Technology Student Association
High School.....450.00
Middle School.....450.00

Miscellaneous Student Clubs and Organizations
Drama 3,000.00
Drama Assistant……1,000.00
Middle School Drama……..……600.00
High School Varsity High-Q Club.....……..……..…….....1,000.00
High School JV High-Q Club…….……650.00
Foreign Language Club.....450.00
Bullying Prevention Club Sponsors – BCMS & BCHS ……..450.00
Video Productions…….475.00
SWAT Coordinator…..……500.00
Air Force JROTC (2) ……2,060.00
Middle School Art Club…….450.00

Student Council
High School.....450.00
Middle School.....450.00

Future Educators Sponsor
High School (1) 1,545.00
Middle School (1)…….....…….....450.00

"Just Say No" Club Sponsors
Legacy Elementary (1).....400.00
Westside Elementary (1).....400.00
Macclenny Elementary (1).....400.00

Youth Power Club Sponsor
High School…….....……300.00
Middle School…….....……..300.00

Instructional Special Certifications, Specialists and Instructional Leadership
Director of Guidance
High School (3) 1,235.00
Middle School (2) 1,235.00
Legacy Elementary(1)..... 1,235.00
Macclenny Elementary (1)..... 1,235.00
Westside Elementary (1)..... 1,235.00
Pre-K/Kindergarten Center (1) 1,235.00
Occupational Specialist..... 1,235.00

Chairpersons

High School** 7,000.00
Middle School** 5,000.00
Legacy Elementary..... 3,400.00
Macclenny Elementary 3,400.00
Westside Elementary 3,400.00
Pre-K Kindergarten Center…….....…….....3,400.00
Dual Enrollment (6)..……750.00

Special Programs

Alternative Ed Supplement……..……1,545.00
Mental Health Counselor……..……3,000.00
Case Manager……....3,000.00
National Board Certified Teachers……..425.00
ESE Staffing Specialist..... .2,060.00
Teachers Assigned Full-time to an Alternative School Setting 1,500.00
Special Olympics Coordinator 1,415.00
Behavioral Analyst (2)…….....2,000.00
School Psychologist ……..6,000.00
School Wellness Coordinator……..……500.00
Occupational Therapist (1) 1,545.00
Health Services Specialist..... .1,545.00

Miscellaneous Instructional Leadership

Team Leaders -Middle School (4 or more) …….....350.00
Program Specialist (Title 1)……..1,030.00
Teacher on Special Assignments (4)……..2,575.00
Peer Teacher 625.00
School Activities Coordinator- High School…….. ……750.00
School Activities Coordinator - Middle School.....250.00
***Computer Network Manager 1,030.00
Test Coordinator (1 Per School)……..500.00
BCMS Dean of Students (2)……..1,500.00

Speech

Speech and Hearing Therapist (3)……3,000.00
National Board Certification for Speech .....…425.00

Enrichment

Macclenny Elementary (3).....450.00
Westside Elementary (3) 450.00
Pre-K Kindergarten Center 450.00
Legacy Elementary (3) 450.00

Bus Duty Supplement

High School (1)..... ..1,200.00
Middle School (1)..... ..1,200.00
Legacy Elementary (*)(******) 1,200.00
Macclenny Elementary (*)(******)..... ..1,200.00
Westside Elementary (*)(******) 1,200.00
PK/Kindergarten Center (*)(******)……...1,200.00

Student Drop-Off/Pick-Up Duty, Baker County Middle School…….....1,200.00
Gate Keeper at Baker County High School (5)…….....1,200.00

Advanced Degree, held in individual's area of certification, working the majority of his/her day in-field 300.00

If the supplement duties impact what is taught in the classroom on a day to day basis, supplement will be paid bi-weekly. Otherwise, the total supplement amount will be paid at the end of the season or year.

* Number of positions subject to periodic adjustments as mutually agreed upon.
** For each school divide existing dollars pro rata based upon number of persons in department compared to number of persons in all departments.
*** Limit to maximum of $1,030 for each school that is networked (High School, Middle School, Westside Elementary, Macclenny Elementary, Legacy Elementary School, and PK/Kindergarten Center)
**** Football Coaches will be paid their supplement in two separate payments (30% Spring Ball / 70% Fall)
***** These supplements will be paid for entirely from sponsor/booster funds. No funds will be used from the school district to pay these supplements or to run these programs.
****** For purposes of dealing with a change in the transportation schedule, teachers at elementary schools shall be eligible to receive a supplement of $1600.00 for working after contractual hours and missing afternoon planning time. This supplement applies when a teacher completes more than 20 minutes of bus duty after their contractual time. After twenty (20) minutes on bus duty, as described above, teachers are eligible to receive the new supplement. Elementary schools shall be capped at no more than four (4) teachers to receive the supplement.
All other bus duty supplements will remain the same as in the contract.

All instructional personnel will be provided a salary calculation worksheet upon ratification.

- * Retention supplement at Classification Level (CL) 25 or above in the amount of $6,300.00
- See District Teacher Salary Schedule for 216, 240, and 261-day contracts.

- For the ~~2024-2025~~ 2025-2026 school year, Title 1 schools' instructional staff will receive a $50.00 supplement.
- For the ~~2024-2025~~ 2025-2026 school year, instructional staff transfers from any school that is not low performing to a low performing school with a state grade of D or F will receive a one-time $300.00 supplement.
- For the ~~2024-2025~~ 2025-2026 school year, Advanced Degree Supplements- Masters: $2,800.00, Specialist: $3,800.00, Doctorate: $5,000.00

Item 2-Part Time Teaching Salary Schedule

BAKER COUNTY PART-TIME TEACHING SALARY SCHEDULE

Years of Experience (In the area of current part-time teaching)	Bachelor's Degree (Salary Per Hour)	Master's Degree (Salary Per Hour)	Specialist Degree (Salary Per Hour)	Doctorate Degree (Salary Per Hour)
0 - 9	$31.54	$33.43	$34.11	$34.92
10 - 14	$32.~~13~~ 53	$~~34.02~~ 34.43	$~~34.70~~ 35.10	$~~35.51~~ 35.92
15 - up	$35.~~51~~ 89	$37.~~41~~ 79	$38.~~08~~ 46	$~~38.90~~ 39.28

Board approved after school tutoring or direct instruction to students beyond the student day shall be paid at the teacher's hourly rate.

Instruction or presentation of an in-service workshop or the like shall be paid at the teacher's hourly rate when outside the normal contractual workday.

Preparation for workshops, writing projects, curriculum development, preparation of materials for in-service and the like shall be paid at the step 0 hourly rate. The number of preparation hours will be predetermined and board approved.

Teachers attending workshops shall be paid $85.85 for ½ day (3.5 hrs) and 183.98 for a whole day (7.5 hrs to include a 30 min lunch).

Item 3 -Instructional Support Personnel

Media Specialists, guidance counselors, and other instructional support personnel may work additional days if extra days are approved by the Principal, Superintendent, and the School Board.

Item 4 -Beginning Teacher Program

Each Peer Teacher in the Beginning Teacher Program will receive release time, which will be given as determined by the building Principal, for each beginning teacher assigned to him/her.

In addition, each Peer Teacher will receive additional compensation for the assignment per the currently existing Supplemental Salary Schedule. No Peer Teacher

shall be assigned more than one beginning teacher during anyone school year except where reasonably necessary in the opinion of the Principal and/or Peer Teacher.

Item 5 -Payment of Direct Deposits

Salaries for teachers shall be paid in twenty-six (26) direct deposits per year; each direct deposit equal to approximately one-twenty-sixth (1/26) of the annual salary. Payroll disbursement dates will be established to reflect a payroll period ending every other Wednesday throughout the fiscal year. Direct deposits will be distributed on the second Friday following the close of the payroll period. A schedule of direct deposit disbursement dates will be sent to all schools and department heads on or about July 1 of each year. The last direct deposit covering work performed during the regular school year will be issued on the regular direct deposit date following the last day of post-planning. Direct deposit will commence July 1, 2019.

Item 6 -Summer School Pay -Work Day

Teachers will be paid for work in summer school based on the salary schedule and work day in effect at the time the work is performed. Summer school work shall be compensated on an hourly rate basis. The hourly rate will be computed on a seven hour, 30 minute work day for a 197 day year.

Summer school direct deposits will be issued on the regular payroll schedule as work is performed.

State mandates, infield certification, seniority, instructional performance at the work site, and recommendation of the department head/grade level chairperson shall be taken into consideration as a basis for hiring for summer school.

Item 7 -Change in Deductions

Any teacher may request and be granted a change in payroll deductions at any time there is a change in the teacher's need. Any insurance changes must be made in accordance with premium payments. All changes must be received by the Finance Department, in writing, two (2) days prior to the ending date of the payroll period.

Item 8 -Contracts

A. Individual Contracts

An individual salary contract will be made available to each returning teacher no later than July I for the subsequent school year providing that he/she has on file a valid certificate for that school year. A new teacher will be furnished a salary contract within twenty (20) working days following employment by the Board, and the filing of all credentials with the Finance Department. Individual contracts will be consistent with the terms and conditions of the Master Contract agreed upon between the Association and the Board.

B. Probationary Teacher

Instructional personnel hired on or after July 1, 2011, who are new to the profession or new to the district will receive a probationary contract for the first academic year of service. Such teachers are subject under Florida Statute to two

performance evaluations within the probationary year, as well as the following two years, if contract is renewed. At the conclusion of the first academic year, a teacher who is reemployed will receive an annual contract. Probationary Contract employees may be dismissed without cause or may resign without breach of contract. A district school board may not award a probationary contract more than once to the same employee unless the employee was rehired after a break in service for which an authorized leave of absence was granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.

Beginning July 1, 2011, each individual newly hired instructional personnel by the district school board shall be awarded a probationary contract. Upon successful completion of the probationary contract, the district school board may award an annual contract pursuant to State Statutes.

C. Annual Contracts

"Annual Contract" means an employment contract for a period of no longer than one school year which the district school board may choose to award or not award without cause. Such a contract may not be terminated prior to its terminal date except for just cause and with due process.

D. Annual contract teachers will be notified of renewal or non-renewal for the next school year on or before May 1. Any contract teacher not renewed may request a meeting with the Superintendent, and if they desire a representative of their choice.

E. A non-renewed annual contract teacher shall be granted an interview for any advertised vacant teacher position for which they hold the appropriate certification in the year immediately following the non-renewal. This provision only applies to teachers who have been rated overall effective or highly effective on the district performance appraisal evaluation system available at the time.

F. Professional Services Contracts

Professional Services Contracts, within the school district, will be recognized per Florida Statutes.

G. Contract Status

The Board will grant teachers contract status in accord with Florida Statutes.

Item 9 -Out of County/State Experience

Instructional personnel, entering the Baker County School District and meeting the following qualifications, will be credited year-for-year experience (both in state and out-of-state) on a year-for-year basis:

1. Must hold a valid teaching certificate for the time to be credited;
2. Must have held a full-time, salaried position for the time to be credited (including job-sharing) in a public school, accredited private school or college/university;
3. Must have received a satisfactory evaluation for the time to be credited;
4. Retroactive experience pay will be for the current year, pending completed certification

5. Retirement Credit: Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan or from another State retirement system.

Item 10 -Military Experience

Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full time active duty to the date of this discharge or release from duty and must be verified. The discharge or release from active duty must have been under honorable conditions. Effective date will be September 1, 1997.

Item 11 -Attendance Incentive

Teachers who do not use sick or personal leave during any nine weeks (9) shall receive an incentive of $225 (before deductions) within thirty (30) working days of the end of the 9 weeks. To initiate the receipt of the incentive, teachers who qualify must notify their building principals, in writing or via e-mail, within ten working days of the end of the instructional quarter. Approved Temporary Duty Leave, Bereavement Leave, Compensatory Time, Approved Line of Duty Leave, and approved Association Leave shall not affect a teacher's perfect attendance. (Perfect attendance is defined as working all contractual days)

ARTICLE V -EMPLOYEE BENEFITS

Item I -Paid Legal Holidays

All twelve-month employees will receive the same number of paid holidays received by other employees not covered in this Agreement:

Independence Day
Labor Day
Thanksgiving
Christmas – New Year's
Spring Break
Memorial Day

All other employees will receive six (6) paid holidays:

Labor Day
Thanksgiving
Christmas
New Year's Day
M.L. King Day
Memorial Day

If the holiday falls on a Saturday, the immediate preceding Friday shall be a paid holiday. If the holiday falls on a Sunday, the following Monday shall be a paid holiday.

There may be additional paid holidays that the School Board may grant during the time of this Agreement.

In order to qualify for holiday pay, the employee must have worked the last workday preceding the holiday and the first workday following the holiday, unless the employee is on approved leave (e.g. TDA, paid sick leave or paid personal leave, paid parental leave, illness in the line of duty, military leave, annual leave, jury duty, witness duty, limited professional leave, or comp time).

Item 2 -Personal Leave Days

Teachers will be granted six (6) days for personal leave for any reason, with compensation, provided that such leave is charged against accrued sick leave and will be counted in determining a year of service; provided further the total accrued personal leave shall not exceed six (6) days in anyone school year.

Item 3 -Hospitalization Medical Insurance Coverage, Dental Insurance Coverage and Vision Insurance Coverage

All full-time teachers (six hours or more a day) will be covered by the School Board adopted health, dental, vision and life insurance policies. ** Teachers shall pay any difference in premium costs.

Item 4- Group Term Life Insurance Coverage

The Board shall provide, without cost to the employee, group term life insurance in the amount of $10,000 for each full-time teacher ~~per~~. Upon reaching 70 years in age, the policy will reduce by 50%, as mandated by the insurance carrier.

**Medical premiums shall be stated in a separate document as part of the financial schedules.

Item 5-Terminal Pay

Any full-time employee shall be entitled to terminal pay for accumulated sick leave at the time that employee elects to receive normal or early retirement benefits or is approved for disability retirement benefits. Payment will be made to his/her beneficiary if service is terminated by death. Determination of such terminal pay may not exceed an amount determined as follows: During the first three (3) years of service, the daily rate of pay multiplied by 35% times the number of days of accumulated sick leave; during the next three (3) years of service, the daily rate of pay multiplied by 40% times the number of days accumulated sick leave; during the next three (3) years of service the daily rate of pay multiplied by 45% times the number of days accumulated sick leave; during the next three (3) years of service the daily rate of pay multiplied by 50% times the number of days accumulated sick leave; and during and after the thirteenth (13th) year of service, the daily rate of pay multiplied by 100% times the number of days accumulated sick leave.

Item 6 -Retirement Insurance

~~Beginning July I, 1982,~~ An employee with at least ten (10) years continuous service in Baker County immediately prior to retirement may, upon normal or early retirement as defined by Florida Statutes, continue coverage in the group hospitalization plan until age 65. Payment of any required premium will be paid each month by the retired employee. Lifetime benefits will continue for employees retired prior to October I, 1982.

Item 7 -Additional Retirement Benefit

For a period from July 1, 2024, through June 30, 2027, any employee who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position ~~during that~~ at the end of his/her contractual year in which he/she first becomes eligible for normal retirement, shall be paid an additional retirement benefit. This additional benefit will not be paid to an employee if he/she continues his employment beyond the time he/she is eligible for normal retirement. Persons entered in the Deferred Retirement Option Program (DROP) shall not be eligible for the benefits described in this section.

“Normal retirement is defined as 62 years of age or 30 years of employment whichever occurs first if enrolled in the Florida Retirement System (FRS) prior to July 1, 2011, or 65 years of age or 33 years of employment if enrolled in FRS on or after July 1, 2011.”

The district shall refer to the Florida Retirement System for the most current definition of normal retirement.

To qualify for the additional retirement benefit any employee must:

1. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement;

2. Complete the necessary procedures including retiring effective at the end of the school year that the employee first becomes eligible.

3. Employees that have selected the FRS Investment Plan must show FRS documentation verifying retirement before receiving this additional retirement benefit.

The additional retirement benefit will be 50% of the employee's gross annual salary, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Additional retirement payments shall be computed at retirement and paid upon verification of retirement with the State of Florida Division of Retirement.

It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time additional retirement benefit. The School Board is held harmless for failure of an employee to follow this procedure.

Item 8 -School Activities Pass

Identification badges/keycard shall be issued to all Baker County Teachers and replaced as needed. Upon learning it is lost, it is the responsibility of the employee to report immediately to their supervisor. Employees are required to wear or have the badge on their person for security purposes. If the employee forgets to bring his/her badge to work they are to immediately inform his/her supervisor. The initial badge will be provided at no cost to the employee and will serve as an activity pass. The activity pass will provide general admission to any regular school activity or sporting event. A specified gate, to be predetermined by the Principal of the school involved, will be used by the teacher having an activity pass. This policy does not apply to "reserved" seating or to "state playoff events," only "general admission." The cost of a lost badge will be the responsibility of the teacher.

Item 9 -Job Sharing

Job sharing is the dividing of responsibilities by two teachers over a one-year period.

The teachers will meet the following conditions:

1. Teacher participation is voluntary.
2. Principal approval is required.
3. The Superintendent will have final approval of job sharing programs.

4. Job sharing is done in semester blocks. Hours and responsibilities must be outlined in writing. It must be approved by the participating teachers and his/her Principal.
5. Each teacher will be provided a 99 day contract (includes 3 paid holidays). The teacher not under contract will be placed on personal leave without pay for the 97 days of the alternate semester.
   The teacher holding the original allocation will return to that position the following year unless otherwise agreed upon in writing by the Principal and the Superintendent. Both teachers shall be involved in designated student activities, i.e. open house, parent conferences, pre and post planning, field trips, and other special events.
6. Proposals for job sharing shall be developed and submitted by May 1 prior to the effective date.
7. Each teacher when possible will agree to substitute for the other teacher when absent. Each teacher will receive his/her regular rate of pay as per schedule.
8. The teacher will bear the total cost of his/her medical coverage while not at work.

Item 10 -Payment for Accrued Sick Leave

Any employee who terminates from Baker County for any reason other than disciplinary proceedings has the option of retaining their sick leave balance or selling such days back to the district under the following conditions and at the rate listed below.

1. An employee must have six days of accrued sick leave to be eligible for buyout at termination.

2. An employee who completes the full contractual year must make application to sell such days:
   a. Within 15 business days of the last student day, or
   b. 15 business days of the district notifying any annual contract teacher of their non-renewal.

3. The rate of purchase would be 20% 0-3 years, 25% 4-6 years, 30% 7-10 years, 40% 11-12 years, 45% during or after the 13th year.

4. The school district shall budget $15,000 for the sick leave buyouts described herein. Should the request exceed the amount allocated, the total amount will be prorated between the qualified applicants.

5. This section does not apply to employees being paid for sick leave as a part of their retirement processing. The schedule for their buyout is listed in Article V, Item 5.

6. If the employee chooses this payout option, the employee shall have a sick leave balance of zero (0).

Item 11 – Bonus For Extra-Curricular Trips

Employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a $600 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year. The bonus will be paid no later than June 30th of each fiscal year.

ARTICLE VI -LEAVE OF ABSENCE

Item 1 -General Provisions

The following provisions are established to protect the teachers' contractual relationship. Notice of absence shall always be in advance of the absence unless conditions beyond the control of the teacher make such advance notice impossible.

All requests for leave shall be made in writing on the prescribed leave form, setting forth the time frame and purpose of the leave, according to the following procedure:

1. The teacher submits request to his/her Principal or immediate supervisor for approval or disapproval.

2. On approval, the Principal forwards the leave request to the Superintendent for approval or disapproval.

3. On approval, the Superintendent forwards the leave request to the School Board, except where authority is granted otherwise for the approval of leaves.

4. The teacher is notified in writing of the action taken on the request.

Leave must be used for the purpose set forth in the leave application. If the leave conditions change, the teacher must file an amended leave request for approval according to the above procedure. Violation of the terms of the leave request subjects the teacher to termination of contract as provided by law.

Item 2 -Return to Duty after Leave of Absence

Leaves of absence shall not be considered a termination of employment. Any person on a duly authorized leave of absence shall be entitled to return to the district in the same, or substantially similar, position held prior to his/her leave, unless otherwise stipulated in the approved leave. This will include approved leave due to the birth of a child.

Item 3 -Sick Leave

Each teacher will be provided sick leave in an amount no less than that provided by Florida Statutes. Such sick leave shall include not less than one (I) sick leave day for each month of employment, with any unused sick leave days cumulative from year to year without limitation. Each teacher will be given four (4) sick leave days on the first day of employment, with one (I) day added each month until the maximum allowable sick leave days have been given for the contractual period.

A written doctor's explanation is not required for the first five (5) successive sick leave days.

Upon notification of his/her building Principal, a teacher who has been certified by a licensed practitioner as unable to perform his/her duties will be granted leave charged against his/her accumulated sick leave.

A teacher who is employed for summer school shall be granted the use of sick leave which was accrued during the regular school year, if that teacher is unable to perform his/her duties in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of the teacher's household.

Each teacher employed during summer school shall be credited at the end of the first month of summer school with one (I) additional sick leave day.

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in (F.S. 1012.61(2) 5.e.) , must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

Item 4 -IIIness-in-the-Line-of-Duty

A teacher shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each fiscal school year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because of illness from a contagious or infectious disease contracted in his/her work. Such leave shall be non-cumulative

from year to year and when approved by the School Board shall be used before charging any absence to regular accrued sick leave, provided that the following conditions are met:

1. The Principal or the Superintendent shall be notified as soon as the injury or illness occurs.

2. The teacher shall file a written claim signed by the Principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.

3. In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.

4. After determining that the claim correctly states the facts and is valid, the School Board will approve the leave.

5. Any workers' compensation payment received by the teacher while he/she is on compensable leave shall be paid to the School Board by the teacher or the check received from worker's compensation shall be endorsed to the School Board.

Item 5 -Extended Health Leave

A teacher who is unable to perform the normal function and duty of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave will be granted, upon written request and approval of the Board, extended health leave for the duration of the illness or disability. Such extended health leave shall be without pay and may be contingent upon medical evidence of illness or disability. The Board agrees to comply with the provisions of the Family and Medical Leave Act.

Item 6 -Jury Duty or Court Leave

Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service.

The teacher will furnish the Board a written statement as to the location, days, and hours of duty upon returning to regular assigned duties. If the teacher is released from jury duty before the end of their contractual day, they must return to work and

complete their contractual time. The teacher will be entitled to a lunch break before returning.

Item 7 -Professional Leave

A teacher who finds it necessary to be absent from his/her duties for professional reasons may apply for professional leave with compensation, not to exceed five (5) days during the teacher's contractual year. Prior approval must be granted.

Item 8 -Temporary Duty Elsewhere

Teachers may be granted temporary duty assignments for the purpose of performing educational services other than regular duty, as assigned by the authorized administrative personnel. Such temporary duty shall be considered equal to the regular duties of the teacher and the teacher shall not be considered on leave.

Item 9 -Military Leave

Teachers who are members of the state and/or national armed services will be entitled to military leave, with pay, not to exceed 240 hours in any one annual period. Such leave may be granted only when a contractual relationship exists between the School Board and its employee.

Item 10-Bereavement Leave

1. Bereavement leave of up to three days per fiscal year (July 1-June 30), shall be granted to any employee in the event of the death of: father, mother, brother, sister, husband, wife, child, or member of immediate household. Also included will be the step-father, step-mother, step-brother, step-sister, step-child, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. This will be in addition to individual accrued sick leave. This leave may be taken for more than one occurrence per school year but cannot exceed a total of three days per fiscal year.

2. This leave shall be granted upon request and may require the submission of a death certificate, or written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate.

3. Bereavement leave is not accruable from year to year.

4. Bereavement leave must be used ~~within 14 calendar days,excluding holiday breaks, of the death.~~ within 45 calendar days, excluding holiday breaks, of the death. In exceptional circumstances, requests for Bereavement Leave beyond this period may be considered on a case-by-case basis.

5. Such leave is not transferable.

6. Such leave is not redeemable.

Item 11 -Sabbatical Leave

Sabbatical leave will be allowed for full-time teachers under the conditions herein provided:

1. After each seven (7) consecutive years of satisfactory service to the district, a teacher may apply for a year's leave of absence for the purpose of professional improvement. Such authorized leave will not break continuity of service. A person on leave may request and may be granted sabbatical leave. A year of service for continuing contract purposes will be considered a year of service for the purpose of this rule.

2. Sabbatical leave for one-half year may be granted, provided that the applicant is eligible by formula with the further provision that such applicant not be eligible for additional sabbatical leave until eligibility has been re-established by rendering seven (7) more years of consecutive and satisfactory service.

3. Sabbatical leave will be granted to qualified applicant according to the following criteria:

   A. The number of sabbatical leaves granted shall not exceed one percent (1%) of the total number of full-time instructional positions in the district.

   B. For each year in excess of seven, the employee shall accrue one point. Applicants shall be considered in descending order of accrued points.

   C. An application for subsequent sabbatical leave after the first leave shall not be considered until all applications for a lesser number of sabbatical leaves have been considered.

   D. In case applicants for sabbatical leave are tied in total points, a committee composed of two (2) appointees by the Superintendent and two (2) appointees by the President of the Association will review the applicants under consideration, and will forward their recommendation and vote record to the School Board.

4. A teacher on sabbatical leave shall receive one-half the contractual gross monthly salary according to the salary schedule; provided such payment shall not exceed a maximum equal to the annual payment of the beginning teacher. Payments shall not be made in excess of a contractual year. The maximum salary shall be the same for all personnel regardless of the number of contractual duty days. If it is determined that the employee is violating the conditions of his/her leave, salary payments shall be

discontinued and the employee shall repay all prior payments that were improperly received. Moreover, the leave shall be terminated forthwith.

5. Sabbatical leave may be carried over from one school year into the next on a continuous basis not to exceed the duty days of the applicant for a year of work. The salary maximum shall change if there is a change in the beginning teacher's salary. Such leave commencing during a year of school shall not be granted until a suitable replacement is available for the position being vacated. Any carry-over from one school year of sabbatical leave will not result in an increase of the quota of leaves for the next year.

6. Sabbatical leave applications shall be filed with the Superintendent by no later than March 1 of each year.

   A. Any applicant for sabbatical leave shall submit information relative to the type of work to be pursued. The employee shall be required to take sufficient graduate work to be classified as a full-time student by the college or university of attendance. Upon termination of the leave, proof that such graduate work has been completed shall be filed with the Superintendent.

7. Sabbatical leave may not be counted as a year of service for continuing contract or salary purposes.

8. Nothing in this rule shall be interpreted to preclude the right of the Board to abolish a position or positions during the time that a person is on leave. In the event a position is abolished, the person, upon return to duty, shall be assigned to a substantially similar position as may then be available.

9. Any teacher granted sabbatical leave shall agree in writing to render under contract three (3) additional years of service following expiration of leave.

   Failure to render such service shall require the teacher to refund to the School Board the full amount received during the time he/she was on sabbatical leave.

ARTICLE VII -TEACHER RIGHTS

Item 1 -Legal Assistance -Liability Protection

The Board will provide legal service for an employee who is charged with civil or criminal actions arising out of and in the course of performing assigned duties and responsibilities. However, in any case in which an employee pleads guilty or nolo contendere or is found guilty of any such action, the employee shall reimburse the Board for any legal services which the Board may have supplied pursuant to this item. (Refer to Florida Statutes)

Item 2 -Teacher Protection

A. Against Assault

The Board will support a teacher who suffers assault while on school property or on a school sponsored activity and while acting in the discharge of assigned duties. When absence arises from such assault as verified in writing by a licensed medical physician, the teacher will be entitled to iIness-in-line-of-duty leave as provided in Article VI, Item 4 of this contract.

B. Personal Property

A teacher may report any damage, loss or destruction of personal property which the Principal, in writing, has authorized the teacher to use in the performance of his assigned school duties in the school or on the school premises. However, prior principal approval is not required to cover damage caused to clothes, glasses and other items normally worn on the person in the function of their regular duties only if such damage is caused when the teacher is attempting to break up an altercation or is assaulted or touched. If the teacher was using suitable discretion and care, the Board, after having been presented replacement costs of the property by the teacher, will determine the worth of such property and reimbursement may be made under the following conditions: To qualify for reimbursement, the property must be worth more than $5.00 and the maximum reimbursement shall not exceed $700.

No payment will be made for items covered by insurance as recovered by lawsuit. Payments will not be made until the teacher has first exhausted all possibility of collecting such loss under other means.

Item 3 -Personnel Files

All Personnel files will be kept in accordance to Florida Statutes 1012.31. When a public records review is requested regarding a personnel file, the employee shall be notified in a timely manner of such review.

Item 4 -Employee Discipline and Complaints

Baker County School District will follow State Statutes regarding employee discipline as identified in 1012.34.

The Superintendent and his/her designee acting as an agent of the Board may discipline employees covered under this agreement. All reprimands, suspension with or

without pay and dismissal must be for just cause. The employee in question shall be provided with all statements, complaints and/or concerns that allege a problem or rule violation.

In the event an educational leader deems it necessary to meet with an employee informally at a specific time and place for purposes of information gathering or information sharing, the employee will be provided a completed copy of Appendix A. The employee may have representation at this meeting.

If the educational leader determines there is a need to meet formally with an individual and the outcome of that meeting may have disciplinary implications, the educational leader will provide a completed copy of Appendix B.

The educational leader and the employee receiving the notice of the formal meeting will sign a copy of the form. The original will be retained by the educational leader and the employee shall be provided a copy.

1. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood, however, that some more severe acts of misconduct may warrant circumventing the established procedure.
    a. Verbal warning
    b. Verbal Reprimand (site record only)
        1. No written conference summary is placed in personnel file
        2. The employee must be told that a verbal reprimand initiates the discipline process
    c. Written Reprimand (placed in personnel file)
    d. Suspension with or without Pay
    e. Termination

2. It shall be the objective of those taking disciplinary action, and of the employee, that they handle their roles by conducting themselves through proper and professional decorum to avoid embarrassment.

3. An employee who is summoned to the office of the Principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting, which may lead to disciplinary action which requires a completed copy of Appendix A or B, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such

representation is available. If a representative is to be used, the Principal/administrator/supervisor shall be informed in a timely manner.

4. When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.

5. Employees may be suspended with and/or without pay by the Superintendent for just cause pursuant to the progressive discipline policy.

6. When an allegation of wrongdoing or a complaint against an employee is investigated and could lead to disciplinary action, the employee shall be notified in writing of the nature of the complaint and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond in writing to the allegations or complaint during the investigation.

   No complaint or reprimand shall be placed in a teacher's personnel file unless an investigation ensues and the complaint is substantiated. Teachers shall be notified of all complaints prior to the district initiating an investigation. Every effort shall be made to process parent/student concerns.

   - The parent, and/or complainant, shall be encouraged to talk with the teacher first.
   - If necessary, a conference with the parent, teacher, and principal shall be held. The teacher must be notified at least 24 hours in advance of the conference.
   - In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information

Item 5 -Academic Freedom

Teachers are assured the freedom to employ personalized methods of instruction which are conducive to the effective teaching of the school curriculum. Teachers are further assured the freedom to use their own professional judgment regarding the specific subject matter taught and the materials used in their attempts to attain the educational goals of the school's curriculum. Should any methods in instruction, subject matter, or materials be questioned by the administration, as to its effectiveness in attaining the goals of the curriculum, the responsible teachers are assured the opportunity to justify the methods or materials in question, in light of sound educational practices, and district and state guidelines.

Item 6 -No Reprisals

There will be no reprisals taken against any employee for utilizing the grievance procedure established in the collective bargaining agreement.

Item 7 -Teacher Assessment

A. The assessment of the work of a teacher is the sole responsibility of the administration and may not be delegated to anyone in the instructional unit. The process of assessment is a continuous one and is not limited to a single observation or episode.

B. The administration may use whatever form of data gathering instruments it desires. A copy of the evaluation form and any data gathering forms and procedures to be used will be provided to each teacher no later than 5 days after the first student contact day for that teacher unless extended by mutual consent in writing. Any teacher(s) employed after the first month shall receive the evaluation form and orientation within twenty (20) days after assuming their teaching responsibilities. Forms for recording observation data shall include the dates, start and ending times, and places of such observation, and the evaluator's recommendations to the teacher. Following any written evaluation of an employee, he/she will receive a copy.

C. Classroom and/or work site observations of less than 30 minutes will be considered informal and will not require the completion of a summative form. However, if in the opinion of the observer, feedback to the teacher is desirable, then a conference shall be held for that purpose. Such conference shall occur no later than 5 days after the observation. As a general rule, formal observations shall span at least 30 minutes in order to more effectively evaluate a teacher's performance.

D. If a deficiency is noted during a formal observation, the evaluator shall explain to the teacher, through a personal conference, any areas of concern within five (5) working days of the observation. The teacher shall be given written notice, explanation, assistance, and a reasonable prescribed period of time to improve any area of concern on the final evaluation prior to having that area marked unsatisfactory. In the event a teacher receives a needs improvement on his/her final evaluation, written and supportive documents will be provided.

E. A copy of the final evaluation (domains 1-8) shall be given to the teacher no later than ten (10) working days after the final evaluation is conducted. If all indicators are within the Effective or Highly Effective ranges, the teacher will be given the option of meeting during the 10 day time limit or waiting until the data for Domain 9 is calculated, to complete the entire evaluation. This option will be initiated by the administrator within the 10 days through written communication between the evaluating educational leader and the teacher. Domain 9 results will be provided to teachers as soon as possible following the receipt of the state assessment scores.

F. Prior to the final day of the school year, the employee shall have the right to issue a written response to the evaluation based on domains 1-8 and shall have ten (10) working days after the receipt of domain 9 results to issue a response. The response(s) shall become a permanent attachment to the evaluation, which will be placed in the employee's file. Such signature by the teacher shall indicate only that the teacher has read the report and does not necessarily indicate agreement with its contents. In the event a teacher disagrees with the evaluation, he/she shall have the opportunity to respond in writing to any item or items within ten (10) working days of receiving the evaluation form. Any response shall be attached to the evaluation form retained by the Principal and to the copy placed in the teacher's personnel file. Nothing in this provision shall prohibit an employee's rights to submit written response to any item in their personnel file at any time.

G. When assigned out of field, the situational context of the teacher will be considered in the assessment.

H. Final evaluations for domains 1-8 Annual/PSC/CC employees will be completed by May 1 and submitted to the district for recommendation to the board. However, every effort will be made to complete sections 1-8 of the instructional evaluation instrument by April 1st.

I. The parties agree to form a committee to develop a peer assistance program. Four (4) teachers, selected by the Association President, and four (4) Administrators, selected by the Superintendent, will comprise the committee. The committee shall recommend a process, training modules, supplements, and implementation procedures as well as any other issues that need to be included in the program. Peer Assistance shall not be used for disciplinary or dismissal process.

Item 8 -Political Activity

The Board shall at all times recognize the constitutionally guaranteed right of its employees, either collectively or individually, to express their political opinions. However, employees shall not advocate or solicit support for any issue on any referendum matter in the presence of students during the regular workday. Nor shall any employees be casual agents of, or otherwise engage in, any activity having a primary effect of promoting division and dispute among the student population at any time on School Board property.

Item 9 -Teacher Right to Witness

In all conferences involving parents or administrators, teachers are entitled to request and have a witness of their choice present.

Item 10 -Reduction in Force:

A. If in the exclusive judgment of the Board, it is determined to reduce the number of teachers, the Board shall attempt to accomplish such reduction by attrition including volunteer resignations.

B. In the event it is determined a reduction in teachers shall occur, the Union President shall be given the opportunity to discuss such reduction with the Superintendent.

C. If workforce reduction is needed, a district school board must retain employees at a school or in the school district based upon educational program needs and the performance evaluations of employees within the affected program areas. Within the program areas requiring reduction, the employee with the lowest performance evaluations must be first to be released; the employee with the next lowest performance evaluations must be the second to be released; and reductions shall continue in like manner until the needed number of reductions has occurred. A district school board may not prioritize retention of employees based upon seniority.

D. Nothing herein shall prohibit teachers who have been reduced pursuant to this Article from seeking and/or accepting gainful employment elsewhere.

E. Nothing in this Article shall be construed to prevent the Board from providing staff balances to comply with mandated programs or to preclude or overcome any form of illegal discrimination.

ARTICLE VIII -DUE PROCESS

Teachers on Professional Service Contracts (PSC) will be entitled to due process with respect to their employment status. The School Board may suspend or dismiss PSC teachers from employment only for just cause as defined in Florida Statutes.

Probationary annual contract teachers are not entitled to due process or just cause. Annual contract teachers are entitled to due process during the terms of their contract.

ARTICLE IX -WORKING CONDITIONS

Item 1 -Workday

The teacher workday will be seven (7) hours and thirty (30) minutes per day, including a duty free lunch of at least thirty (30) minutes during the lunch serving time at each school. The time for lunch periods will be determined by the principal. The principal shall consider the desires of the employees when assigning duty. Under any circumstance which requires a teacher to surrender this duty free time, the teacher shall be given compensatory time. Compensatory time may be used during student contact time in 1/2 day increments or as entire work days; during non-student contact time, compensatory time may be used in half-hour intervals, with prior approval from the site supervisor. A teacher scheduled for lunch duty may allow another teacher to perform the duty. Only the teacher performing the duty will receive compensatory time. Compensatory leave may not be used to extend a holiday unless the day being requested is a non-student contact day, nor during scheduled state assessment days during the period of which the teacher is assigned to administer or proctor the test, or may not be used in more than 2 day increments. Compensatory time earned in the fourth quarter of the school year may be paid out to the teacher at $24.53 per hour. The number of compensatory hours earned in the fourth nine weeks may not exceed 10 hours. Compensatory leave is capped at 40 hours and is not redeemable, transferable, or accruable from year to year. When a teacher plans on using compensatory time prior notification to the administration must be given and approved by the administrator. During the lunch period, any teacher(s) not on duty, will be free to leave the school grounds upon notification to the building Principal or his/her designee.

Upon completion of their instructional and designated responsibilities, instructional personnel may consider their working day concluded unless notification is given by the building principal.

Within the workday, a planning period of no less than forty-five (45) minutes will be provided for all teachers, the use of which would be the planning, preparation and evaluation of curriculum and classroom activities. The Board will make every reasonable effort to protect the integrity of a teacher's planning time.
At least one (1) pre-planning day and two half (½) pre-planning days per year shall be unencumbered and every effort shall be made to provide as much unencumbered time to teachers as possible.

There shall be a planning day at the end of each nine weeks' grading period. Teachers shall have at least four unencumbered hours to work on grades, planning, and other activities necessary to start the next grading period. The remainder of the day may be used for faculty meetings, in-service and school improvement activities. Grades for each nine weeks shall be due no earlier than the end of that four hour time frame. The third nine weeks' planning day shall be totally unencumbered and teachers may choose to work remotely. No more than one planning period in a two weeks' period may be used for any type of in-service activity.

Item 2 -Teacher-Pupil Ratio

Positions requiring certification shall be assigned to each school center in accordance with the standards of the Class Size Reduction Amendment for Florida.

Item 3 -Teaching Load

Every effort shall be made at the beginning of the school year or semester to provide for the heterogeneous distribution of regular education students on any grade level or specialized area in the elementary schools and by subject and level in the secondary schools with respect to class size, discipline history, and ability levels. While reasonable efforts should be made to maintain distribution levels as much as possible throughout the year, it is understood that mobility factors and the timely accessibility of student information will impact distribution equity.

Item 4 -Vacancies and Promotions

Vacancies for positions within the Baker County Public School System should be filled, as far as practical, from the ranks of School Board employees. Written notice of professional job openings requiring certification will be placed in the Association mailbox located in the county office unless other arrangements are made by the Association President. Any and all vacancies and promotions which may occur during the school year shall be posted by the District, on the District website, at least (3) working days prior to filling the position. All professional employees may apply for any known vacancy within the school district and all applications will be considered by the Superintendent or designee. When hiring professional employees, the principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the hiring process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

The provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

All supplemental positions shall be posted in all county schools. The Association President shall be provided a copy of such job postings. Any teacher applicant shall be considered prior to filling such supplements.

Item 5 -Transfers and Reassignments

Transfers and reassignments of teachers may occur on a voluntary or on an involuntary basis:

A. Voluntary Transfer and Reassignment Provisions:

Teacher transfer and reassignment provisions are established, enabling any teacher seeking a transfer and/or a reassignment to be considered without any reprisals taken against him/her. A teacher, desiring a change in grade

and/or subject assignment or desiring to transfer to another school center or position, shall file a written notice of such desire, providing one copy to the building principal(s) and one copy to the Association. Such requests shall be reviewed by the administration at least once each year.

When voluntary transfer and/or reassignment requests are acted upon, the administration will notify the teacher in writing of said action as soon as feasible after action is taken, but not later than seven (7) teacher workdays following action. In making transfers, the Principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the hiring process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

Any teacher denied a transfer subject to this article, will, within ten (10) teacher workdays, have the opportunity to meet with the Superintendent or his/her designee to advance the reasons as to why the transfer should be considered.

These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

B. Involuntary Transfer and Reassignment Provisions:

When a transfer is deemed necessary, properly certified volunteers will be transferred or reassigned first under the provisions for voluntary transfers. In making transfers, the principal will make every effort to use the following factors: district-wide seniority, certification and qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the transfer process. The ability and willingness to accept extra-curricular responsibilities may also become a factor when all other factors are similar.

When involuntary transfer or reassignment action is taken, the administration will notify the teacher in writing, stating the reason for the transfer as soon as feasible after said action, but no later than seven (7) workdays following the action. These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

Item 6 -Before and After School Meetings

Teachers shall not be required to attend pre -and post -teacher day functions except for the following:

A. Any faculty or other meetings may be called at the discretion of the Principal. No more than one (1) of these meetings per month may exceed thirty (30) minutes beyond the teacher workday except in cases of emergency. Emergency is defined as something which cannot be reasonably anticipated in advance and would upset the smooth functioning of the school;

B. Parent-teacher and student-teacher conferences. All concerned parties must have prior notification of at least twenty-four (24) hours and all must mutually agree to said conference date and time.

Item 7 – Classroom Visits from Outside Parties

Twenty-four hour prior notification will be given when a parent/legal guardian requests to visit their child's classroom.

Item 8 -Safe and Clean Conditions; Tobacco Free Workplace

Teachers shall be furnished a safe and clean place of employment as defined in the laws of Florida and the United States, specifically Florida Statutes, and the Florida Workers' Compensation Act, Florida Statutes, which states, in part:

Teachers are responsible for the security and safety of students, but should it become necessary for a school to be placed under the control and management of an outside agency, teachers shall not be required to serve as security personnel.

In order to protect the health, safety and welfare of all employees in the Baker County School System, all uses of tobacco products in any form are prohibited in any district-owned facilities or on any district-owned grounds.

Item 9 -Conference Rooms and Telephones

A. A conference room, not limited to conferences, and/or a lounge where the Board will request a facility reserved for teacher use, will be made available. Two non-student adult restrooms will be provided for teachers at each school center. Teachers may use School Board telephones for school business calls.

B. All teachers shall have an operating system to communicate with the office in their classrooms or quads. Teachers shall be responsible for checking the system and reporting malfunctions, in writing (e-mail) and in a timely manner, to the building supervisor/designee.

Item 10 -Teaching Materials and Supplies

Every effort, within financial and spatial limitations, will be made to provide teaching materials and supplies when requested by the teacher through proper channels. Such materials and supplies should include but not necessarily be limited to the following:

1. Space for each teacher to store his/her instructional materials and supplies.
2. A chair, desk, and filing cabinet space for each teacher.
3. A copy of the Teacher's Edition of the state adopted text, if available through the publishers, used in each course the teacher is teaching.
4. Chalkboard/whiteboard space in each classroom.
5. A dictionary available in each classroom.

6. Books, paper, pencils, pens, chalk, erasers, and other such materials required.
7. All computers/printers, i.e. ink jets, shall be maintained in addition to regular classroom supplies.

Item 11 -In-Service Training

The use of in-service credit for re-certification purposes shall be at the discretion of the teacher. A teacher will not be required to attend in-service training beyond his/her regular work day or their contractual period.

Any teacher who agrees to prepare and present an In-Service Workshop will be compensated at the current instructional hourly rate approved for preparation time (Article 4, Item 2, Part Time Teaching Salary). The number of hours for preparation will be mutually agreed upon by the teacher and the Director of In-Service prior to the beginning of such preparation. Also, if an In-Service Workshop is to be held beyond the regular work day or contractual period, each teacher will be compensated for the presentation at the current rate approved for this type of presentation.

Item 12 -Substitutes

A teacher will not be required to substitute in another teacher's class, except in case of an emergency as determined by the building Principal. Emergency is defined as something which cannot be reasonably anticipated in advance and would upset the smooth functioning of the school. No teacher will be required to perform such duty more than two (2) times in any one school year.

Item 13 -Physical Examinations

The initial physical examination for employment will be at the expense of the employee and submitted on forms provided by the School Board.

An employee having a positive tubercular test may be protected under the Americans with Disabilities Act (ADA). The Board in accordance with the ADA will determine if such employee is otherwise qualified and not a direct threat or significant risk of substantial harm to the health or safety of teachers or others that cannot be eliminated by reasonable accommodation. The following factors, based upon objective medical evidence, will be considered:

1. The duration of the risk (how long is the carrier infectious)
2. The nature and severity of potential harm (how the disease is transmitted and what is the potential harm to third parties)
3. The likelihood that the potential harm will occur
4. The imminence of the potential harm.

Item 14 – Nursing Mothers

Pursuant to School Board Policy and the Federal Pump Act, the district shall provide reasonable break time, including classroom coverage if needed, for a nursing mother to express milk for her nursing child for one year after the child's birth, however, this must be coordinated with the site supervisor.

Item 15- Inservice for Supervising an Intern Teacher

Teachers who supervise an intern for a full semester will earn 30 in-service points. (Component # 7-507-004)

ARTICLE X -STUDENT DISCIPLINE / AUTHORITY OF TEACHERS

Subject to Florida Statutes and to School Board Policy, each employee shall have such authority for the control and discipline of students.
The School Board and the Association recognize that the teacher must be given firm and consistent administrative support in the handling of discipline problems in the maintenance of good order necessary in proper performance of duty.

The Principal shall have the right to exclude from the class, based on the recommendation of the classroom teacher, any student who is detrimental to the learning atmosphere of the classroom. Such suspensions will be within the limits of the law.

Before the student is returned to the classroom, disciplinary action will be taken. Efforts will be made to assure the teacher that the disruptive behavior will not be repeated. No student will be returned to class without the written re-admittance, as a courtesy to the teacher. The disciplinary action taken by the Principal or his designee will be noted in a timely manner.

If no improvement in the student's behavior is evident, the teacher shall have the right to again send the student to the office designated to handle discipline problems. After the student's second suspension by the Principal, based on the teacher's recommendation, the student should not be returned to the class room until the Principal is satisfied the disruptive behavior of the child will not reoccur. If, after this, no improvement of the student's behavior is evident, both the teacher and the Principal should consider alternative means of discipline.

"Alternative Programs" will be considered and implemented when funds are available to deal with the rehabilitation of disruptive children with the specific goal of returning the child to the regular classroom. Such programs shall be reviewed by the individual faculties with recommendations presented to the Board concerning the implementation of such programs.

At the beginning of each school year, employees shall be provided a copy of the law which refers to the Authority of Teacher.

ARTICLE XI -TEACHER INVOLVEMENT IN SCHOOL PROGRAMS AND PLANNING

Item 1 – School Advisory Committee(s)

Provisions will be established at each school by the building Principal and his/her faculty to include teacher recommendations in matters pertaining to textbook selection, curriculum materials, courses of study development, educational specifications for school buildings, classroom equipment, program changes, discipline and student activities.

The school advisory council/committee will have the opportunity to participate in the following areas of discussion, including but not limited to:

1. School budget expenditures;
2. Curriculum development and materials;
3. Discipline procedures;
4. Innovative methods and techniques.

The Superintendent, or a designee, and the president of the Association, or a designee, shall serve as ex officio members to each school advisory council and shall review recommendations prior to their submission.

The School Board may request waivers of any provisions of D.O.E. rules provided such waiver is not contrary to the terms of the collective bargaining agreement. Upon request, the association shall be supplied a copy of any such granted waivers.

Item 2 – Calendar Committee

Equal representation of Baker County teachers, as assigned by the Association President and three representatives of the Baker County Educational Support Professionals, will meet in an advisory capacity, along with the duly authorized administrative personnel responsible for school calendar formation for the upcoming year, to jointly recommend the establishment of such calendar. Both bargaining units will be included and allowed to participate in the final voting process.

Item 3 – Collaborative Action Team / Pulse Team

There will be a School Board Association/Collaborative Action Team comprised of one teacher from each school and an equal number of employer members. The teacher members of the committee will be ~~appointed~~ elected by the Association ~~President~~ and the School Board will designate its members. The committee will designate its own chairperson and secretary. The committee's function will be to recommend and advise. This committee will cover the following area: Discussion of problems and objectives of mutual concern. The committee will determine its own rules of operation, the frequency of meetings and the time of meetings. The recommendations of this committee shall be submitted to the Superintendent, the School Board, and the Association President ~~and the Union~~ in writing by the chairperson of this committee.

Item 4 – Insurance Committee

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCEA will be updated regularly by their respective committee members. The insurance committee will update and report to BCEA the committee's recommendation that will be presented to the Superintendent.

Item 5 – Assessment Committee

An Assessment Committee shall be comprised of twelve (12) members of equal representation from the Association and the Superintendent. This committee shall meet as needed and will commence when notice is provided to either the BCEA president or the Superintendent. This committee shall also conduct periodic reviews of the assessment procedures, evaluation instruments, and shall report the results of their review to the President of the Association and the Superintendent. This committee will meet at least twice during the school year.

Item 6 – Labor Management Committee

Attempts to resolve labor management issues should originate at the school/cost center site with the site based leadership. If unresolved, the Superintendent and/or designee agree to meet with the Union President and/or the Executive Director as needed, to discuss labor management issues. Also, problems that can't be resolved at this meeting will be referred to CAT team.

Item 7- Wellness Committee

Equal representation of Baker County teachers, as assigned by the Association President and three representatives of the Baker County Educational Support Professionals, will meet in an advisory capacity, along with the duly authorized administrative personnel responsible for wellness plans for the upcoming year, to jointly recommend the establishment of such wellness activities and programs.

ARTICLE XII -ORGANIZATIONAL RIGHTS

Item 1 -Representation at School Board Meetings

An Association representative will be released, with pay, to attend regular Board meetings. The building Principal and his/her school staff will cooperatively arrange, in advance, for the classroom replacement of the Association representative at no cost to the Board.

Item 2 -School Board Agenda and Minutes

School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online @ https://www.bakerk12.org/board-of-education/about-the-board/board-meetings. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.

Item 3-Financial Information

A single copy of the same financial information which is provided the School Board will be provided to the Association. Such information may be provided at either the official School Board meeting or through the Association mailbox located in the County Office.

The Association agrees to furnish the Board with a single copy of any financial information received by the organization which is pertinent to the operation of schools.

Item 4 -Dues Deduction

(The parties agree that under current Florida law the italicized language in Item 4 below is null and void. Should the law change and permit the School Board to allow union dues payroll deductions, the parties will meet and agree to the same language or modify as the law requires.)

Teachers have the right of continuous payroll deduction for Association dues, and programs approved by the Board. The following stipulations pertain to dues deductions:

1. *Association members will authorize dues deductions by presenting an authorization card to the employer.*
2. *The uniform amount specified will be deducted from paychecks in twenty-four (24) equal installments.*
3. *The Association will notify the business office, in writing, no later than September 15, of the dollar amount of the deduction.*

4. *Any teacher may stop dues deductions by written request thirty (30) days prior to payday.*
5. *The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of notification of such cancellation by sending a copy of cancellation request to the Association.*

Item 5-Payroll Deductions

No service charge will be levied for any School Board approved payroll deduction(s) a teacher wishes to declare.

Item 6-Use of Bulletin Boards and School Mailboxes

The Association shall be provided sole use of at least one (1) bulletin board and use of school mailboxes and inter-office mail as designated by the building Principal in each school center. The Association agrees that it shall use bulletin board space and mailbox space, provided as above, only for the following purposes:

1. Notices of Association meetings
2. Association elections
3. Reports of Association committees
4. Rulings and policies of the Association
5. Recreational and social affairs of the Association
6. Notices of public meetings
7. Association news releases

Copies of all materials and announcements will be submitted to the building Principal prior to the posting. No materials, notices, or announcements shall be posted or placed in school mailboxes by the Association which contains anything adversely reflecting upon the Board, its employees, or the organization among its employees.

Item 7-Released Time for President

The President of the Association, or one member of the Association appointed by the President during his/her absence, may conduct affairs of the organization on his/her non-teaching hours. When such activities require the president to leave his/her assigned school or to visit other schools, he/she shall notify both school principals or their designees of his/her intended travel itinerary. The President or designee shall be permitted to see teachers during their non-student contact time only with permission of the teacher's building principal.

The Association President shall be granted up to eight days of paid temporary duty with the approval of his/her principal. Such time shall be used to visit members within the various worksites, conduct meetings, etc. The Association agrees that such time will not be taken on days that interfere with activities within the schools such as testing, faculty meetings, etc., without the principal's approval. The Association shall provide the principal with at least two (2) days' notice of such leave unless the principal agrees to waive such notice. To the extent possible, such time will be taken when the President does not have students assigned to him/her.

Item 8-Organizational Meetings

The Association may use school buildings for conducting business of the Association, with prior notification and approval of the building Principal provided, however, that such meetings do not interfere with the normal school operation.

Item 9-Leave to Attend State Affiliate Meetings

Professional leave will be granted to as many as seven (7) official Association delegates for the purpose of attending the annual state parent organization (FEA) meeting. Such leave, not to exceed two days in anyone school year shall be requested in writing from the Superintendent. The Association agrees to pay for the seven substitutes required in order to release the seven delegates.

Item 10-Bargaining Unit Information

The Association will be provided an updated list of all employees in the bargaining unit three (3) times a year (September 1st, November 1st, and March 1st). Such list shall include the name, address, phone number, hire date, work site, and membership status of every member of the bargaining unit. List shall be provided electronically.

ARTICLE XIII -GRIEVANCE PROCEDURE

All employees shall have the right to file a grievance under this Agreement without regard to membership, or non-membership, in the Association. All members of the Association shall have a right to Association representation at all levels of this procedure in accordance with Association policies. The Association shall also have the right to be present at all levels of this procedure regardless of membership.

The Board also has the option of representation at its expense, at any level. When a teacher has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. The grievance for any teacher employed by the Board shall be as follows:

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.

1. The term "days" when used in this Article shall mean normal employee workdays.
2. "Employee" shall mean a member of the bargaining unit.
3. "Administrator" shall mean immediate supervisor, principal of the school or supervisor of a work center, or their designee.
4. "Grievant" shall mean employee.
5. A grievance shall be an alleged violation, misapplication or misinterpretation of the expressed terms of this Agreement.

B. All grievances shall be brought to the attention of the appropriate principal or supervisor within fifteen (15) workdays of the incident or they will not be considered.

C. A formally written grievance shall contain the following:

1. Signature of the grievant;
2. Grievance shall be specific and related to contractual provisions alleged to have been violated;
3. A synopsis of the facts giving rise to the alleged violation must be included;
4. The section or subsections of this contract alleged to have been violated is to be listed;
5. It shall contain the date of the alleged violation;
6. It shall specify the specific relief requested.

D. When the presence of an employee or a key witness at a grievance hearing is requested by either party, illness or other incapacity of the employee or key

witness shall be grounds for any necessary extension of grievance procedure time limits.

E. If hearings and conferences are scheduled by the administrator during working hours, all employees whose presence is required shall be excused from duty with pay while in attendance.

F. Any investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with or interruptions of the grieving employee's assigned duties. Other employees will not be involved in the process while on duty unless under the provisions of E above.

G. All grievances must be processed through the grievance procedure. After the grievance is filed, it shall be amendable only by mutual consent of the Board and the Association and may be withdrawn by the grievant. Any employee who disagrees with the implementation of the adopted process and/or procedures of the employee assessment (relating to SB736) may file a grievance as outlined in this article.

H. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in the Article.

1. Any matter involving substance (content) of employee evaluations.

I. Informal

An attempt shall be made to resolve any grievance in informal, verbal discussion between grievant and employee's administrator. Within fifteen (15) workdays of the time a grievance arises, the employee will present the grievance to employee's administrator. Within ten (10) workdays after presentation of the grievance, the administrator will give an answer orally to the employee.

Note: Oral statements made in the informal complaint conference shall not be recorded by either party.

J. Formal

Step One:

If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (see page 51) with copies as indicated on form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give

the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two:

Unless the parties agree to the decision of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of Step One. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s) shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the meeting.

Step Three:

Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration. When the parties agree to submit the grievance to mediation, the timelines are waived until the mediation process is concluded. A request for a mediator will be made to Federal Mediation and Conciliation Service (FMCS) within ten (10) workdays unless both parties mutually agree to make a request for another mediator, within ten (10) workdays.

If the employee is not satisfied, he/she must choose either a hearing before the Board or arbitration. Whichever method the employee chooses, the decision of the Board, or arbitrator, (whichever is applicable) will be final. If the employee chooses to have a hearing with the Board, the Board shall hold a hearing no later than twenty (20) workdays after receiving the request. Within ten (10) workdays after the hearing, the Board shall communicate its decision in writing, and state its reasons to the Association and the aggrieved employee.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The parties shall select an arbitrator from AAA in accordance with its rules, and whose rules shall likewise govern the arbitration proceedings.

K. The fees of the arbitrator shall be borne equally by both parties hereto. All other expenses of arbitration, such as cost of transcripts, etc., shall be borne by the requesting party. Employees subpoenaed by the arbitrator will receive no loss of pay for the time required as witnesses.

L. When grievance meetings and arbitration proceedings are held during employee work hours, up to ten (10) grievant(s), witness(es) and Association representative(s) whose presence is required shall be excused with pay from their normal duties. If the Association indicates that more than ten (10) witnesses are needed, every effort will be made to schedule the meeting beyond the employee workday.

M. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of the Agreement.

N. The arbitrator's powers shall be limited to deciding whether the express articles of this Agreement have been violated, misinterpreted or misapplied.

O. The arbitrator's decision, when following procedures set forth in the Agreement, shall be final and binding on the Association, its members, the employee and the Board. Neither the Association nor any member of the bargaining unit shall attempt any other means to bring about the settlement of any grievance, until all steps of the grievance procedure have been completed.

P. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation that he may have received during the period of the back pay.

Q. Any grievance which arose prior to the effective date of this Agreement shall be processed through the procedure in effect at the time of the grievance.

R. If the grievance arises from an action of authority higher than the principal of a school, the employee may present such grievance at Step Two of this procedure.

S. If a grievance affects employees at more than one school/work site, the Association President/Designee may file a class action grievance at Step Two of this procedure. The Association President/Designee may also file at Step Two a class action grievance of any alleged violation, misapplication or misinterpretation of rights specifically granted the Association in this Agreement. Any class action grievance will be signed by the Association President.

T. If the same grievance affects more than one employee at the same school/work site, an Association Building Representative may file a class action grievance on behalf of the employees at Step One of this procedure.

U. Separate grievances filed under this Agreement which do not qualify as "class action" under S. and T., will be handled separately and not combined for arbitration.

V. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.

W. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to lodge an appeal at the next step of this procedure, but any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved by the Administrator or the Board's answer to the previous step.

ARTICLE XIV -SAVINGS CLAUSE

Should any provision of the Agreement be declared illegal by a court of competent jurisdiction, then shall such provision be null and void and be renegotiated and made a part hereof as an appropriate amendment of this contract. All other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement.

FOR THE TEACHERS

_____
Debra Crews
President, BCEA

_____
Angela Callahan
Chief Negotiator

FOR THE BOARD

_____
Leonard Dietzen
Chief Negotiator, BCSB

_____
~~Baker County School Board~~
J. Wyatt Milton, Superintendent

_____
~~Baker County School Board~~
Board Chairperson

AGREEMENT BETWEEN THE BAKER COUNTY EDUCATION ASSOCIATION AND THE BAKER COUNTY SCHOOL BOARD

In the event that a financial situation (short fall or windfall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the Association and the BCSB will agree to return to the table for renegotiations.

MEMORANDUM OF AGREEMENT
~~2024-2025~~ 2025-2026

The School Board of Baker County and the Baker County Education Association agree to the following:

The following employees will be paid a supplement from the Federally-funded IDEA Grant. Amounts may vary in the future based upon the IDEA grant being approved.

ESE Classroom Teachers @$1200/yr.
Speech Pathologists @ $1200/yr.

Memorandum of Understanding
SWAT Coordinator ~~2024-2025~~ 2025-2026

This memorandum of understanding is to continue a SWAT (Students Working Against Tobacco) coordinator supplement at the High School and Middle School in the amount of $500.00. The coordinator will oversee the SWAT component of the Baker County Health Department Tobacco Prevention Program and be responsible for maintaining the local SWAT chapter.

The following memorandums are additions:

MEMORANDUM OF UNDERSTANDING

Teacher Salary Increase Allocation (TSIA)

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA").

WHEREAS, the BCEA is the certified bargaining representative for the teachers as defined by the collective bargaining agreement and:

WHEREAS, the Legislature has set forth how to pay the growth portion of the Teachers Salary Increase Allocation as follows:

> From the funds in Specific Appropriations 5 and 88, $101,602,318 is provided for school districts and charter schools to use for increased personnel compensation costs or to provide salary increases to full-time classroom teachers and certified prekindergarten teachers funded in the Florida Education Finance Program with at least two years of full-time teaching experience in a Florida public school, and other instructional personnel. Each school district and charter school shall use 0.54 percent of its base FEFP funding amount as provided in SB 2500.

1. The parties agree that, the Board's appropriated amount of TSIA funds for the 2025-2026 school year for growth is $148,517.01. After benefits are taken out, the total available funds are $122,055.40.
2. From these funds all eligible teachers hired/working in position by/on September 25, 2025 will receive an equal share of the available allocation added to their base pay. There are approximately 244 teachers that have more than two years of Florida public school teaching experience and meet the definition as set forth by the Legislature above.
3. Teachers who have not completed 2 years of Florida public school experience will not receive a portion of the TSIA funds per Florida Statute.
4. Additional compensation will continue to be negotiated.
5. Nothing in this MOU prevents the bargaining of additional items for the 2025-2026 school year as set forth in the CBA.
6. The Board will submit its plan for the disbursement of the funds to the Department of Education by the October 1, 2025 deadline as applicable.

MEMORANDUM OF UNDERSTANDING

Extended Day Enrichment Program (EDEP) Child Care

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and **Baker County Education Association ("BCEA")** to establish guidelines regarding a before-school childcare benefit for employees for the 2025-2026 school year.

Agreement

The District and the BCEA recognize and understand the importance of appropriate supervision before school. This time is critical for teachers and staff to prepare, collaborate, and plan for student success. For this reason, the school environment must be preserved and remain free of unnecessary distractions. In order to promote these activities and environment, the District and the BCEA agree that eligible children, as stipulated in this agreement, may participate in EDEP (Extended Day Enrichment Program) care at a discounted rate of 50%. This agreement only applies to the personal children of an employee (biological, legal, or stepchildren). This benefit does not apply to other children such as a niece, nephew, grandchild or other children under the employee's supervision.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Friday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Sept. 25, 2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 9/26/25

MEMORANDUM OF UNDERSTANDING

Classroom Observation Procedures for Experienced and Effective Educators

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA") for the purpose of providing flexibility in the classroom observation process for experienced and high-performing instructional staff.

Purpose

The parties recognize the professionalism of experienced and effective educators and seek to streamline the formal observation process while still maintaining a robust feedback system that promotes instructional growth and support.

Agreement

The District and the BCEA agree to the following terms:

1. **Eligibility Criteria**
   A teacher shall be eligible for the modified observation protocol described in this MOU if the teacher:
   - Holds a valid five-year Florida Professional Educator's, Temporary Florida Professional Educator's, or District Teaching Certificate.
   - Has earned a summative evaluation rating of Effective or Highly Effective in each of the previous two school years.
2. **Waiver of Formal Observation Requirement**
   For teachers who meet the eligibility criteria, the District shall waive the contractual requirement for a formal classroom observation that spans at least thirty (30) minutes.
3. **Walkthrough Protocol**
   In lieu of the formal observation:
   - The supervising administrator shall conduct a minimum of five (5) documented walkthroughs in the teacher's classroom over the course of the school year.
   - Each walkthrough shall be followed by written or electronic feedback provided to the teacher within three (3) school days.
4. **Follow-Up Meetings**
   - If any areas of deficiency are noted during a walkthrough, the administrator shall initiate a meeting with the teacher to discuss the concerns and offer support or guidance.
   - A teacher may also request a meeting following any walkthrough feedback to seek clarification or engage in professional discussion.
5. **Non-Precedent Setting**
   This agreement shall not be construed as establishing a precedent or altering any existing collective bargaining agreement provisions, except as specifically outlined herein.

6. **Opt-Out Option**
   If either the instructor or the administrator designated as the evaluator wish to participate in/conduct the 30-minute observation (as stipulated in the contract) in lieu of the five walkthroughs, then either party must submit this in writing along with an explanation to the other party no later than Friday, December 19, 2025.
7. **Duration**
   This MOU shall take effect on Wednesday, October 15, 2025, and remain in effect through Thursday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Oct. 15, 2025

For the Baker County School District:

Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

MEMORANDUM OF UNDERSTANDING

Employee Payment of Compensatory Time Earned

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Association** ("BCEA").

Agreement

The parties agree to the following terms:

This memorandum of understanding is to provide financial compensation in the form of a separate payroll check on Friday, December 12, 2025, for all instructional unit employees who voluntarily request payment for the compensatory time earned by the employee during the contractual period from July 1, 2025, through November 21, 2025. The rate of pay for the compensatory time earned will be the hourly rate of the employee.

Instructional staff must request the payout of compensatory time by completing the Compensatory Time Payout Request Form and submitting the form to the employee's work location bookkeeper by **Friday, November 21, 2025**.

Signatures

For the Baker County Education Association:

Debra Crews

Debra Crews, Association President

Date: Sept. 25, 2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 9/26/2025

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S): _____

SCHOOL: _____ ASSIGNMENT: _____

HOME ADDRESS: _____ HOMEPHONE: _____

STEP 1, 2, 3 (please circle the appropriate step)

DATE CAUSE OF GRIEVANCE OCCURRED: _____

RELATES TO ARTICLE(S) _____ PARAGRAPH(S)_____

OF AGREEMENT BETWEEN THE _____ ASSOCIATION AND THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA.

STATE OF GRIEVANCE (INCLUDE STATEMENT FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____

RELIEF SOUGHT (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

DEPOSITION OF ADMINISTRATOR (FOR EACH ARTICLE and STEP 1,2,3)

_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX C

Change of Contract Request

I am requesting to be placed on the Performance-Based Salary Schedule. I understand that I am forfeiting my Professional Services Contract and will be placed on an Annual Contract. I realize this decision is irrevocable.

_____ _____
Instructional Employee's Name Date

NOTARY PUBLIC
STATE OF FLORIDA, COUNTY OF BAKER

The foregoing instrument as acknowledged to and before me this ____ day of _____, 20___, by _____ who is personally known to me or has produced _____ as identification.

_____
Notary Public Notary Stamp:
My Commission Expires:

This is the updated insurance information for 2025-2026:

BAKER COUNTY SCHOOLS
2025-2026 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 3566				
Employee	$ 951.98	$ 535.02	$ 416.96	$ 208.48
Employee & Spouse	$ 1,715.20	$ 688.86	$ 1,026.34	$ 513.17
Employee & Children	$ 1,561.92	$ 657.36	$ 904.56	$ 452.28
Family Coverage	$ 2,263.94	$ 802.20	$ 1,461.74	$ 730.87
E/E Family Coverage	$ 2,263.94	$ 1,211.12	$ 1,052.82	$ 526.41
E/E Spouse Coverage	$ 1,715.20	$ 963.90	$ 751.30	$ 375.65
FL BLUECARE HMO 62				
Employee	$ 1,078.96	$ 535.02	$ 543.94	$ 271.97
Employee & Spouse	$ 1,943.94	$ 688.86	$ 1,255.08	$ 627.54
Employee & Children	$ 1,770.22	$ 657.36	$ 1,112.86	$ 556.43
Family Coverage	$ 2,565.90	$ 802.20	$ 1,763.70	$ 881.85
E/E Family Coverage	$ 2,565.90	$ 1,211.12	$ 1,354.78	$ 677.39
E/E Spouse Coverage	$ 1,943.94	$ 963.90	$ 980.04	$ 490.02
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 700.50	$ 535.02	$ 165.48	$ 82.74
Employee & Spouse	$ 1,262.02	$ 688.86	$ 573.16	$ 286.58
Employee & Children	$ 1,149.30	$ 657.36	$ 491.94	$ 245.97
Family Coverage	$ 1,665.86	$ 802.20	$ 863.66	$ 431.83
E/E Family Coverage	$ 1,665.86	$ 1,211.12	$ 454.74	$ 227.37
E/E Spouse Coverage	$ 1,262.02	$ 963.90	$ 298.12	$ 149.06
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
BASIC OPTION				
Employee	$ 31.24	$ 12.70	$ 18.54	$ 9.27
Employee & Spouse	$ 53.84	$ 12.70	$ 41.14	$ 20.57
Employee & Children	$ 65.40	$ 12.70	$ 52.70	$ 26.35
Family Coverage	$ 88.40	$ 12.70	$ 75.70	$ 37.85
E/E Family Coverage	$ 88.40	$ 25.40	$ 63.00	$ 31.50
E/E Spouse Coverage	$ 53.84	$ 25.40	$ 28.44	$ 14.22
ENHANCED OPTION				
Employee	$ 35.04	$ 12.70	$ 22.34	$ 11.17
Employee & Spouse	$ 61.14	$ 12.70	$ 48.44	$ 24.22
Employee & Children	$ 78.16	$ 12.70	$ 65.46	$ 32.73
Family Coverage	$ 104.30	$ 12.70	$ 91.60	$ 45.80
E/E Family Coverage	$ 104.30	$ 25.40	$ 78.90	$ 39.45
E/E Spouse Coverage	$ 61.14	$ 25.40	$ 35.74	$ 17.87
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age
H: Premiums for 2025-2026

AGENDA ITEM NO. 9.7

Item Cover Page

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

DATE:	November 17, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Contract
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Amended July 1, 2025).

ATTACHMENTS:
11.17.2025 Approval of the 2024-2027 BCESP Contract_T.Hill.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

November 7, 2025

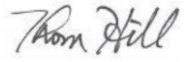
Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the 2025 – 2026 Baker County Education Support Professionals agreement with the District. I sincerely thank both negotiating teams who met numerous times since May of the last school year to arrive at this improved contractual agreement.

Thank you for your consideration of this request. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,



Thomas Hill
904.259.0427

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

2024-2027

~~(Revised July 1, 2024)~~

(Amended July 1, 2025)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY 2024 BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD" AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS, HEREINAFTER CALLED THE "ASSOCIATION".

WHEREAS, the Board and the Association recognize and declare that providing a safe, quality education for the students of Baker County is the primary goal of the Baker County Public Schools; and

WHEREAS, the Board and the Association recognize that it is the responsibility of the Board to approve the educational and operational policies that are essential to the public educational programs and that the Association represents the Baker County Education Support Professionals, who are engaged in providing educational services; and

WHEREAS, the Association, as the certified and exclusive agent and representative of the Baker County Education Support Professionals and the Board have agreed to bargain in good faith in the determination of the wages, hours, and terms and conditions as of employment of the public employees with the bargaining unit; and

WHEREAS, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in this Contract; and

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED as follows:

ARTICLE I
AGREEMENT

The Agreement between the Baker County District School Board (hereinafter referred to as the "Board") and the Baker County Education Support Professionals, FEA, (hereinafter referred to as the "Association") to be effective upon ratification of the Bargaining Unit Members and upon approval of the Board.

The Board agrees not to enter into any agreement with any member or potential employee of this unit which conflicts with Florida Statutes, Chapter 447 and any provision of this Agreement. All efforts will be made, in good faith, by the Board and the Association to correct/reconcile current contract language with current Florida Statutes.

ARTICLE II
MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the Board or in any way abridging or reducing such authority.

This Agreement shall be construed as requiring the Employer to follow its provisions in the exercise of the authority conferred upon the Employer by law.

ARTICLE III
RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative for all matters affecting wages, hours and working conditions as provided in Chapter 447, Florida Statutes, for those employees in the Unit certified by the Public Employees Relations Commission in its Certification No. 865 on October 3, 1989, which covers the Unit described below:

INCLUDED: All regular full-time and regular part-time non-instructional employees of the School District of Baker County including: teacher para-professional, bus driver, nutrition services worker, custodian, data entry operator, school secretary, bookkeeper, electrician, office paraprofessional, media paraprofessional, mechanic, carpenter, warehouse employee, secretary-guidance, and air conditioning mechanic.

EXCLUDED: All Instructional employees, senior high principal's secretary, fiscal assistant (5), secretary to superintendent (2), managerial employees, confidential employees, employees with a supervisory conflict of interest, temporary, and casual and seasonal employees

ARTICLE IV
COMPENSATION

Item 1 -NEW CLASSIFICATION

It is agreed by both parties that as new classifications are created by action of the Board, the question of inclusion or exclusion with this Agreement shall be determined by comparability with the classification listed in the unit description certification.

Item 2 -JOB SPECIFICATIONS

The Employer agrees that each employee covered by this Agreement shall be assigned a specific classification to which each classification will have the same written job specifications outlining the duties.

Item 3 -CONTRACTS

A. ANNUAL EMPLOYMENT STATUS -Effective this Agreement, all employees shall serve a two (2) year probationary period. During the first year of this two-year period, the employee may be dismissed without cause or may resign without prejudice. All employees covered by this Agreement (who have been employed for the length of the probationary period) on its effective date will be past their probationary period and will be permanent employees.

An employee who works a contract less than 261 days will be notified in writing if not rehired for the following year on or before May 1. If working 261 days, the employee will be notified in writing on or before June 1.

An employee non-renewed may make a written request within 10 work days for a meeting with the Superintendent or his/her designee. After hearing from the affected employee and/or his/her representative, the Superintendent will either uphold the preceding action or recommend reemployment, and notify the employee in writing within 10 workdays. The decision of the Superintendent will be final.

B. CONTINUOUS EMPLOYMENT STATUS – After the second year of Annual Employment Status, continuous employment status shall be granted to an employee if the employee has been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment. A continuous service employee will be entitled to due process in respect to their employment under the grievance procedure herein:

1. The continuous employment status shall be effective at the beginning of the school/fiscal year following completion of all requirements.

2. An employee holding continuous employment status may be non-renewed when the principal/supervisor charges the employee in writing of performance deficiencies which may result in non-reappointment if not corrected within a specified time. The notice will include:

    1. Notice of deficiencies.
    2. Explanation of deficiencies and suggestions for corrections.

3. Assistance rendered to correct deficiencies.
4. Time for deficiencies to be corrected.

3. The Superintendent and/or the board may non-renew, suspend, dismiss or return an employee to probationary status for just cause, at any time during the year for reasons including, but not limited to the following:

a. Violation of a policy of the School Board of Baker County
b. Violation of work rules
c. Gross insubordination -willful and continuing refusal to follow a proper directive, order or assignment from a supervisor
d. Immorality
e. Misconduct in office
f. Incompetence
g. Willful neglect of duty
h. Being under the influence of alcohol while on duty
i. Possession of, sale of, intent to sell, dispensing of, or being under the influence of any illegal substance
j. Sexual harassment of any employee, student, or other individual
k. Conviction of any crime involving moral turpitude
l. Endangering the health, safety or welfare of any student or employee of the District
m. The conviction of a felony in the State of Florida or notice of conviction of a substantially parallel offense in another jurisdiction
n. An act committed while off duty, which adversely affects the employee's performance of duties, or disrupts the operations of the District, its schools or other facilities
o. Improper use of leave
p. Failure to perform work-related assigned duties
q. Intentional or negligent damage to School Board property
r. Unethical use or administration of test materials
s. Failure to report to work
t. Theft
u. The act of job abandonment, in being absent from work for three (3) consecutive days, without proper notification to the immediate supervisor or designee

An employee with continuous employment status recommended for non-renewal, suspension, termination and/or return to probationary status shall be disciplined for cause and may file a grievance through the Formal Grievance Procedure. Such request shall be submitted in writing to the Superintendent within fifteen (15) working days of receipt of notification of the action being taken.

C. Work Week/Year

1. The minimum length of regular full-time employees' normal work week and length of the work year will be established by the employee's administrator and approved by the

Superintendent prior to the beginning of each fiscal school year. Thereafter, no change in the length of the normal work week will occur during the fiscal school year unless the change is for cause or is a result of the reduction of force procedure outlined in this agreement.

2. Nine and ten-month employees who are requested to continue their regular duties during the summer period are employed on an as-needed basis as determined by the Board. Other employees hired to fill available summer period vacancies will be employed based on consideration of availability, qualifications, past performance and seniority at each worksite.

D. The principal or supervisor may provide, if in his/her opinion it is justified, an adjusted work day within employee's regular work week to accommodate the needs of the employee or the school system, provided a record keeping system as determined by the principal/supervisor, or as required by the Board, will be utilized by the employee to assure accurate records and meet auditing requirements.

E. Employees who have been reclassified from 12-month to 10-month, and continue in the original job classification, will be given summer employment when available provided they are qualified for the job and request the summer employment.

F. Less than full-day employees will be given that fractional part of the year that they have earned when they move to a full-day employment. (EXAMPLE: Four (4) hours per day for two years will be moved in full-day employment with one year experience.)

G. Present employees who are scheduled to work less than 30 hours per week, are part-time employees, are not entitled to the fringe benefits conveyed by this Agreement unless the employee is a full-time bus driver working a minimum of 27.5 hours per week or 5.5 hours per day.

Item 4 -EDUCATIONAL REQUIREMENTS

All employees shall be required to possess the educational requirements as set forth in the board approved job descriptions which are located on the district website at bakerk12.org. It is further agreed that all current employees as of July 1, 2021 are exempt from this provision for the current position they hold.

Item 5 -WORKING EXPERIENCE

All non-instructional personnel shall be permitted to bring in eleven (11) years of previous working experience either out of or within the County. The question of in-field shall be determined by the supervising administrator and the Superintendent of Schools. Substitutes within the County hired for a position in the field for which they have substituted (accumulated work totals ½ plus one day or more of the position's contracted year) shall receive one year of experience credit if the service was in a full-time assignment. This does not include time served as an on-call or as needed substitute. This credit is not awarded retroactively to substitute time completed prior to July 1, 2016.

Item 6 -RETIREMENT CREDIT

Non-Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan, or from another State retirement system.

Item 7 -MILITARY EXPERIENCE

Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full-time active duty to the date of the discharge or release from duty and must be verified and the discharge or release from active duty must have been under honorable conditions.

Item 8 -SPECIAL BANQUETS

School Nutrition services personnel being used for special banquets will be paid at their regular rate of pay.

Item 9 -TRANSPORTATION

FIELD TRIP PROCEDURES AND SPECIAL USES OF SCHOOL BUSES

1) **Participation:**

A) All school bus drivers employed as regular drivers are eligible to participate in extra-curricular trips. Trips driven by coaches, sponsors and community volunteers are excluded. Rosters will be maintained listing those drivers who desire to participate. A current roster shall be posted in the bus lobby by the supervisor or his/her designee. Substitute drivers will not be scheduled for the extra trips, except in an emergency or when all full-time drivers have refused the trip.

B) Drivers will be given the opportunity to sign up for extra trips at the beginning of each school year and at any time during the school year.

C) Drivers signing up for extra trips after the school year begins shall be placed at the end of the extra trip roster and not be assigned make-up trips to catch them up to the drivers who have participated since the beginning of the school year.

D) Drivers who stop participating in extra trips temporarily and then begin again shall be placed at the end of the rotating list and shall not have make-up trips. Drivers on leave will not be removed from the list.

2) **Scheduling Procedures:**

A) The names of drivers who desire to participate in extra trips will be placed on a roster in alphabetical order. The list will be formed at the beginning of the school year. Trips will be assigned to drivers by using the roster as a rotation. Trips will be assigned in the order the bus requests are received. Trip requests that come in at the same time will be assigned according to chronological order. The trip requests will be placed in the drivers' lockers. However, the driver's regular route, the number of refusals and the availability of substitute drivers may be considered when assigning trips.

B) Drivers may also sign up to be available to drive emergency trips. A separate roster shall be maintained for drivers available to drive emergency trips. Emergency trips are those that a driver has less than forty-eight (48) hours notification of the trip.

1) Driving emergency trips will be counted separately from the regular extra trip rotation. An emergency trip does not count as the driver's opportunity to drive an extra trip on the regular rotation.
2) An attempt shall be made to equalize the number of emergency trips each driver is offered. The driver's regular route, the number of refusals, and the availability of substitute drivers may be a consideration in equalizing emergency trips.
3) In the event an emergency driver is covering for a driver who "failed to show" on the regular roster, the "failed to show" driver will not receive a make-up trip.

C) A driver who turns down an extra trip assignment will forfeit his/her turn on the rotation unless it is turned down due to illness or if the trip would require the driver to miss their regularly scheduled route. He/she will not be rescheduled until the rotation comes back to his/her name.

D) A driver who repeatedly turns down extra trip assignments for any reason, except sickness, or fails to meet the extra trip assignment (except for mechanical reasons) may be dropped from the roster.

1) Repeated turndowns shall be considered in excess of three (3).
2) Failure to meet extra trip assignments shall be considered in excess of one (1).
3) The driver being dropped from the roster for the above reasons, will be asked to come into the Director of Transportation's Office to sign a memo stating the effective dates and the reason for the suspension.

a) The first suspension shall be for a period of one month.
b) The second suspension shall be for the remainder of the school year.
c) A driver who has been suspended shall not be assigned make-up trips after the suspension is lifted.

E) In case of trip cancellation, an effort shall be made to schedule the driver on the next available extra trip assignment.

F) When a driver determines that he/she is unable to take the assigned extra trip, they will either call the Transportation Secretary, and/or return the trip sheet to the Secretary as soon as possible.

G) A driver who is not able to drive his/her regular route will not be allowed to do an extra trip the same day. If a driver misses the morning route, he/she is not allowed to drive an extra trip prior to the afternoon route. If a driver misses the afternoon route, he/she is not allowed to drive an extra trip in the afternoon.

H) Special requests for specific drivers on bus requests from the schools shall not be granted. The rotation system shall be adhered to.

I) Drivers are not authorized to switch trips with other drivers. If a scheduling problem arises, contact the Transportation Director.

J) The scheduling history shall be made available within twenty-four (24) hours of the request.

Two bus driver categories will be developed for special trips.

1. Paid bus driver category - Full-time and substitute drivers
2. Volunteers- Volunteers can be citizens from the community, teachers, coaches or employees that are not full-time or substitute bus drivers. Volunteers must meet all the federal, state and district requirements to transport students on a school bus.

The sponsor of the trip will select the category and the Director of Transportation will assign the driver. If a volunteer driver is desired, it is the trip sponsor's responsibility to make arrangements with the volunteer. If a paid driver is selected, he/she will be assigned from the appropriate rotating list. The rotating list for paid drivers shall be posted in the bus garage lobby.

A Board approved driver will be paid as follows for extra trips: At step 1 or current hourly rate whichever is less of the driver pay schedule per hour, not to exceed 14 hours per extra trip, plus expenses (expenses include meals and lodging, if not provided, and any entry fee required) will be paid for time in excess of the five and one half hours regular contractual time.

When a trip interferes with the driver's regular contractual day, he/she may request other leave without pay and then shall be compensated by the sponsoring club at his/her regular hourly rate for up to five and one half hours. Meal expenses will be according to the state food allowances schedule, which is;

1. $6.00 Breakfast -before 6:00 AM. and extends beyond 8:00 AM.
   $11.00 Lunch -before 12:00 noon and extends beyond 2:00 P.M.
   $19.00 Dinner -before 6:00 P.M. and extends beyond 8:00 P.M.

2. Hotel expenses will be at the single occupancy rate as receipted. Expenses will be paid on internal account checks from the school center sponsoring the extra trip.

3. Where paid drivers are assigned by the Superintendent for extra trips during contractual time, TDE will be given. Time worked over 5.5 hours will be compensated at the approved rate only for extra trips assigned by the Superintendent.

4. Drivers will be paid at step 1 or current hourly rate, whichever is less for extra trips out of the county, beyond the employee's school run according to the payment schedules, or $24.00 per trip, whichever is higher.

5. Length of Extra Trips -On any extra trips, no driver shall have duty for any period greater than 14 consecutive hours. If a trip requires duty greater than the 14 consecutive hours:

   1) A second bus driver will be provided; or
   2) The driver will be given an eight hour rest that provides sleep arrangements on behalf of the driver.

3.) **ADDITIONAL RESPONSIBILITIES:**

1. Cleaning of Bus -Each driver is responsible for the general cleanliness of his/her bus. Every effort will be made to use bus drivers, who are willing to clean and service busses during the summer. Bus drivers shall be paid their hourly rate for such service.

2. Bus aide as Substitute Drivers -Bus aide shall be paid at Step 1 of the driver's pay schedule when used as substitute drivers.

3. Transportation Substitute List -Bus drivers will be provided an updated list of available subs.

4. Active regular bus drivers, active regular bus aides, and mechanics (who hold CDL license, and regularly drive in a substitute role) who are active for a minimum of one day more than half of the bus drivers' regular contractual days shall receive a bonus 0-5 years $125; 6-10 years $150; more than 10 years $175, on or by June 30th, if no points have been assessed against them under the Safe Driving Plan and/or not been charged at fault in the preceding twelve (12) months. Years refer to actual years of employment by the Baker County School District.

5. The board agrees to pay employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a $600 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year and must complete a board form(see appendix). The bonus will be paid no later than June 30th of each fiscal year. The impact of this proposal will be evaluated at the end of the fiscal year.

4.) ADDITIONAL PROCEDURES:

1. The Board agrees to pay for one United States Department of Transportation Medical Examination per year for full-time employees. These employees must maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements, drive scheduled bus routes, drive officially sanctioned extra duty trips, and drive buses for the purpose of fulfilling their duties for the Baker County School District. This free physical will be scheduled by the director of transportation and paid for by the Baker County School District. The medical

examinations will be scheduled on a day that is after the conclusion of one school year and prior to the beginning of the next. If an employee is unable to participate on the day scheduled, it will be the employee's responsibility to get a medical examination from a certified examiner that is on the federal registry, and the employee will incur the expense for the examination. In the event the employee does not meet the standards of the medical examination required to be eligible for at least one year, the expense of the three month or six month follow-up examination will be the responsibility of the employee.

2. Drivers who present themselves for required random drug screening will be paid for the required time necessary for the random screening.

3. In the case of a vacant bus route, to include mid-day routes, employees desiring to reposition may submit a written request to the supervisor when an available route is posted in the bus lobby. The supervisor will make a determination of the repositioning of drivers based on the following: Qualifications, written request and length of service to the district. Fulltime drivers and aides will have priority over subs for route assignments.

Item 10 – ASSOCIATION PAYROLL DEDUCTION

The parties agree that under current Florida law the italicized language in Item 10 below is null and void. Should the law change and permit the School Board to allow union dues payroll deductions, the parties will meet and agree to the same language or modify as the law requires.

The Board shall deduct from the pay of each employee all current membership dues of the local Association, provided that at the time of such deduction there is in the possession of the Board a current written authorization for dues deduction, executed by the employee, in the form and according to the terms of the dues deduction authorization established.

The Association shall certify the amount of dues to be deducted from each employee's salary for the current school year and will notify the business office, in writing, no later than September 1st, of the dollar amount of the deduction.

A. The annual membership dues amount will be deducted from the employee's paychecks in twenty-four (24) equal installments.

B. Any employee, at any time, may authorize dues deduction by presenting an authorization card to the finance department. One-twenty-fourth (1/24) of the annual membership dues will be deducted from each bi-weekly check of the employee from the month of authorization through June of that fiscal year.

C. All professional dues deducted shall be remitted to the Association in twenty-four (24) bi-weekly installments within ten (10) working days after the close of the payroll period.

D. *The Association will not be assessed the costs incurred by the Board in order to provide authorized dues deduction.*

E. *Such payroll deductions authorization shall continue in effect from year to year unless revoked in writing by employees.*

F. *Any employee may stop dues deductions by written request 30 days prior to payday.*

G. *The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of written notification of such cancellation by sending a copy of cancellation request to the Association.*

Item 11 -SALARY SCHEDULE

All non-instructional personnel will be paid in accordance with the ~~2024-2025~~ 2025-2026 negotiated salary schedules. The steps under those salary schedules will be implemented effective July 1, ~~2024~~ 2025, through June 30, ~~2025~~ 2026.

Full Baker County experience shall be maintained for employees changing job classifications.

All non-instructional personnel who have completed 15 – 19 years non-instructional service in the Baker County School District, shall receive an additional $1,100.00 as part of their base salary. Eligibility for this $1,100.00 addition to the base salary ends at the end of the 20th year of service.

All non-instructional personnel who have completed 20 – 24 years non-instructional service in the Baker County School District, shall receive an additional $1,700.00 as part of their base salary. Eligibility for this $1,700.00 addition to the base salary ends at the end of the 25th year of service.

All non-instructional personnel who have completed 25 or more years non-instructional service in the Baker County School District, shall receive an additional $2,200 as part of their base salary.

Principals will notify all 187 day instructional assistants when their return date will be for the following school year. This notification will occur before the tenth (10th) day of the closing of the prior school year and will be posted on the district's website.

A longevity increase of .25/hour will apply for all employees at step 11 and above.

Item 12 -USE OF PERSONAL VEHICLE

Any employee covered by this Agreement who is required and approved by the Superintendent to use his or her personal vehicle shall be compensated at the rate adopted by the Board and in accordance with administrative regulations.

1. The rate of pay for mileage will be based on current rate in effect for School Board Employees.

2. All required forms or documents shall be completed by employee within 30 days of travel.

Item 13 -COLLEGE CREDIT AWARDS

A. All non-instructional employees covered by this Agreement will be awarded for their college hours as follows:

(Must be from an accredited college with official transcript on file in Personnel Department.)

30-59 semester hours -$.40 per hour =$ _____
60-89 semester hours -$.70 per hour =$ _____
90+ semester hours -$.75 per hour =$ _____

*These rates will not apply when the credit hours are required for employment. Anyone currently employed, as of the ratification date, November 20, 2012, may continue on their current track and schedule of earning these funds according to this scale. For new hires, after ratification date November 20, 2012, these rates will not be compounded.

**The existing employees who qualified for these credit awards are grandfathered in at their current rate and schedule.

Upon receipt in the Finance Department of official transcript from an accredited college or university, and upon verification by the Associate Superintendent of Human Resources, eligible non-instructional employees attaining a confirmed degree will receive additional compensation as follows:

Associate of Arts or Associate of Science $300
Bachelor of Arts or Bachelor of Science $500

B. Nutrition Services Personnel -All Nutrition Services personnel who successfully complete a certified training program will be granted a $200.00 supplement. This $200.00 supplement will be granted each year contingent upon annual training updates. Any nutrition services personnel who currently hold certification will receive this $200.00 supplement and can maintain this supplement with annual training updates. The District Nutrition Services Director will coordinate the certified nutrition training program.

Item 14 -DIRECT DEPOSITS

Payroll warranty disbursed dates shall be established to reflect a payroll period ending every other Wednesday throughout the fiscal year. Direct Deposits will be disbursed on the second Friday following the close of the payroll period. A schedule of payroll disbursement dates shall be sent to all schools on or about July 1 of each year. Payroll dates are modified to accommodate implementation of direct deposits. Effective July 1, 2019, new employees must be Direct Deposit with deductions automatic.

Item 15 -PARAPROFESSIONALS AS SUBSTITUTE CLASSROOM INSTRUCTORS

When an educational leader determines to use a paraprofessional as a substitute classroom instructor or in the capacity as a school nurse as provided by state law for a full day or any portions thereof, or is assigned to take on additional students in an amount equivalent to a whole class, the paraprofessional shall receive a $6.00 per hour upgrade to a maximum of $36.00 per day in addition to their regular hourly rate. When appropriate, a substitute will be called to fulfill the duties of the paraprofessional.

When paraprofessionals serve as the * resource instructor for at least 3hrs per day for the school year, they will receive a $1,000.00 supplement.

*Resource Instructor- An employee who is assigned students on a regular schedule and is solely responsible for implementing lesson plans, taking student attendance, and assigning grades. Classroom Aides working under the direction of a Teacher are not considered Resource Instructors.

ARTICLE V
GRIEVANCE PROCEDURE

All employees shall have the right to file a grievance under this Agreement without regard to membership, or non-membership, in the Association. All members of the Association shall have a right to Association representation at all levels of this procedure in accordance with Association policies. The Association shall also have the right to be present at all levels of this procedure regardless of membership.

The Board also has the option of representation, at its expense, at any level. When an employee has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. The grievance for any employee employed by the Board shall be as follows:

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.

B.
1. The term "days" when used in this Article shall mean normal employee workdays
2. "Employee" shall mean a member of the bargaining unit
3. "Administrator" shall mean immediate supervisor, principal of the school or supervisor of a work center, or their designee
4. "Grievant" shall mean employee
5. A grievance shall be an alleged violation, misapplication or misinterpretation of the expressed terms of this Agreement

C. All grievances shall be brought to the attention of the appropriate principal or supervisor within fifteen (15) workdays of the incident, or they will not be considered.

D. A formally written grievance shall contain the following:

1. Signature of the grievant
2. Grievance shall be specific and related to contractual provisions alleged to have been violated
3. A synopsis of the facts giving rise to the alleged violation must be included
4. The section or subsections of this contract alleged to have been violated is to be listed
5. It shall contain the date of the alleged violation
6. It shall specify the specific relief requested

E. When the presence of an employee or a key witness at a grievance hearing is requested by either party, illness or other incapacity of the employee or key witness shall be grounds for any necessary extension of grievance procedure time limits.

F. If hearings and conferences are scheduled by the administrator during working hours, all employees whose presence is required shall be excused from duty with pay while in attendance.

G. Any investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with or interruptions of the grieving employee's assigned duties. Other employees will not be involved in the process while on duty unless under the provisions of F above.

H. All grievances must be processed through the grievance procedure, and after the grievance is filed, it shall be amendable only by mutual consent of the Board and the Association and may be withdrawn by the grievant.

I. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. The failure to reemploy any non-tenure or probationary employee.

2. The failure to employ or reemploy to a position on the extra-duty schedule involving a supplement.
3. Any matter involving substance (content) of employee evaluations.

J. Informal
An attempt shall be made to resolve any grievance informally, with verbal discussion between grievant and employee's administrator. Within fifteen (15) workdays of the time a grievance arises, the employee will present the grievance to the employee's administrator. Within ten (10) workdays after presentation of the grievance, the administrator will give an answer orally to the employee.
Note: Oral statements made in the informal complaint conference shall not be recorded by either party.

K. Formal
Step One: If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (page number ~~40~~ 45) with copies as indicated on the form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two: Unless the parties agree to adopt the report of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of the Step One report. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s) shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the hearing.

Step Three: Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration. When the parties agree to submit the grievance to mediation, the timelines are waved until the mediation process is concluded. A request for a mediator will be made to Federal Mediation and Conciliation Service (FMCS) within ten (10) workdays. After mediation, if the employee is not satisfied, he/she must choose either a hearing before the Board or arbitration. Whichever method the employee chooses, the decision of the Board, or arbitrator, (whichever is applicable) will be final. If the employee chooses to have a hearing with the Board, the Board shall hold a hearing no later than twenty (20) workdays after receiving the request. Within ten (10) workdays after the hearing, the Board shall communicate its decision in writing, and state its reasons to the Association and the aggrieved employee.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The parties shall select an arbitrator from AAA in accordance with its rules, and whose rules shall likewise govern the arbitration proceedings.

L. The fees of the arbitrator shall be borne equally by both parties hereto. All other expenses of arbitration, such as cost of transcripts, etc., shall be borne by the requesting party. Employees subpoenaed by the arbitrator will receive no loss of pay for the time required as witnesses.

M. When grievance meetings and arbitration proceedings are held during employee work hours, up to ten (10) grievant(s), witness(es) and Association representative (s)whose presence is required shall be excused with pay from their normal duties. If the Association indicates that more than ten (10) witnesses are needed, every effort will be made to schedule the meeting beyond the employee workday.

N. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of the Agreement.

O. The arbitrator's powers shall be limited to deciding whether the express articles of this Agreement have been violated, misinterpreted or misapplied.

P. The arbitrator's decision, when following procedures set forth in the Agreement, shall be final and binding on the Association, its members, the employee and the Board. Neither the Association nor any member of the bargaining unit shall attempt any other means to bring about the settlement of any grievance, until all steps of the grievance procedure have been completed.

Q. All grievances must be initiated within fifteen (15) workdays from the time the alleged violation was said to have occurred. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation that he/she may have received during the period of the back pay.

R. Any grievance which arose prior to the effective date of this Agreement shall be processed through the procedure in effect at the time of the grievance.

S. If the grievance arises from an action of authority higher than the principal of a school, the employee may present such grievance at Step Two of this procedure.

T. If a grievance affects employees at more than one school/work site, the Association President/Designee may file a class action grievance at Step Two of this procedure. The Association President/Designee may also file at Step Two a class action grievance of any alleged violation, misapplication or misinterpretation of rights specifically granted the Association in this Agreement. Any class action grievance will be signed by the Association President.

U. If the same grievance affects more than one employee at the same school/work site, an Association Building Representative may file a class action grievance on behalf of the employees at Step One of this procedure.

V. Separate grievances filed under this Agreement which do not qualify as "class action" under U. and V. above will be handled separately and not combined for arbitration.

W. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.

X. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to lodge an appeal at the next step of this procedure, but any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved by the Administrator or the Board's answer to the previous step.

ARTICLE VI
ORGANIZATIONAL RIGHTS

Item 1 -LABOR MANAGEMENT COMMITTEE

Every attempt will be made to resolve labor management issues at the school or cost center site with the site-based leadership. If unresolved, in a timely manner, the Superintendent and/or designee agree to meet with the Union President and/or Executive Director as needed, to discuss labor management issues. Also, problems that can't be resolved at this meeting will be referred to a problem specific committee of three members appointed by the Union and three members appointed by the Superintendent or other as mutually agrees upon to research and recommend a solution to the President of the Union and the Superintendent or designee.

Item 2 -ASSOCIATION BUILDING REPRESENTATIVE

The Association shall have the right to select employees from within its group to act as Association Building Representatives. The names of employees selected as Building Representatives shall be certified in writing to the Board. It is agreed to and understood by the parties to the Agreement that Association Building Representatives may, with the prior notification of their supervisor, spend time to carry out, investigate and process grievances and other matters pertaining to the carrying out of this Agreement without loss of pay. It is agreed to and understood by the parties to this Agreement that there shall be at least one (1) Association Building Representative for each school center, cafeteria, maintenance shop, and bus shop. It is agreed to and understood by the Association that Building Representatives shall conduct their duties in such a manner as not to interfere with work production. A Building Representative will function only in the center to which the Building Representative is assigned to work by his/her Employer.

Item 3 -ASSOCIATION REPRESENTATIVE

Association Representative, i.e., business representative, not employees of the Board, shall be certified in writing to the office of the Employer and shall have the right to carry on normal Association business during work hours on the premises. The Association Representative and/or any other duly authorized employee representative may see employees on their working time after a satisfactory arrangement has been made with the supervisor in charge of the building center where the employee works. The Association agrees that such activities by Association Representatives and/or other duly authorized employee representatives shall be carried out in such a fashion as not to interfere with normal work production.

Item 4 -ASSOCIATION STATE MEETINGS

The Board agrees to grant authorized employee representatives of the Association a yearly cumulative maximum of sixty-four (64) hours off, without pay, to attend the annual State FEA Convention or meetings. No two employees will be from the same classification and cost center and no individual employee may be off on such leave more than four (4) consecutive days, unless prior approval has been given by the Supervisor. Employees may request personal leave to attend the convention and shall be granted such leave, if available, except in cases of emergency.

Item 5 -BULLETIN BOARDS

Bulletin boards at appropriate locations may be provided by the Association for general posting of general Association literature, consisting only of the following:

A. Notices of Association meetings
B. Association elections
C. Reports of Association committees
D. Rulings and policies of the Association
E. Recreational and social affairs of the Association
F. Notices of public meetings
G. Association news releases

Copies of all materials and announcements will be submitted to the appropriate building Principal, the Director of Maintenance, or the Director of Transportation prior to posting. Bulletin boards provided for employees' use shall be available for the posting of general Association literature. The location of these bulletin boards will be with the approval of the building Principal. The location in the bus shop and maintenance shop will be with the approval of the individual supervisor. The existing bulletin boards and space may be used for general posting by the Association.

Item 6 -REPRESENTATION AT SCHOOL BOARD MEETINGS

An Association representative will be released, with pay, to attend the regular scheduled Board meeting. The Association will make an effort to identify a representative whose assigned duties are not directly related to student contact and for whom a replacement would be required. In the event the representative does require a replacement, that individual may attend, with pay, no more than four (4) meetings a school year.

Item 7 -SCHOOL BOARD AGENDA AND MINUTES

School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online at https://www.bakerk12.org/board-of-education/about-the-board/board-meetings. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.

Item 8-ORGANIZATIONAL MEETINGS

School facilities may be made available for meetings, without charge to the Association, provided that such group is properly supervised. District use agreements shall be executed with the Association for all schools or for an individual school.

Item 9 -SCHOOL CALENDAR INPUT

Three representatives of the Baker County Education Support Professionals, as assigned by the Association President, will meet in an advisory capacity, along with the duly authorized administrative personnel and Baker County Education Association representatives responsible for the school calendar formation for the upcoming year, to jointly recommend the establishment of such calendar. The non-instructional unit will be included and allowed to participate in the final voting process.

Item 10- Wellness Committee

Three non-instructional staff appointed by the Association President will participate in an advisory capacity on the Wellness Committee. These members will have input in wellness activities, programs, and all other items brought before the committee.

Item 11- Insurance Committee

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCESP will be updated regularly by their respective committee members. The insurance committee will update and report to BCESP the committee's recommendation that will be presented to the Superintendent.

Item 12 – RELEASED TIME FOR PRESIDENT/DESIGNEE

When association activities require the president to leave his/her assigned school or to visit other schools, he/she shall notify both school offices of his/her intended travel itinerary. The President may see bargaining unit members on their work time only with permission of the Administrator.

The Association President shall be granted up to four days of paid temporary duty with the approval of his/her administrator. Such time shall be used to visit members within the various worksites, conduct meetings, etc. The Association agrees that such time will not be taken on days that interfere with activities within the worksites such as testing, faculty meetings, etc., without the administrator's approval. The Association shall provide the administrator with at least two (2) days notice of such leave unless the administrator agrees to waive such notice. To the extent possible, such time will be taken when the President does not have students assigned to him/her. Release time costs will be reimbursed to the District by BCESP.

Item 13 – Collaborative Action Team / Pulse Team

There will be a School Board Association/Collaborative Action Team comprised of one employee from each worksite. The members of the committee will be elected by the Association, and the School Board will designate its members. The committee will designate its own chairperson and secretary. The committee's function will be to recommend and advise. This committee will cover the following area: Discussion of problems and objectives of mutual concern. The committee will determine its own rules of operation, the frequency of meetings and the time of meetings. The recommendations of this committee shall be submitted to the Superintendent, the School Board, and the Association President in writing by the chairperson of this committee. Members of this committee serve on a voluntary basis. Meetings may occur outside of contractual time.

ARTICLE VII
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

ITEM 1 -WORKING CONDITIONS

A. Regular employees assigned to school/instructional centers, during the regular school year, shall be granted an unpaid sixty (60) minute duty-free lunch break on preplanning, post-planning, and teacher planning work days when school lunch rooms are not in operation.

B. Break/lunch time is to be scheduled by the principal/supervisor and shall be outlined as follows:
All employees who work at least six (6) hours per day shall receive one paid fifteen (15) minute break during the first half of the workday and one paid fifteen (15) minute break during the second half of the workday.

All employees who work less than six (6) hours per day shall receive one paid fifteen (15) minute break during the workday.
All employees who work four (4) hours or more per day shall receive an unpaid, duty free lunch period of not less than thirty (30) minutes during the workday.
Employees, who for any reason work beyond their regular quitting time into the next shift, shall receive a fifteen (15) minute rest period before they start work on such next shift. In addition, they shall be granted the regular rest periods that occur during that shift.

School Nutrition Service Personnel shall receive lunches at no charge on days they are at work and meals are prepared for students.

Tentative schedules for breaks and lunches of employees will be established by the work location administrator and provided to the employee on the first contractual work day. Suggestions for such schedules may be made by the affected employees. The work location administrator will work with the affected employee to schedule such breaks and lunches to effectively maintain the operation of the center, the site administrator will have the final authority in the matter.

C. The employee work day shall be devoted to tasks assigned by the Board or appropriate designee, utilizing the approved job description and normal assignments of the principal/supervisor, performing the standard of services determined by the Board in exercising control and discretion over its organization and operations.

D. Job descriptions will be available from principals or supervisors for employees who request same. The Board shall provide all new employees a copy of the current job description and updated changes will be provided as appropriate. Job descriptions are also located at: https://www.bakerk12.org/.

E. The Board shall provide all safety items required by Florida law. Employees are required to furnish all personal items of clothing not provided under the terms of this agreement, as needed, to effectively carry out their assigned responsibilities. The Association will encourage all employees to work safely, using all proper safety procedures.

F. Both the Association and the Board recognize that the employee workday is specifically for performing duties and assigned responsibilities.

G. It is the specific responsibility of each employee to be skilled and knowledgeable in the job for which they are employed to perform in the approved job description. When the skills of the job change, the Board will provide at no cost, any training updates or new mandates, with the understanding that the employee is responsible to fully participate in training while on duty.

H. The Board agrees to furnish and maintain all required common-use tools or equipment (excluding personal-use tools).

1. The principal or supervisor shall determine which tools or equipment are personal-use tools.

2. The Board shall determine which tools or equipment will be purchased and/or used.

3. The principal or supervisor shall determine the extent of maintenance needed for the tools or equipment.

4. Employees using any tools or equipment furnished by the Board will be personally responsible for replacing any items they misplace or lose. Stolen items, where employee took all reasonable measures to protect same, will not be considered misplaced or lost if properly reported to principal or supervisor.

5. Employees shall be responsible for taking care of tools or equipment they use, keeping them clean and in good routine repair.

6. Any problems with common used tools and/or equipment will be reported to the supervisor or principal, in writing.

7. Employees who have been furnished uniforms must wear their uniforms at all times while on duty, unless approved by the employees' immediate supervisor in advance. Employees will be responsible for payment of all lost items. Upon termination or retirement, employees will be responsible for returning or paying for all furnished items.

8. Employees who have been furnished uniforms will be responsible for keeping them clean and in good repair.

9. The Nutrition Services employees may spend up to $250.00, per year, on uniforms. Each kitchen, as a group, will order uniforms from an approved vendor. Upon approval by the administrator, the employee may use another vendor to purchase uniforms and/or shoes. The invoice from the vendor shall be sent directly to the Nutrition Services Department for payout.

I. Emergency Calls: Employees will be furnished, at the option of the Board, a vehicle for emergency calls required by the Board. Any employee required to return to duty on an emergency call and not furnished a Board vehicle shall be paid round-trip mileage from the home of the employee to the location of the emergency.

J. First aid kits shall be furnished by the Board, as appropriate, for each work site, cafeteria, and selected vehicles. Employees are responsible to notify the principal or supervisor in writing of any location where first aid kits are apparently missing for final action of the principal or supervisor.

K. Work rules

Existing work rules will remain effective as presently constituted. The Board agrees to negotiate changes in existing work rules or the establishment of new work rules.

In the event that work rules are changed, the Association President will be notified five(5) consecutive work days before becoming effective.

The Employer agrees to furnish each employee in the bargaining unit with a copy of the existing work rules. New employees will be provided with a copy of the work rules at the time they are hired.

Employees will comply with all established work rules, provided the rules are uniformly applied and uniformly enforced. Any complaint involving discrimination in the rule application will be resolved through the Grievance Procedure.

L. Florida Statute 1003.573 requires a system of record keeping and parental notice regarding the seclusion and/or restraint of students. The Board agrees to implement the Statute as intended and to provide appropriate training to employees who are impacted.

M. Pursuant to School Board Policy and the Federal Pump Act, the district shall provide reasonable break time, including coverage if needed, for a nursing mother to express milk for her nursing child for one year after the child's birth, however, this must be coordinated with the site supervisor.

ITEM 2 -TRANSFERS AND REASSIGNMENTS

Seniority defined: Seniority is defined as the total number of years the employee has been continuously employed by the Baker County School Board.

A. Voluntary Transfer and Reassignment Provisions

Employee transfer and reassignment provisions are established which will enable employees seeking transfer and reassignments to be considered without any reprisals taken against them. Employees who desire a change in assignment or desire to transfer to another school center or position shall file a written notice of such desire, providing one copy to the building Supervisor/Principal and one copy to the Association. Such requests shall be

reviewed by the administration at least once each year. Reasonable effort will be made by all department heads to notify the applicant of the recommendation for or against approval, prior to final action by the Board.

All things being equal in the judgment of the Supervisor/Principal, length of service in the District, and financial status of the school will be the determining factors in transfer action. In all cases, mutual agreement between the employee and administration is necessary.

B. Involuntary Transfer and Reassignment Provisions

When a transfer is deemed necessary, qualified employees will be transferred or reassigned first under the provisions of voluntary transfers. Other transfers of properly qualified employees will be made after consideration of educational and personal qualifications. Length of service in the School District will be a consideration, but may not necessarily be the determining factor in involuntary transfers and reassignments. When involuntary transfer or reassignment action is taken, the administration will notify the employee in writing, stating the reason for the transfer, prior to School Board action. These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

Employees who take a voluntary transfer, are reassigned or involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

Vacancies and Promotions

A. Promotion and Upgrades defined: A promotion is movement to a higher pay grade at any work site in job classification or the same job classification with additional hours. Upgrades are promotions within a work site and do not result in an increase in the number of positions at a cost center and upgrades do not require advertisement.

All employees within the cost center meeting the promotional requirements contained in the new position's job description will have an opportunity to apply. Upgrades shall be controlled by qualifications/experience and will take effect on July 1st.

B. Vacancy defined: When a position has been created or a current position has been vacated, which is intended to be filled, a vacancy exists.

1. When a vacancy exists, the position shall be posted for five (5) working days on the district's web site. All posted positions will be noticed through district email.

2. In the Board's determination in filling a posted vacant position, employees currently working in the Baker County Schools who meet all criteria as established herein shall be given priority consideration in the selection process to fill vacant positions.

C. If positions are not properly advertised within the provisions of this Article, the Association may file a grievance at Step 2 of the grievance provision.

Item 3 – OVERTIME AND WORK SCHEDULING

It is agreed to and understood by the parties to this Agreement that employees with the position classifications covered by the job classifications as herein specified will work necessary overtime under conditions declared by the administrative supervisor acting for the Board. Such overtime shall be compensated at the rate of one and one-half times the regular rate of pay after forty (40) hours a week. It is agreed that such overtime shall be calculated on a one-half day minimum at time and a half on emergency work only.

It is agreed and understood by the parties to this Agreement that:

A. The standard workweek commences at 12:01 a.m. each Thursday and ends at 12:00 midnight the following Wednesday.
B. The standard number of working hours during any standard workday shall not exceed eight (8) hours per day.
C. The standard number of working hours during any standard workweek shall not exceed forty (40) hours.
D. Holiday pay shall be paid at the rate of time and one-half in pay or compensatory time for same.
E. Pay or compensatory time shall be taken at the Employees option. Compensatory time will accrue at the rate of one and one-half hours for each hour of overtime worked. No more than 120 hours of compensatory time may be accrued per school year. Overtime worked after accruing 120 or more hours of compensatory time shall be paid at the regular overtime rate. Compensatory time must be taken within the same school year it was earned (July 1 through June 30th). The compensatory time may be used prior to using accumulated sick or annual leave. Any compensatory time not used will be paid. When an employee plans on using compensatory time, prior written notification to the administrator must be given and written approval by the administrator.
F. Non-instructional employees attending training sessions required by the Board or its supervisory or management agents shall be paid their regular hourly rate of pay per hour for time beyond their contractual period.
G. Employees assigned by the Director of Transportation to work as trainers beyond their contractual day, shall be compensated at their regular hourly rate of pay.
H. All employees will seek approval from their supervisor/principal, in advance, when the need arises to work beyond their normal contractual hours.
I. Non-instructional employees attending training sessions at the recommendation of the Board or its supervisory or management agents shall be paid at their regular rate of pay.
J. Employees who are assigned to call substitutes before or after regular work hours shall be given compensatory time at time and one-half or paid at the rate of time and one-half for any hours over 40 in a week. The employee should work directly with the site administrator to account for time worked.
K. Employees assigned to substitute cafeteria managerial duties shall be paid to work an additional ½ hour for each day performing said duty. If the hours performed exceed 40 hours in a week the employee shall be paid at a rate of time and one-half for additional hours.

Item 4 – DISTRIBUTION

Overtime work shall be distributed equally to employees working within the same job classification and at the same worksite. The distribution of overtime shall be equalized over each six-month period beginning on the first day of the calendar month following the effective date of this Agreement, or on the first day of any calendar month this Agreement becomes effective.

On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification and at the same worksite who has the least number of overtime hours to his/her credit at that time. If this employee does not accept the assignment, the employee with the next fewest number of overtime hours to his/her credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. A record of the overtime hours worked by each employee shall be posted on the department bulletin board monthly.

Overtime work shall be voluntary except as may be stated in the employee job description or in case of emergency, as determined by the Superintendent or his/her designee. There shall be no discrimination against any employee who declines to work overtime, except in cases of emergencies or as stated in job description for job classification. During the summer or on special occasions overtime shall be distributed equally to employees within the same job classification and at the same worksite.

Item 5 – PHYSICAL EXAMINATION

The initial physical examination for employment and any other physical examination required by law of those covered by this contract will be at the expense of the employee.

Required physical examination, other than those required by law, will be paid for by the Board.

Item 6 – CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK

During the term of this Agreement, the Employer shall not contract out or subcontract any public work performed by employees covered by this Agreement, unless agreed to by the Association President. This provision is null if the employees are unable to do the work. This does not apply to work performed which is paid for by funds other than School Board operating funds.

Item 7 – LAYOFF PROCEDURES

In the event that the School Board determines the necessity of a reduction in the work force, the Board will retain the right to determine the timing of layoffs, the number of employees to be laid off, the classification and/or work sites and personnel affected by any layoff. Prior to implementation, the Board will communicate layoff decisions to the Association.

The order of layoff will be determined by the following factors and on the following priority/order:

a. Attrition
b. Volunteers
c. Non-permanent employees, i.e. probationary, part-time or temporary
d. Qualifications based on an employee's most recent performance evaluation

e. If two or more employees are equally qualified, the more senior employee within the job classification will be retained. For purposes of layoff, seniority shall mean the length of uninterrupted service within affected classification. Approved leaves of absence shall not be considered a break in uninterrupted service. Should the length of uninterrupted service be the same for more than one employee, the tie shall be broken by using the last four numbers/digits of the employees social security number, with the lowest number being considered the most senior. A seniority list shall be prepared, posted and maintained by the Board based upon the foregoing criteria.

Employees will be considered for recall for a period of up to one year prior to any new applicants being employed. Employees will be offered re-employment in reverse order of layoff by classification. Notification of recall will be by certified mail, return receipt requested. If the employee does not respond or rejects a recall for re-employment within five (5) working days of either actual receipt or attempted delivery of notification by the post office, his/her name will be automatically dropped from the recall list.

Item 8 – EMPLOYEE RIGHTS

The Superintendent and his/her designee acting as an agent of the Board may discipline employees covered under this agreement. All reprimands, suspension with or without pay, and dismissal must be for just cause. The employee in question shall be provided with all statements, complaints and/or concerns that allege a problem or rule violation.

In the event an educational leader deems it necessary to meet with an employee informally at a specific time and place for purposes of information gathering or information sharing, the employee will be provided a completed copy of Appendix A. At any time during this meeting that the employee perceives the meeting may have disciplinary implications, the employee may stop the meeting and ask for representation.

If the educational leader determines there is a need to meet formally with an individual and the outcome of that meeting may have disciplinary implications, the educational leader will provide a completed copy of Appendix B.

The educational leader and the employee receiving the notice of the formal meeting will sign a copy of the form. The original will be retained by the educational leader and the employee shall be provided a copy.

1. Employees will follow all written and verbal directives, even if such directives are allegedly in conflict with the provisions of the Agreement. Compliance with such directives will not in any way prejudice the employees' right to file a grievance under the grievance procedure of the Agreement, nor shall compliance affect the ultimate resolution of the grievance.
2. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood,

however, that some more severe acts of misconduct may warrant circumventing the established procedure.

a. Verbal warning
b. Verbal Reprimand (site record only)
    1. No written conference summary is placed in personnel file
    2. Employees must be told that a verbal reprimand initiates the discipline process
c. Written Reprimand (placed in personnel file)
d. Suspension with or without Pay
e. Termination

3. It shall be the objective of those taking disciplinary action, and of the employees, that they handle their roles by conducting themselves through a proper and professional manner.

4. An employee who is summoned to the office of the principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting which may lead to disciplinary action, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such representation is available. If a representative is to be used, the principal/administrator/supervisor shall be informed in a timely manner.

5. When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.

6. Employees may be suspended with pay for just cause and may be suspended without pay only for just cause and only by action of the Superintendent.

7. When an allegation of wrongdoing or a complaint against an employee is investigated the employee shall be notified of the nature of the complaint and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond in writing to the allegations or complaint during the investigation.

   No complaint or reprimand shall be placed in an employee's personnel file unless an investigation ensues and the complaint is substantiated. Employees shall be notified of all complaints prior to the district initiating an investigation. Every effort shall be made to process parent/student concerns.

- If necessary, a conference with the parent, employee, and principal shall be held. The employee must be notified in advance of the conference.
- In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information.

Item 9 -PERSONNEL FILES

Employee personnel files shall be maintained according to the provisions of the Florida Statutes and any Department of Education and/or Board Policies issued pursuant to law.

Item 10 -TOBACCO FREE WORKPLACE

In order to protect the health, safety, and welfare of all employees in the Baker County School System, all uses of tobacco products in any form are prohibited in any district-owned facilities or on any district-owned grounds. All employees shall be informed of this tobacco free workplace policy at the beginning of the school year, or on their initial date of hire.

ITEM 11 -STUDENT DISCIPLINE

The Board and the Association recognize that the employee must be given firm and consistent administrative support in the handling of discipline problems in the maintenance of good order necessary in the proper performance of duty. Non-Instructional employees are required to provide appropriate disciplinary support. This includes writing disciplinary referrals in accordance with the Student Code of Conduct. After referrals have been processed by the principal or his/her designee, this employee will be notified of the disciplinary action taken within two school days. The Transportation department will notify drivers of the disciplinary action taken by placing a copy of the referral in the driver's locker. If disciplinary action results in suspension, school or bus, employees will be notified prior to the first day of suspension.

ARTICLE VIII
LEAVE PROVISIONS

Item 1 -GENERAL PROVISIONS

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the non-instructional staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that the leave be granted retroactively will be denied. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one (1) year. Leave may be with or without pay as provided by law, regulations of the State Board, School Board Policy and these regulations.

For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days for required service.

A non-instructional employee on leave for the remainder of the school year or for the entire school year who, on expiration of leave, wishes to return to duty at the beginning of the next school year, shall notify the Superintendent in writing of such desire by no later than April 1.

Item 2 -APPROVAL OF LEAVE

All leave, except sick leave, will be prior approved by the Superintendent, School Board, or immediate supervisor.

Item 3 -ABSENCE WITHOUT LEAVE

Any member of the non-instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and shall be subject to dismissal from employment.

Item 4 -NOTIFICATION OF ABSENCE

Any member of the non-instructional staff who expects to be absent for any cause shall notify his/her administrative supervisor the evening immediately preceding the day of the absence if such is possible. Where the absence is due to an emergency, the employee shall notify his/her administrative supervisor or the Superintendent at the earliest possible moment.

Notice of absence shall always be in advance, unless the absence is beyond the control of the employee and conditions make such advance notice impossible. When an employee fails to obtain prior approval for absence from work or fails to notify his/her immediate supervisor of his/her need to be absent and is absent for three (3) consecutive workdays, the employee shall be considered to have abandoned his/her position and resigned as an employee of the Board.

Item 5 -SICK LEAVE

During each contract year, each full-time employee shall be entitled to one (1) day sick leave for each month of employment. Regular part-time employees shall be entitled to 1/2 day sick leave for each month of employment. Sick leave will accrue at the end of each month of employment and shall not be used prior to the time it is earned and credited. There will be no limit to the number of days that may be accrued

(Florida Statutes). Accrued leave shall be paid for 100 percent (100%) of the days accumulated upon retirement or death according to School Board Policy.

Such leave may be taken only when the employee is unable to perform his/her duties because of personal illness or illness or death of father, mother, brother, sister, husband, wife, child, or other close relative.

For a regular part-time employee whose term of service is not less than one hundred eighty (180) days per year and who has been duly appointed by the Board as a regular part-time employee, sick leave shall accrue at the rate of one (1) part -time day per month. A part-time day is herein defined as that hourly portion of the day for which an individual is employed.

Any claim for sick leave shall be filed with the employee's supervisor by no later than five (5) days after the person returned to duty. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under this rule. This claim shall be duly signed by the employee or claimant certifying that the facts are correct and that the claim is valid and legal.

A false claim for sick leave shall be deemed cause for the employee's immediate suspension from duty and subsequent dismissal from employment. Where there is any doubt as to the validity of a sick leave claim, the Superintendent shall require the employee or claimant to file a written certificate of illness from a School Board approved physician or other supporting evidence where personal illness is not involved. Any sick leave in excess of five (5) consecutive days shall require written certificate of illness from a licensed physician or other supporting evidence.

Any non-instructional employee who has used all accrued sick leave credit but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. Leave without pay shall not be granted until all sick leave/annual days have been depleted.

Any non-instructional employee who terminates his/her employment and who is subsequently re-employed, shall be entitled to sick leave accumulated prior to termination.

Should an employee on vacation become sick or injured, his/her department shall charge such period of sickness or disability to sick leave instead of annual leave, unless the employee wishes to keep the leave as annual leave. In the event the employee would like to change the annual leave to sick leave, a report from the attending physician shall be furnished confirming such sickness or disability.

All ten month employees who work a minimum of twenty summer school schedule days at their regular hours per day will receive one additional sick leave day which may be accrued. Each non-instructional employee employed during the summer school shall be credited at the end of the first month of summer school with one additional sick leave day. In the event their duties are a function of another school district's summer school schedule, the employee shall be credited at the end of that district's summer school with one additional day.

All ten-month employees receive ten (10) sick leave days.

Employees who are approved for additional summer work shall be granted the use of sick leave which was accrued during the regular school year, if that employee is unable to perform his/her duties in the school or at the job site because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other relative, or member of the employee's household.

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in (F.S. 1012.61(2) 5.e), must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

Personal Leave -Any member of the non-instructional staff may be granted six (6) days of personal leave for any reason, with compensation, provided that such leave shall be charged against accrued sick leave and will be counted in determining a year of service; provided further that the total accrued personal leave may not exceed six (6) days in any school year.

Item 6 -PERSONAL LEAVE WITHOUT PAY

Any member of the non-instructional staff who desires personal leave shall file a written application for such leave. The person shall not be entitled to compensation while on personal leave except as provided in this rule. Prior to requesting personal leave without pay, the member must have exhausted all sick leave. Personal leave will be granted at the discretion of the Board, except maternity leave, which shall be mandatory upon application. Authority to approve such leave shall be vested in the Board.

Item 7 -EXTENDED HEALTH LEAVE

An employee who is unable to perform the normal function of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave, will be granted extended health leave upon written request and approval of the Board. Such leave shall be granted up to two years with approval on a year to year basis. Such extended health leave shall be without pay and may be contingent upon medical evidence or disability. The Board agrees to comply with the provisions of the Family Medical Leave Act.

Item 8 -LEAVE FOR POLITICAL CAMPAIGNING

A member of the non-instructional staff who desires personal leave to seek election to office shall file an application for leave. The School Board will grant such personal leave without compensation for the duration of the political campaign.

Item 9 -PERSONAL LEAVE FOR OTHER REASONS

An employee desiring personal leave for any other reason shall file a written application setting forth the reasons for and the purpose of the leave. The Board or the Superintendent will consider the request on its own merits and in arriving at a decision will consider the best interests of the employee and the general welfare of the school system.

A. Attending Board Meetings -A member of the non-instructional staff attending a Board meeting, unless directed to do so by the Board or Superintendent, shall be required to take personal leave, excluding the Association President.

Item 10 -MILITARY LEAVE

Military leave will be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the Reserves of the Armed Forces or the National Guard. When an employee enters voluntarily into any branch of the armed services for temporary duty, or an extended period of service, military leave will be granted at the discretion of the School Board and, except in unusual cases, will be denied to an employee if his/her absence will interfere with the orderly operation of the school program.

An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to duty without prejudice, provided that an application for re-employment is filed within six (6) months following the date of discharge or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to reassign the employee to duty in the school system. Compensation allowed during military leave shall be only as provided in Section 115.07(2), Florida Statutes.

Item 11 -BEREAVEMENT LEAVE

Bereavement leave of up to three days per fiscal year (July 1-June 30), shall be granted to any employee in the event of the death of: father, mother, brother, sister, husband, wife, child, or member of immediate household. Also included will be the step-father, step-mother, step-brother, step-sister, step-child, grandparents, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. This will be in addition to individual accrued sick leave. This leave may be taken for more than one occurrence per school year but cannot exceed a total of three days per fiscal year.

This leave shall be granted upon request and may require the submission of a death certificate, or written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate.

Bereavement leave is not accruable from year to year.

Bereavement leave must be used within ~~14 calendar days, excluding holiday breaks, of the death.~~ 45 days, excluding holiday breaks, of the death. In exceptional circumstances, requests for Bereavement Leave beyond this period may be considered on a case-by-case basis.

Such leave is not transferable.

Such leave is not redeemable.
Such leave shall not disqualify one from the attendance incentive pay.

Item 12 -ILLNESS IN LINE OF DUTY LEAVE

A member of the non-instructional staff shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each school fiscal year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because of illness from a contagious or infectious disease contracted in his/her work. Such leave shall be non-cumulative from year to year and when approved by the School Board shall be used before charging any absence to regular accrued sick leave, provided that the following conditions are met:

1. The Principal or the Superintendent shall be notified as soon as the injury or illness occurs.

2. The employee shall file a written claim signed by the principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.

3. In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.

4. After determining that the claim correctly states the facts and is valid, the School Board will approve the leave.

5. Any workers' compensation payment received by the employee while he/she is on compensable leave shall be paid to the School Board by the employee or the check received from workers' compensation shall be endorsed to the School Board.

Item 13 -JURY DUTY OR COURT LEAVE

Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service**.**

The employee will furnish the Board a written statement from the court as to the location, days, and hours of duty upon returning to regular assigned duties. If the employee is released from jury duty before the end of their contractual day, they must return to work and complete their contractual time. The employee will be entitled to a lunch break.

Item 14 -PROFESSIONAL LEAVE

Professional leave with pay may be granted to a non-instructional employee for the purpose of attending conferences and meetings relating to his/her area of specialization and employment. A request for such leave shall be made in writing to the Superintendent and will be acted on by the Board at its next regular meeting.

Item 15 -ANNUAL LEAVE

Members of the non-instructional staff who are employed on a twelve-month contract shall accrue annual leave, exclusive of holidays with compensation, as follows:

A. An employee with less than five (5) years of continuous service in the district, at the rate of one (1) day per month cumulative to twelve (12) workdays per year

B. An employee with five (5) years or more of continuous service in the district, at the rate of one and one-quarter (1 1/4) days per month cumulative to fifteen (15) workdays per year

C. An employee with ten (10) years or more of continuous service in the district, at the rate of one and one-half (1 1/2) days per month cumulative to eighteen (18) workdays per year

D. An employee with fifteen (15) years or more of continuous service in the district, at the rate of two (2) days per month cumulative to twenty-four (24) workdays per year

Annual leave shall accrue at the close of each month and may not be accrued to exceed forty-five (45) workdays as of June 30, however, the employee shall be encouraged to use accrued annual leave on an annual basis. Annual leave days accrued in excess of 45 each year shall be considered "use or lose" days. Written notice indicating the number of "use or lose" days will be given to each employee with their first check in January and again in their first payroll check in April. Upon termination the employee will receive payment for accrued annual leave.

Annual leave may be granted by the Superintendent upon written application of the employee and with prior approval of the employee's administrative supervisor. Annual leave shall be so scheduled as to cause a minimum disruption to the school program.

Any person employed on a part-time basis who works in excess of one-half of the hours or days required for a full-time position but less than the total hours or days required for a full-time employee shall not be entitled to annual leave.

Annual leave shall not be granted until the employee has rendered at least three (3) months of acceptable service in the district. Annual leave may not be taken for less than one-quarter (1/4) day.

Unless the employee is on duty, the Christmas holiday period other than legal holidays running consecutively with annual leave shall constitute a part of the aforesaid allowable annual leave.

Accrued annual leave may be used in lieu of other types of leave with the approval of the Superintendent.

Choice of annual leave periods and days off shall normally be based on classification seniority within the work units.

Item 16 -TEMPORARY DUTY

A member of the non-instructional staff may be granted temporary duty, as provided in State Board of Education regulations, when officially assigned short term professional duties outside the School District. An employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as

provided by the law and these regulations. Temporary duty shall be considered equal to the regular duties of the employee and he shall not be classified or considered as being on leave.

A request for temporary duty should be submitted in advance and shall be endorsed by the employee's immediate administrative supervisor and approved by the Superintendent.

In any case in which the School Board is to bear any part of the expense incurred on an authorized trip by the employee, the expense account for such trip shall be approved by the Superintendent. A member of the non-instructional staff, at School Board expense, may attend state, regional, or national meetings in line with the work of the employee provided such trip is approved in advance by the Superintendent or the School Board.

Item 17 – TERMINAL SICK LEAVE PAY

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. Normal retirement shall mean retirement under any plan established by the legislature with either full or reduced benefits. Normal retirement shall not be interpreted to mean withdrawal of funds. Payment shall be made to the beneficiary of an employee if service is terminated by death.

Educational Support Employees terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement. Payment shall be calculated according to the following:

A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five present (35%) times the number of days of accumulated sick leave.
B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulate sick leave.
C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
E. During and after the thirteenth (13th) year of service in the District, the daily rate of pay multiplied by one-hundred present (100%) times the number of days of accumulated sick leave.

ARTICLE IX
EMPLOYEE BENEFITS

Item 1 -HEALTH, LIFE, VISION AND DENTAL INSURANCE

All full-time employees (six hours or more a day) and full-time bus drivers will be covered by the School Board adopted health, dental, vision, and life insurance policies. Employees shall pay any difference in premium costs.

The Board shall provide, without cost to the employees, group term life insurance in the amount of $10,000 for each full-time employee per year. Upon reaching 70 years in age, the policy will reduce by 50%, as mandated by the insurance carrier.

**Medical premiums shall be stated in the Memorandum of Agreement.

Item 2 - PAID LEGAL HOLIDAYS

All twelve-month employees will receive the same number of paid holidays received by other employees not covered in this Agreement:

Independence Day
Labor Day
Thanksgiving
Christmas – New Year's Day
Spring Break
Memorial Day

All other employees will receive six (6) paid holidays:

Labor Day
Thanksgiving
Christmas
New Year's Day
M.L. King Day
Memorial Day

If the holiday falls on a Saturday, the immediate preceding Friday shall be a paid holiday. If the holiday falls on a Sunday, the following Monday shall be a paid holiday.

There may be additional paid holidays that the School Board may grant during the time of this Agreement.

In order to qualify for holiday pay, the employee must have worked the last workday preceding the holiday and the first workday following the holiday, unless the employee is on approved leave (e.g. TDA, paid sick leave or paid personal leave, parental leave, illness in the line of duty, military leave, annual leave, jury duty, witness duty or limited professional leave).

Item 3 - BADGES/SCHOOL ACTIVITIES PASS

Identification badges/key card shall be issued to all Baker County School-Related Employees and replaced as needed. Upon learning it is lost, it is the responsibility of the employee to report immediately to their supervisor. Employees are required to wear or have the badge on their person for security purposes. If the employee forgets to bring his/her badge to work they are to immediately inform his/her supervisor. The initial badge will be provided at no cost to the employee and will serve as an activity pass. The activity pass will provide general admission to any regular school activity or sporting event. A specified gate, to be determined by the Principal of the School involved, will be used by the employee having an activity pass. This policy does not apply to "reserved" seating or to "state playoff events", only "general admission." The cost of a lost badge will be the responsibility of the employee.

Item 4 - RETIREMENT

Any member of the non-instructional staff is required to be a member of the Florida Retirement System. The retirement benefit will be paid by the Baker County School System to the Florida Retirement System each month the employee receives a pay check.

Item 5 –ADDITIONAL RETIREMENT BENEFIT

For a period from July 1, 2024 through June 30, 2027, any employee who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position at the end of his/her contractual ~~during that~~ year in which he/she first becomes eligible for normal retirement, shall be paid a retirement benefit. This benefit will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for *normal retirement. Any employee who is eligible for retirement during that time may take advantage of this benefit. Persons entered in the Deferred Retirement Option Program (DROP) shall not be eligible for the benefits described in this section

*Normal retirement is defined as 62 years of age or 30 years of employment whichever occurs first if enrolled in the Florida Retirement System (FRS) prior to July 1, 2011, or 65 years of age or 33 years of employment if enrolled in the FRS on or after July 1, 2011. The district shall refer to the Florida Retirement System for the most current definition of normal retirement.

To qualify for retirement incentive an employee must:

A. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.

B. Complete the necessary procedure including retiring effective at the end of the school year that the employee first becomes eligible.

C. Employees who have selected the FRS Investment Plan must show FRS documentation verifying retirement before receiving this additional retirement benefit.

Retirement incentive will be 50% of the employee's gross annual salary, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid upon verification of retirement with the State of Florida Division of Retirement.

It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.

Item 6 -ATTENDANCE INCENTIVE

School related employees who do not use sick or personal leave during any ~~instructional~~ quarter ~~(9 weeks)~~ of their contract shall receive an incentive of $200 (before deductions) within thirty (30) working days of the end of the ~~instructional~~ quarter. To initiate the receipt of this incentive, school related employees who qualify must notify their building principals/supervisors in writing (e-mail), within ten (10) working days of the end of the instructional quarter. Approved Temporary Duty Leave, approved Line of Duty Leave (including when a bus driver is assigned a field trip), approved comp time, bereavement leave and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive $100 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive. Quarters will be defined as: The first quarter is the first day of the employee's contract through the last day of the first nine weeks, the second and third quarters will be defined as the second and third nine weeks, and the fourth quarter will be defined as the first day of the fourth nine weeks through the last day of the employee's annual contract.

ARTICLE X
GENERAL PROVISIONS

The Board agrees that there shall be no disciplinary actions, discrimination or coercion against any employee because of Association membership or non-membership, his or her participation in collective bargaining or institution of any grievance, complaint, or proceeding under this contract. The parties to this Agreement agree that there shall be no strike, walk-out, or work slowdown, directly or indirectly sponsored by the Association or its membership, and that there shall be no lockout of employees by the Board during the period of this Agreement.

ARTICLE XI
SAVINGS CLAUSE

Should any part of this agreement or any portion therein contained be rendered or declared illegal, legally invalid or unenforceable by a Court of competent jurisdiction, or by the decision of any authorized governmental agency, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions thereof. In the event of such occurrence, the parties agree to meet immediately and, if possible, to negotiate substitute provisions for such parts or portions rendered or declared illegal or invalid. The remaining parts and provisions of this agreement shall remain in full force and effect.

Any delays in the signing of this agreement after ratification by the Association membership and approval by the Board shall not defer the implementation date as it affects the distribution of the benefits and provisions provided by this agreement

ARTICLE XII
TERMS OF AGREEMENT

This Agreement shall be effective the 1st day of July 2024, and shall remain in full force and effect until the 30th day of June ~~2025~~ 2027, subject to annual reopeners for Article IV, Article IX, plus three items for each side. This agreement shall be automatically renewed from year to year after termination unless either party shall notify the other, in writing, on or before June 30, 2027, that it desires to modify this Agreement. None of the provisions of this agreement shall be open for renegotiation, except as expressly stated herein, until the expiration of the agreement

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, ~~2024~~ 2025.

FOR THE ASSOCIATION:

_____
Amanda Nowlen
President, BCESP

_____
Angela Callahan
Chief Negotiator, BCESP

FOR THE BOARD:

_____
Leonard Dietzen, Chief Negotiator
Baker County School District

_____
~~Sherrie Raulerson~~ J. Wyatt Milton, Superintendent

_____
Board Chairperson

AGREEMENT BETWEEN THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS AND THE BAKER COUNTY SCHOOL BOARD

In the event that a financial situation (short fall or wind fall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the BCESP and the BCSB will agree to return to the table for renegotiations.

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S)_____

SCHOOL: _____ASSIGNMENT:_____

HOME-ADDRESS:_____HOME-PHONE:_____

STEP 1, 2, 3 (please circle the appropriate step)

DATE CAUSE OF GRIEVANCE OCCURRED: _____

RELATES TO ARTICLE(S)_____ PARAGRAPH(S)_____ OF AGREEMENT BETWEEN THE _____ ASSOCIATION AND THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA.

STATE OF GRIEVANCE (INCLUDE STATEMENT FOR EACH ARTICLE and STEP 1,2,3)

_____
_____
_____
_____
_____
_____

RELIEF SOUGHT (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

DEPOSITION OF ADMINISTRATOR (FOR EACH ARTICLE and STEP 1, 2, 3)

_____
_____
_____

_____ _____

(SIGNATURE) (DATE)

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting Time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form:_____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee

shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date:_____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form:_____

Date: _____

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

BAKER COUNTY SCHOOLS
2025-2026 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 3566				
Employee	$ 951.98	$ 535.02	$ 416.96	$ 208.48
Employee & Spouse	$ 1,715.20	$ 688.86	$ 1,026.34	$ 513.17
Employee & Children	$ 1,561.92	$ 657.36	$ 904.56	$ 452.28
Family Coverage	$ 2,263.94	$ 802.20	$ 1,461.74	$ 730.87
E/E Family Coverage	$ 2,263.94	$ 1,211.12	$ 1,052.82	$ 526.41
E/E Spouse Coverage	$ 1,715.20	$ 963.90	$ 751.30	$ 375.65
FL BLUECARE HMO 62				
Employee	$ 1,078.96	$ 535.02	$ 543.94	$ 271.97
Employee & Spouse	$ 1,943.94	$ 688.86	$ 1,255.08	$ 627.54
Employee & Children	$ 1,770.22	$ 657.36	$ 1,112.86	$ 556.43
Family Coverage	$ 2,565.90	$ 802.20	$ 1,763.70	$ 881.85
E/E Family Coverage	$ 2,565.90	$ 1,211.12	$ 1,354.78	$ 677.39
E/E Spouse Coverage	$ 1,943.94	$ 963.90	$ 980.04	$ 490.02
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 700.50	$ 535.02	$ 165.48	$ 82.74
Employee & Spouse	$ 1,262.02	$ 688.86	$ 573.16	$ 286.58
Employee & Children	$ 1,149.30	$ 657.36	$ 491.94	$ 245.97
Family Coverage	$ 1,665.86	$ 802.20	$ 863.66	$ 431.83
E/E Family Coverage	$ 1,665.86	$ 1,211.12	$ 454.74	$ 227.37
E/E Spouse Coverage	$ 1,262.02	$ 963.90	$ 298.12	$ 149.06
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
BASIC OPTION				
Employee	$ 31.24	$ 12.70	$ 18.54	$ 9.27
Employee & Spouse	$ 53.84	$ 12.70	$ 41.14	$ 20.57
Employee & Children	$ 65.40	$ 12.70	$ 52.70	$ 26.35
Family Coverage	$ 88.40	$ 12.70	$ 75.70	$ 37.85
E/E Family Coverage	$ 88.40	$ 25.40	$ 63.00	$ 31.50
E/E Spouse Coverage	$ 53.84	$ 25.40	$ 28.44	$ 14.22
ENHANCED OPTION				
Employee	$ 35.04	$ 12.70	$ 22.34	$ 11.17
Employee & Spouse	$ 61.14	$ 12.70	$ 48.44	$ 24.22
Employee & Children	$ 78.16	$ 12.70	$ 65.46	$ 32.73
Family Coverage	$ 104.30	$ 12.70	$ 91.60	$ 45.80
E/E Family Coverage	$ 104.30	$ 25.40	$ 78.90	$ 39.45
E/E Spouse Coverage	$ 61.14	$ 25.40	$ 35.74	$ 17.87
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age
H: Premiums for 2025-2026

Memorandum of Understanding
Between The Baker County School District
And
Baker County Education Support Professionals
Recruiting and Sign On Bonuses
~~2024-2025~~ 2025 - 2026

This memorandum is written between the Baker County School District (BCSD) and the Baker County Education Support Professional (BCESP) for the ~~2024-2025~~ 2025 - 2026 school year regarding the recruitment and retention of school bus drivers. Currently, the position of school bus driver is an area of critical shortage for the Baker County School District. Maintaining high performing professional bus drivers is imperative to ensuring the safety of students in Baker County.

Definitions:

A. Recruiting Employee – Any active bargaining unit member who recruits a candidate to work in the Baker County School District as a school bus driver.
B. Candidate for School Bus Driver – A person interested in serving as a school bus driver for the Baker County School District who has not yet fulfilled the requirements for becoming an entry level school bus driver.
C. Entry Level School Bus Driver – A school bus driver of the Baker County School District with less than twelve months of consecutive service.

1. Terms for Payment:

A. Recruiting Bonus – A lump sum payment of seven hundred fifty dollars($750.00)paid to the Recruiting Employee who successfully recruits a person for employment as a school bus driver with the Baker County School District Transportation Department after the Entry Level School Bus Driver employee fulfills the conditions established below for an entry level driver position. The recruiting employee must be actively employed with the Baker County School District at the time of eligibility for payment.
B. Sign on Bonus – A lump sum payment of seven hundred fifty dollars($750.00)paid to a Candidate for School Bus Driver, who successfully becomes an entry level school bus driver for the Baker County School District after fulfilling the conditions established below.

2. Conditions for Entry Level School Bus Driver

A. Once all employment requirements have been met, the entry level school bus driver must fulfill the following requirements during the work year to maintain eligibility for payment of the recruiting and sign on bonuses:
    1. Demonstrate proper conduct for a school board employee.
    2. Maintain satisfactory work attendance. The entry level driver must be a full time employee for a minimum of 140 work days.
    3. Successfully fulfill duties as a full-time school bus driver for the Baker County School District and be renewed for the following school year.
    4. Pass all administered drug and alcohol tests.

5. Receive an overall Satisfactory or Exceptional personnel evaluation from the Transportation Director.

3. Timeline: Conditions for Payment

A. Entry level School Bus Drivers must successfully fulfill at least 140 work days of employment as a school bus driver for the Baker County School District to receive payment of the sign on bonus. This period of service is measured from the date of hire. The entry level school bus driver will be disqualified from receiving the bonus if written disciplinary action is taken during this period.

B. After the entry level school bus driver has been employed for a minimum of 140 work days with the Baker County School District, payment of seven hundred fifty dollars ($750.00) will be made to the active entry level school bus driver and to the active recruiting employee. If there is no active Recruiting Employee, the successful Entry Level School Bus Driver still receives the seven hundred fifty dollars($750.00)Sign on Bonus.

MEMORANDUM OF AGREEMENT
BETWEEN
THE BAKER COUNTY DISTRICT SCHOOL BOARD
AND
THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

~~2024-2025~~ 2025 - 2026

~~A $250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded.~~

A $250 Bonus Match will be paid to Pre-K CDA and classroom paraprofessional employees who meet IDEA criteria and work at least one day more than half of the school year and are employed through the end of the school year in this capacity. This bonus is for up to 14 employees per school year (unless new units are added) and will exist as long as the IDEA Grant is funded. PKK staff who qualify for this bonus in April/May for board approval. This bonus will be paid by the last check in June.

The following memorandums are additions:

MEMORANDUM OF UNDERSTANDING

Employee Payment of Compensatory Time Earned

This Memorandum of Understanding (MOU) is entered into by and between the **Baker County School District** ("District") and the **Baker County Education Support Professionals** ("BCESP").

Agreement

The parties agree to the following terms:

This memorandum of understanding is to provide financial compensation in the form of a separate payroll check on Friday, December 12, 2025, for all non-instructional unit employees who voluntarily request payment for the compensatory time earned by the employee during the contractual period from July 1, 2025, through November 21, 2025. The rate of pay for the compensatory time earned will be the hourly rate of the employee.

Non-instructional staff must request the payout of compensatory time by completing the Compensatory Time Payout Request Form and submitting the form to the employee's work location bookkeeper by **Friday, November 21, 2025**.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/2025

MEMORANDUM OF UNDERSTANDING

Extended Day Enrichment Program (EDEP) Child Care

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and the **Baker County Education Support Professionals ("BCESP")** to establish guidelines regarding a before-school childcare benefit for employees for the 2025-2026 school year.

Agreement

The District and the BCESP recognize and understand the importance of appropriate supervision before school. This time is critical for teachers and staff to prepare, collaborate, and plan for student success. For this reason, the school environment must be preserved and remain free of unnecessary distractions. In order to promote these activities and environment, the District and the BCESP agree that eligible children, as stipulated in this agreement, may participate in EDEP (Extended Day Enrichment Program) care at a discounted rate of 50%. This agreement only applies to the personal children of an employee (biological, legal, or stepchildren). This benefit does not apply to other children such as a niece, nephew, grandchild or other children under the employee's supervision.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Friday, May 22, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

MEMORANDUM OF UNDERSTANDING

Paid Parental Leave

This **Memorandum of Understanding (MOU)** is entered into by and between the **Baker County School District ("District")** and the **Baker County Education Support Professionals ("BCESP")** to establish guidelines regarding paid parental leave for employees during the 2025-2026 school year.

Agreement

The District and the BCESP recognize the importance of supporting our employees in balancing professional and personal responsibilities when welcoming a new child into their family. Employees shall be entitled to up to five (5) days of paid parental leave, to be used within 30 calendar days of the birth, adoption, or placement of a child. Parental leave shall be paid at the employee's regular daily rate of pay and shall not be deducted from accrued sick leave or personal leave. Parental leave is separate from any other leave provided by the district.

The employee shall provide to their principal/supervisor appropriate documentation verifying the birth, adoption, foster placement or legal guardianship of a child. This documentation may include birth certificate, court papers, etc.

Parental Leave is limited to a maximum of five (5) days in any fiscal year, regardless of the number of qualifying events.

Duration

This MOU shall take effect on the date of the agreement as signed below, and remain in effect through Thursday, May 28, 2026, unless modified or rescinded by mutual written agreement of both parties.

Signatures

For the Baker County Education Support Professionals:

Amanda Nowlen

Amanda Nowlen, Association President

Date: 9-25-2025

For the Baker County School District:

J. Wyatt Milton

Wyatt Milton, Superintendent

Date: 10/15/25

AGENDA ITEM NO. 9.8

Item Cover Page

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

DATE: November 17, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Payroll

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

SUBJECT: Approval of the 2025-2026 Salary Schedule.

ATTACHMENTS:
11.17.2025 Approval of the 2025-2026 Salary Schedule_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

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

Wyatt Milton, Superintendent

DATE: November 3, 2025

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: 2025-2026 SALARY SCHEDULE

Please request Board approval of the 2025-2026 Salary Schedule. Both unions have ratified their respective contacts on October 24, 2025.

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

BAKER COUNTY
SCHOOL DISTRICT
Committed to Excellence

SALARY SCHEDULES

2025-2026

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INFORMATION ONLY

BENEFITS: As per Baker County School District Board Policy

ANNUAL LEAVE: All 12-month (261 day) employees will earn annual leave at a rate of 1.0, 1.25, 1.5, or 2.0 days per month depending on length of continuous service in district.

SICK LEAVE: All full-time employees will receive 1 day per month for each month in their contract period.

Baker County School Board
Educational Leader Placement Schedule
FYE June 30, 2026

CL	240 days	261 days
0	56,771.57	61,739.09
1	56,771.57	61,739.09
2	56,771.57	61,739.09
3	56,771.57	61,739.09
4	56,832.49	61,805.33
5	56,832.49	61,805.33
6	56,832.49	61,805.33
7	56,832.49	61,805.33
8	56,954.31	61,937.82
9	56,954.31	61,937.82
10	57,827.82	62,887.75
11	58,887.72	64,040.39
12	59,984.16	65,232.78
13	61,324.26	66,690.14
14	62,664.37	68,147.50
15	63,920.41	69,513.44
16	65,260.51	70,970.80
17	66,600.61	72,428.16
18	67,940.71	73,885.52
19	69,280.81	75,342.88
20	70,620.91	76,800.24
21	71,961.02	78,257.60
22	73,301.12	79,714.96
23	74,641.22	81,172.32
24	76,194.52	82,861.54
25	77,412.79	84,186.41

Advanced Degree Supplements ADD:

240 day			261 day		
Masters:	$	3,411.17	Masters:	$	3,709.64
Specialist:	$	4,629.44	Specialist:	$	5,034.52
Doctorate:	$	6,091.37	Doctorate:	$	6,624.37

**PER FLORIDA STATUTE*

F.S. 1012.34

Administrators and instuctional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective

Effective

Needs Improvement

2025-2026 Baker County School Board **FYE June 30, 2026**
EDUCATIONAL LEADERS' RESPONSIBILITY SCHEDULE

Superintendent	**2.00% through year 16**
Associate Superintendent for Personnel Services	**15,000.00**
Executive Director for Support Services	**15,000.00**
Executive Director for Teaching and Learning	**15,000.00**
Director of Accountability and Special Programs	**13,000.00**
Director of Student Services & ESE	**13,000.00**
Director of Vocational, Adult & Community Education	**13,000.00**
Director of Facilities & Maintenance & Property Control	**13,000.00**
Director of Operations & Auxiliary Services	**13,000.00**
Director of Transportation	**13,000.00**
Director of Nutrition Services, Purchasing & Warehousing	**13,000.00**
High School Principal	**13,000.00**
Middle School Principal	**13,000.00**
Macclenny Elementary School, Westside Elementary School, Pre-K Kindergarten Center, Legacy Elementary School and Alternative School Principals	**12,500.00**
High School Vice Principal, Middle School Vice Principal	**10,500.00**
Assistant Principals (261-Day): High School (3), Middle School (3)	**9,245.00**
Assistant Principals (240-Day): Westside Elementary (1), Macclenny Elementary (1), Legacy Elementary (1), and Pre-K Kindergarten Center (1)	**8,500.00**
Coordinator of Community Education	**8,500.00**
Health Service Specialist	**6,500.00**
Retention Supplement for 240-Day Administrators at Classification Level 25 with teaching/administrative service	**7,675.00**
Retention Supplement for 261-Day Administrators at Classification Level 25 with teaching/administrative service	**8,347.00**

SALARY SCHEDULE GUIDELINES

2025-2026

INSTRUCTIONAL PERSONNEL

For the term of this contract, a classification level represents one (1) year of recognized teaching experience. Teachers who have worked ninety-nine (99) or more days in Baker County during the preceding school year will be advanced one classification level in the appropriate column.

Upon official transcript notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly earned advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Associate Superintendent for Personnel Services. Those holding advanced degrees as of September 1, 1987, will be grandfathered in and will be entitled to this additional compensation.

BCHS and BCMS Athletic Event Gatekeepers will be paid $15 per hour effective October 1, 2022, as mandated by the 2022 General Appropriations Act and signed into law as Chapter 2022-156, Laws of Florida, by Governor DeSantis.

INSTRUCTIONAL SUPPORT PERSONNEL

Media Specialists, Guidance Counselors and other instructional support personnel may work additional days if extra days are approved by the Principal, Superintendent, and the School Board.

BCHS and BCMS Athletic Event Gatekeepers will be paid $15 per hour effective October 1, 2022, as mandated by the 2022 General Appropriations Act and signed into law as Chapter 2022-156, Laws of Florida, by Governor DeSantis.

Baker County School Board
Placement Schedule - see page 6 of the BCEA contract for positions on this schedule
FYE June 30, 2026

CL	197 Days	216 Days	240 Days	261 Days
0	46,600.00	51,094.42	56,771.57	61,739.09
1	47,105.00	51,648.12	57,386.80	62,408.15
2	47,199.00	51,751.19	57,501.32	62,532.69
3	47,249.00	51,806.01	57,562.23	62,598.93
4	47,349.00	51,915.65	57,684.06	62,731.42
5	47,399.00	51,970.48	57,744.97	62,797.66
6	47,449.00	52,025.30	57,805.89	62,863.90
7	47,499.00	52,080.12	57,866.80	62,930.15
8	47,549.00	52,134.94	57,927.72	62,996.39
9	47,649.00	52,244.59	58,049.54	63,128.88
10	48,066.00	52,701.81	58,557.56	63,681.35
11	48,936.00	53,655.72	59,617.46	64,833.99
12	49,836.00	54,642.52	60,713.91	66,026.38
13	50,900.00	55,809.14	62,010.15	67,436.04
14	52,000.00	57,015.23	63,350.25	68,893.40
15	53,031.00	58,145.66	64,606.29	70,259.35
16	54,131.00	59,351.76	65,946.40	71,716.71
17	55,231.00	60,557.85	67,286.50	73,174.07
18	56,331.00	61,763.94	68,626.60	74,631.43
19	57,431.00	62,970.03	69,966.70	76,088.79
20	58,531.00	64,176.12	71,306.80	77,546.15
21	59,631.00	65,382.21	72,646.90	79,003.51
22	60,731.00	66,588.30	73,987.01	80,460.87
23	61,831.00	67,794.40	75,327.11	81,918.23
24	63,106.00	69,192.37	76,880.41	83,607.44
25	64,106.00	70,288.81	78,098.68	84,932.31

Advanced Degree Supplements ADD:

	197 Day	216 Day	240 Day	261 Day
Masters:	$ 2,800.00	$ 3,070.05	$ 3,411.17	$ 3,709.64
Specialist:	$ 3,800.00	$ 4,166.50	$ 4,629.44	$ 5,034.52
Doctorate	$ 5,000.00	$ 5,482.23	$ 6,091.37	$ 6,624.37

PER FLORIDA STATUTE

F.S. 1012.34

Administrators and instuctional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective
Effective
Needs Improvement

Baker County School Board
Teacher Placement Schedule: Summer School (Hourly Rate)
FYE June 30, 2026

Years	Bachelors	Masters	Specialist	Doctorate
0	31.54	33.43	34.11	34.92
1	31.88	33.78	34.45	35.27
2	31.95	33.84	34.52	35.33
3	31.98	33.87	34.55	35.36
4	32.05	33.94	34.62	35.43
5	32.08	33.98	34.65	35.46
6	32.11	34.01	34.69	35.50
7	32.15	34.04	34.72	35.53
8	32.18	34.08	34.75	35.57
9	32.25	34.14	34.82	35.63
10	32.53	34.43	35.10	35.92
11	33.12	35.02	35.69	36.50
12	33.73	35.63	36.30	37.11
13	34.45	36.35	37.02	37.83
14	35.19	37.09	37.77	38.58
15	35.89	37.79	38.46	39.28
16	36.64	38.53	39.21	40.02
17	37.38	39.28	39.95	40.77
18	38.13	40.02	40.70	41.51
19	38.87	40.77	41.44	42.25
20	39.61	41.51	42.19	43.00
21	40.36	42.25	42.93	43.74
22	41.10	43.00	43.68	44.49
23	41.85	43.74	44.42	45.23
24	42.71	44.61	45.28	46.10
25	43.39	45.28	45.96	46.77

2025-2026 PART-TIME TEACHING SALARY SCHEDULE

Years of Experience (In the area of current part-time teaching)	Bachelor's Degree (Hourly Rate)	Master's Degree (Hourly Rate)	Specialist Degree (Hourly Rate)	Doctorate Degree (Hourly Rate)
0 - 9	$31.54	$33.43	$34.11	$34.92
10 - 14	$32.53	$34.43	$35.10	$35.92
15 - up	$35.89	$37.79	$38.46	$39.28

Board approved after school tutoring or direct instruction to students beyond the student day shall be paid at the teacher's regular hourly rate.

Instruction or presentation of an in-service workshop or the like shall be paid at the teacher's regular hourly rate when outside the normal contractual day.

Preparation for workshops, writing projects, curriculum development, preparation of materials for in-service and the like shall be paid at the step 0 hourly rate. The number of preparation hours will be pre-determined, and board approved.

Teachers attending workshops shall be paid $85.85 for ½ day (3.5 hrs.) and $183.98 for a whole day (7.5 hrs. to include a 30 min lunch).

Athletics, Cheerleaders, Dance Teams, and Music

Athletic Directors and Trainer

High School Athletic Director	$4,865.00
Middle School Athletic Coordinator	3,500.00
Athletic Trainer	3,500.00

Football

[4] High School Varsity Head Coach	4,350.00
[4] High School Offensive Coordinator	3,500.00
[4] High School Defensive Coordinator	3,500.00
[4] High School Varsity Assistant Coach (3)	2,200.00
[4] High School Junior Varsity Head Coach	2,200.00
[4] High School Junior Varsity Assistant Coach	1,700.00
[4] Middle School Head Coach	2,000.00
[4] Middle School Assistant Coach (3)	1,500.00
High School Girls' Flag Football Head Coach	1,390.00
High School Girls' Flag Football Assistant Coach	890.00
Middle School Girls' Flag Football Head Coach	750.00
Middle School Girls' Flag Football Assistant Coach	450.00

Basketball

High School Boys' Varsity Head Coach	3,630.00
High School Boys' Varsity Assistant Coach	1,595.00
High School Boys' Junior Varsity Coach	1,390.00
High School Girls' Varsity Head Coach	3,630.00
High School Girls' Varsity Assistant Coach	1,595.00
High School Girls' Junior Varsity Coach	1,390.00
Middle School Boys' Coach	2,000.00
Middle School Boys' Assistant Coach	1,000.00
Middle School Girls' Coach	2,000.00
Middle School Girls' Assistant Coach	1,000.00

Wrestling

High School Boys' Coach	2,470.00
High School Boys' Assistant Coach	1,390.00
High School Girls' Coach	2,470.00
High School Girls' Assistant Coach	1,390.00

Baseball

Varsity Coach	3,090.00
Varsity Assistant Coach	1,390.00
Junior Varsity Coach	1,390.00
Middle School Coach	1,500.00
Assistant Middle School Coach	1,000.00

Weightlifting

Boys' Weightlifting Coach	2,060.00
Girls' Weightlifting Coach	2,060.00
Assistant Boys' Weightlifting Coach	1,030.00
Assistant Girls' Weightlifting Coach	1,030.00

Track

Boys' Track Coach	2,060.00
Girls' Track Coach	2,060.00
Boys' Assistant Track Coach	1,030.00
Girls' Assistant Track Coach	1,030.00

Cross Country

Boys' Cross Country Coach	1,390.00
Girls' Cross Country Coach	1,390.00

Tennis

Boys' Tennis Coach	1,390.00
Girls' Tennis Coach	1,390.00

Volleyball

High School Girls' Volleyball Coach	2,470.00
High School Girls' Junior Varsity Volleyball Coach	1,390.00
Middle School Volleyball Coach	1,500.00
Middle School Assistant Volleyball Coach	1,000.00

Softball

Girls' Varsity Coach (Fast Pitch)	3,090.00
Girls' Varsity Assistant Coach (Fast Pitch)	1,390.00
Girls' Junior Varsity Coach (Fast Pitch)	1,390.00
Middle School Girls' Softball Coach	1,500.00
Middle School Girls' Assistant Softball Coach	1,000.00

Swimming

Boys' High School Swim Team Coach..... 1,390.00
Girls' High School Swim Team Coach.....1,390.00

Soccer

Boys' High School Soccer Coach.....1,390.00
Girls' High School Soccer Coach.....1,390.00

Cheerleader Sponsors

High School Competitive 1,030.00
High School Varsity Football 1,030.00
High School Junior Varsity Football 750.00
High School Varsity Basketball 1,030.00
High School Junior Varsity Basketball.....750.00
Middle School Football (1).....750.00
Middle School Basketball (1).....750.00

High School Dance Drill Team

Football Season (1).....525.00
Basketball Season (1).....525.00
Choreographer (1) 275.00

Middle School Dancin' Paws

Football Season (1).....300.00
Basketball Season (1).....300.00

Band

High School Band Director 4,350.00
High School Assistant Band Director 1,030.00
High School Percussion Director.....775.00
Middle School Band Director.....2,000.00
Middle School Assistant Band Director 775.00
Flag Corp.....1,030.00
High School Majorettes 1,030.00
Middle School Majorettes 900.00

Chorus

High School.....980.00
Middle School.....775.00
Westside Elementary School.....425.00

Chorus – continued from previous page

Macclenny Elementary School 425.00
Legacy Elementary School.....425.00
Pre-K Kindergarten Center.....425.00

Career and Technical Education Organizations

Agriculture

Agriculture High School (2) 3,090.00
Agriculture Middle School 1,545.00

Future Homemakers of America (FHA)

High School.....475.00

Future Business Leaders of America (FBLA)

High School.....450.00

Additional CTE Organizations

Cooperative Education Club of Florida (CECF).....450.00
HOSA 450.00
Vocational Industrial Clubs of America (VICA) 450.00

Academic Clubs and Student Organizations

Beta Club

High School.....525.00
Middle School.....525.00

Technology Student Association

High School.....450.00
Middle School.....450.00

Art Club

Middle School 450.00

Student Council

High School.....450.00
Middle School.....450.00

Future Educators Club Sponsor

High School (1) 1,545.00
Middle School (1).....450.00

"Just Say No" Club Sponsor

Legacy Elementary School (1)	400.00
Macclenny Elementary School (1)	400.00
Westside Elementary School (1)	400.00

Youth Power Club Sponsor

High School	300.00
Middle School	300.00

High School Class Sponsor

Senior Class Sponsor	625.00
Junior Class Sponsor	625.00
Sophomore Class Sponsor	325.00
Freshman Class Sponsor	325.00

Annual Yearbook

BCHS	1,500.00
BCMS	1,000.00
Legacy Elementary	600.00
Macclenny Elementary	600.00
Westside Elementary	600.00
Pre-K Kindergarten Center	600.00

Enrichment

Macclenny Elementary (3)	450.00
Westside Elementary (3)	450.00
Pre-K Kindergarten Center (2)	450.00
Legacy Elementary School (3)	450.00

Miscellaneous Student Clubs and Organizations

Video Productions	475.00
Drama	3,000.00
Drama Assistant	1,000.00
Middle School Drama	600.00
Varsity High School High Q	1,000.00
Junior Varsity High School High Q	650.00
Foreign Language	450.00
Air Force ROTC (2)	2,060.00
SWAT Coordinator	500.00
Bullying Prevention Club Sponsor – BCMS & BCHS	450.00
Robotics (4)	525.00

Instructional Special Certifications, Specialists, and Instructional Leadership

Director of Guidance

High School (3)	1,235.00
Middle School (2)	1,235.00
Legacy Elementary (1)	1,235.00
Macclenny Elementary (1)	1,235.00
Westside Elementary (1)	1,235.00
Pre-K Kindergarten Center (1)	1,235.00
Occupational Specialist	1,235.00

Special Programs

Alternative Ed Supplement	1,545.00
Mental Health Counselor	3,000.00
Case Manager	3,000.00
ESE Staffing Specialist	2,060.00
Behavioral Analyst (2)	2,000.00
School Psychologist (2)	6,000.00
Teachers Assigned to the Alternative School Full Time	1,500.00
Program Specialist (initiated and approved by Title I)	1,030.00
National Board-Certified Teachers	425.00
Special Olympics Coordinator	1,415.00
School Wellness Coordinators	500.00
Occupational Therapist (1)	1,545.00
Health Services Specialist	1,545.00
Dual Enrollment teachers(6)	750.00

Speech

Speech and Hearing Therapist (3)	3,000.00
National Board Certification for Speech	425.00

Chairpersons

[2]	High School	7,000.00
[2]	Middle School	5,000.00
[5]	Legacy Elementary	3,400.00
[5]	Macclenny Elementary	3,400.00
[5]	Westside Elementary	3,400.00
[5]	Pre-K Kindergarten Center	3,400.00

2025-2026 SUPPLEMENTAL SALARY SCHEDULE **FYE June 30, 2026**
BAKER COUNTY SCHOOL BOARD

Miscellaneous Instructional Leadership

Team Leaders - Middle School (4 or more)	350.00
Program Specialist (initiated and approved by Title 1)	1,030.00
Peer Teacher	625.00
School Activities Coordinator - High School	750.00
School Activities Coordinator - Middle School	250.00
[3] Computer Network Manager	1,030.00
Teacher on Special Assignment (4)	2,575.00
Test Coordinator (1 per school)	500.00
Dean of Students – BCMS only (2)	1,500.00

Bus Duty Supplement

High School (1)	1,200.00
Middle School (1)	1,200.00
[1] Legacy Elementary	1,200.00
[1] Macclenny Elementary	1,200.00
[1] Westside Elementary	1,200.00
[1] Pre-K Kindergarten Center	1,200.00
Elem (20 Min. or more Beyond the Contractual Day) (Max 4)	1,600.00

[8] Resource Instructor Supplement

All schools	$1,000.00

Gate Duty - Student Drop-Off/Pick Up

[1] Baker County Middle School	1,200.00
Baker County High School (5)	1,200.00

[6] Retention Supplement

Retention for 197-Day Teachers	6,300.00
Retention for 216-Day Teachers	6,908.00
Retention for 240-Day Teachers	7,675.00
Retention for 261-Day Teachers	8,347.00

Performance Pay**

Highly Effective	250.00
Effective	125.00

***PER FLORIDA STATUTE 1012.34*

Administrators and instructional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective
Effective

2025-2026 SUPPLEMENTAL SALARY SCHEDULE **FYE June 30, 2026**
BAKER COUNTY SCHOOL BOARD

FOOTNOTES TO THE SUPPLEMENTAL SALARY SCHEDULE

1 **Number of positions subject to periodic adjustments as mutually agreed upon.**

2 **For BCHS and BCMS divide existing dollars pro rata based upon number of persons in department compared to number of persons in all departments.**

3 **Limit to maximum of $1,030 for each school that is networked (High School, Middle School, Westside Elementary, Macclenny Elementary, Legacy Elementary, Pre-K Kindergarten Center)**

4 **Football Coaches will be paid their supplement in two separate payments (this requires TWO separate board forms) (ONE board form for 30% Spring Football AND ONE board form for 70% Fall Football)**

5 **Amount is to be divided by the total number of chairpersons at school.**

6 **Retention supplement at Classification level 25 or higher.**

7 **These supplements will be paid entirely from sponsor/booster funds. No funds will be used from the school district to pay these supplements or to run these programs.**

8 **Resource instructor – an employee who is assigned students on a regular schedule and is solely responsible for implementing lesson plans, taking student attendance and assigning grades. Classroom Aides working under the direction of a teacher are not considered Resource instructors.**

SUBSTITUTE TEACHER PAY

Non-Degreed (High School Diploma)	$ 15.00 per hour
Associate of Arts or Science	$ 15.25 per hour
Bachelor's Degree	$ 15.75 per hour
Master's Degree or Higher	$ 18.00 per hour

SUBSTITUTE NURSE PAY –

All substitutes, as verified by the Associate Superintendent in charge of certification, will be paid as follows:

LPN w/A.A. or A.S. Degree (Subbing for a Nurse)	$ 20.00 per hour
RN w/B.A. or B.S. Degree & above (Subbing for a Nurse)	$ 25.00 per hour

LONG TERM SUBSTITUTE TEACHER PAY

****As of August 11, 2025, ALL LONG-TERM substitute teacher staffing will be recruited and paid through ESS Southeast, LLC.

ESS
Every day counts.

The following positions are NOT eligible for membership in either bargaining unit (BCEA or BCESP):

Data Processing Manager for Student/Staff & Finance	**Annualized/261-Day Teacher Salary Schedule**
Information Specialist Administrator	**Annualized/261-Day Teacher Salary Schedule**
Computer Network Specialist	**Annualized/261-Day Teacher Salary Schedule**
Finance Staff Accountant	**Annualized/261-Day Teacher Salary Schedule**
Information Systems Support Technician	**240-Day Teacher Salary Schedule**
Social Worker/Attendance Office	**240-Day Teacher Salary Schedule**

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER

Upon official transcript notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly earned advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Associate Superintendent for Personnel Services. Those holding advanced degrees as of September 1, 1987 will be grandfathered in and will be entitled to this additional compensation.

Baker County School Board
Health Services Specialist Salary Schedule

FYE June 30, 2026

Years Experience	**197 days** Annual Contract Salary	**240 days** Annual Contract Salary
0	46,600.00	56,771.57
1	46,600.00	56,771.57
2	46,600.00	56,771.57
3	46,600.00	56,771.57
4	46,650.00	56,832.49
5	46,650.00	56,832.49
6	46,650.00	56,832.49
7	46,650.00	56,832.49
8	46,750.00	56,954.31
9	46,750.00	56,954.31
10	47,467.00	57,827.82
11	48,337.00	58,887.72
12	49,237.00	59,984.16
13	50,337.00	61,324.26
14	51,437.00	62,664.37
15	52,468.00	63,920.41
16	53,568.00	65,260.51
17	54,668.00	66,600.61
18	55,768.00	67,940.71
19	56,868.00	69,280.81
20	57,968.00	70,620.91
21	59,068.00	71,961.02
22	60,168.00	73,301.12
23	61,268.00	74,641.22
24	62,543.00	76,194.52
25	63,543.00	77,412.79

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Advanced Degree Supplements ADD:

	197 Day
Masters:	$ 2,800.00
Specialist:	$ 3,800.00
Doctorate	$ 5,000.00

Upon official notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Director of Certification. Those holding advanced degrees as of September 1, 1987, will be grandfathered in and will be entitled to this additional compensation.

CLASSIFIED/CONFIDENTIAL EMPLOYEES

An employee must work for three (3) years as a classified/confidential employee under the supervision of a district office administrator to start receiving the additional longevity salary on a cumulative basis as follows, effective July 1, 1984:

3 years..... $ 425.00
6 years..... $ 435.00
9 years..... $ 445.00
12 years.....$ 455.00
15 years.....$ 465.00
18 years.....$ 550.00

The following classified/confidential employees are eligible for the additional longevity salary:

Executive Secretary	**Bus Garage Shop Manager**
Finance Aide I	**Auxiliary Services Supervisor**
Finance Aide II	**Nutrition Services Area Coordinator**
Secretary I	**Secretary/School Food Service Finance Aide**
Secretary II	**Maintenance Foreman/Inventory Manager**
Secretary III	**High School/Middle School Secretary/Bookkeeper - 12 month**

An employee who is a classified/confidential employee will be awarded for their college (semester) hours as follows: The rates will not apply when the credit hours are required for employment. Anyone currently employed as of November 20, 2012, may continue on their current track and schedule of earnings according to this scale. For new hires after November 20, 2012, these rates will not be compounded. (Must be from an accredited awarded college with official transcript on file in the Personnel Department)

The existing employees who qualified for these credit awards are grandfathered in at their current rate and schedule.

30-59 Semester Hours - $.40 per hr. x total contractual hours
60-89 Semester Hours - $.70 per hr. x total contractual hours
90+ Semester Hours - $.75 per hr. x total contractual hours

Upon receipt in the Finance Department of official transcripts from an accredited college or university, and upon verification by the Associated Superintendent of Human Resources, eligible classified/confidential employees attaining a confirmed degree will receive additional compensation as follows:

Associate of Arts or Associate of Science $300
Bachelor of Arts or Bachelor of Science $50

Baker County School Board

Executive Secretary - 261 days **CONFIDENTIAL**

FYE June 30, 2026

Years Experience	**1957.5 hours** (Exec. Sec.) Annual Salary
0	47,908.82
1	48,202.33
2	48,495.87
3	49,145.17
4	49,438.71
5	49,910.12
6	50,381.54
7	50,675.06
8	50,968.60
9	51,262.11
10	51,822.49
11	53,296.11
12	53,589.65
13	53,883.16
14	54,176.70
15	54,470.21
16	54,763.75
17	55,057.26
18	56,807.90

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Finance Aide - 261 Days CONFIDENTIAL
Nutrition Services Area Coordinator - 240 Days CONFIDENTIAL
FYE June 30, 2026

Years Experience	1957.5 hours (Fin I) 261 Days Annual Salary	1957.5 hours (Fin II) 261 Days Annual Salary	1800 hours (Fin I) 240 Days Annual Salary	1800 hours (Fin II) 240 Days Annual Salary
0	47,908.82	45,187.04	44,054.08	41,551.30
1	48,202.33	45,480.55	44,323.98	41,821.20
2	48,495.87	45,774.09	44,593.90	42,091.11
3	49,145.17	46,423.39	45,190.96	42,688.17
4	49,438.71	46,716.93	45,460.87	42,958.09
5	49,910.12	47,188.34	45,894.36	43,391.57
6	50,381.54	47,659.77	46,327.85	43,825.07
7	50,675.06	47,953.28	46,597.75	44,094.97
8	50,968.60	48,246.82	46,867.67	44,364.88
9	51,262.11	48,540.33	47,137.57	44,634.78
10	51,822.49	49,100.71	47,652.86	45,150.07
11	53,296.11	50,574.33	49,007.92	46,505.13
12	53,589.65	50,867.87	49,277.83	46,775.05
13	53,883.16	51,161.38	49,547.73	47,044.95
14	54,176.70	51,454.92	49,817.65	47,314.86
15	54,470.21	53,527.38	50,087.55	49,220.57
16	54,763.75	53,820.91	50,357.46	49,490.49
17	55,057.26	54,114.43	50,627.36	49,760.39
18	56,807.90	55,855.98	52,237.15	51,361.81

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

After two (2) years on the Finance Aide II scale, a person may be promoted to the Finance Aide I scale with the approval of the immediate supervisor.

Baker County School Board

Secretary I, II, III Salary Schedule - 261 Days and 240 Days **CONFIDENTIAL**

FYE June 30, 2026

Years Experience	1957.5 hours (Sec. I) Annual Salary 261	1957.5 hours (Sec. II) Annual Salary 261	1957.5 hours (Sec. III) Annual Salary 261	1800 hours (Sec. I) Annual Salary 240	1800 hours (Sec. II) Annual Salary 240	1800 hours (Sec. III) Annual Salary 240
0	45,187.04	44,244.20	42,780.12	41,551.30	40,684.32	39,338.04
1	45,480.55	44,537.72	43,073.66	41,821.20	40,954.22	39,607.96
2	45,774.09	44,831.25	43,367.17	42,091.12	41,224.14	39,877.86
3	46,423.39	45,480.55	44,016.50	42,688.18	41,821.20	40,474.94
4	46,716.93	45,774.09	44,310.01	42,958.09	42,091.12	40,744.84
5	47,188.34	46,245.50	44,781.44	43,391.57	42,524.60	41,178.34
6	47,659.77	46,716.93	45,252.85	43,825.07	42,958.09	41,611.82
7	47,953.28	47,010.44	45,546.38	44,094.97	43,227.99	41,881.73
8	48,246.82	47,303.98	45,839.90	44,364.89	43,497.91	42,151.63
9	48,540.33	47,597.49	46,133.43	44,634.79	43,767.81	42,421.55
10	49,100.71	48,157.87	46,693.79	45,150.08	44,283.10	42,936.82
11	50,574.33	49,631.50	48,167.44	46,505.13	45,638.16	44,291.90
12	50,867.87	49,925.03	48,460.95	46,775.05	45,908.07	44,561.80
13	51,161.38	50,218.55	48,754.49	47,044.95	46,177.97	44,831.71
14	51,454.92	50,512.08	49,048.00	47,314.87	46,447.89	45,101.61
15	51,748.43	50,805.60	49,341.54	47,584.77	46,717.79	45,371.53
16	52,041.97	51,099.13	49,635.05	47,854.68	46,987.71	45,641.43
17	52,335.48	51,392.65	49,928.59	48,124.58	47,257.61	45,911.34
18	54,059.89	53,107.96	51,629.78	49,710.24	48,834.91	47,475.66

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

After two (2) years on the Secretary III Scale, an employee may be promoted to Secretary II if the immediate supervisor feels that the employee has progressed well enough to assume the responsibilities of a Secretary II.

After two (2) years on the Secretary II Scale, an employee may be promoted to Secretary I if the immediate supervisor feels that the employee has progressed well enough to assume the responsibilities of a Secretary I.

Baker County School Board
High School & Middle School Secretary/Bookkeeper - 261 days **CONFIDENTIAL**
Salary Schedule
FYE June 30, 2026

Years Experience	Salary 261 - Days	Salary 240 - Days
0	43,231.55	39,753.15
1	43,528.70	40,026.39
2	43,863.00	40,333.79
3	44,494.46	40,914.45
4	44,828.76	41,221.85
5	45,311.63	41,665.87
6	45,823.83	42,136.85
7	46,120.97	42,410.09
8	46,380.98	42,649.18
9	46,715.28	42,956.58
10	47,272.45	43,468.92
11	48,786.86	44,861.48
12	49,084.02	45,134.73
13	49,381.16	45,407.97
14	49,715.46	45,715.37
15	50,012.63	45,988.62
16	50,346.91	46,296.01
17	50,644.07	46,569.26
18	52,355.84	48,143.30

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board

Bus Garage Shop Manager - CONFIDENTIAL
Auxiliary Services Supervisor - CONFIDENTIAL
Salary Schedule
12 Month Employee - 8 hours, 261 Days = 2088 hours
FYE June 30, 2026

Years Experience	Per Year Salary
0	61,299.20
1	61,670.64
2	62,004.94
3	62,747.82
4	63,119.28
5	63,639.29
6	64,188.62
7	64,522.92
8	64,894.36
9	65,265.80
10	65,897.26
11	69,545.12
11*	69,858.32

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

NON-INSTRUCTIONAL LONGEVITY

All non-instructional personnel who have completed 15-19 years non-instructional service in the Baker County School District, shall receive an additional $1,100.00 as part of their base salary. Eligibility for this $1,100.00 addition to the base salary ends at the end of the 20th year of service.

All non-instructional personnel who have completed 20-24 years non-instructional service in the Baker County School District, shall receive $1,700 as part of their base salary. Eligibility for this $1,700.00 addition to the base salary ends at the end of the 25th year of service

All non-instructional personnel who have completed 25 or more years non-instructional service in the Baker County School District, shall receive an additional $2,200.00 as part of their base salary.

NON-INSTRUCTIONAL PERSONNEL
SALARY SCHEDULE GUIDELINES
AWARD FOR COLLEGE SEMESTER HOURS
2025-2026

All non-instructional employees will be awarded for their college hours as follows: (Must be from an accredited awarded college with official transcript on file in the Personnel Department)

30 - 59 Semester Hours - $.40 per hr. x total contractual hours
60 - 89 Semester Hours - $.70 per hr. x total contractual hours
90+ Semester Hours - $.75 per hr. x total contractual hours

These rates will not apply when the credit hours are required for employment. Anyone currently employed, as of ratification date November 20, 2012, may continue on their current track and schedule of earnings according to this scale. For new hires, after ratification date November 20, 2012, these rates will not be compounded.

The existing employees who qualified for these credit awards are grandfathered in at their current rate and schedule.

Upon receipt in the Finance Department of official transcript from an accredited college or university, and upon verification by the Associate Superintendent of Human Resources, eligible non-instructional employees attaining a confirmed degree will receive additional compensation as follows:

AA/AS Degrees	**$300/year**
BA/BS Degrees	**$500/year**

Baker County School Board
School Secretary-Bookkeeper Data Processors & VPK/Pre-/K Coordinator
Salary Schedule
FYE June 30, 2026

7 1/2 Hours, 216 Days - 1620 Hours (including holidays)
7 1/2 Hours, 240 Days - 1800 Hours (including holidays)
7 1/2 Hours, 261 Days - 1957.5 Hours (including holidays)
5 Hours, 261 Days - 1305 Hours (including holidays)

Years Experience	216 Days Per Hour	216 Days Per Year Salary	240 Days Per Hour	240 Days Per Year Salary	261 Days Per Hour	261 Days Per Year Salary	**5hr** 261 Days Per Hour	**5hr** 261 Days Per Year Salary
0	17.32	28,058.40	17.32	31,176.00	17.32	33,903.90	17.32	22,602.60
1	17.59	28,495.80	17.59	31,662.00	17.59	34,432.43	17.59	22,954.95
2	17.73	28,722.60	17.73	31,914.00	17.73	34,706.48	17.73	23,137.65
3	18.02	29,192.40	18.02	32,436.00	18.02	35,274.15	18.02	23,516.10
4	18.15	29,403.00	18.15	32,670.00	18.15	35,528.63	18.15	23,685.75
5	18.37	29,759.40	18.37	33,066.00	18.37	35,959.28	18.37	23,972.85
6	18.53	30,018.60	18.53	33,354.00	18.53	36,272.48	18.53	24,181.65
7	18.64	30,196.80	18.64	33,552.00	18.64	36,487.80	18.64	24,325.20
8	18.79	30,439.80	18.79	33,822.00	18.79	36,781.43	18.79	24,520.95
9	18.92	30,650.40	18.92	34,056.00	18.92	37,035.90	18.92	24,690.60
10	19.15	31,023.00	19.15	34,470.00	19.15	37,486.13	19.15	24,990.75
11	21.93	35,526.60	21.93	39,474.00	21.93	42,927.98	21.93	28,618.65
11*	22.08	35,769.60	22.08	39,744.00	22.08	43,221.60	22.08	28,814.40

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
School Secretary/Clerical Assistant to Teachers/Transportation Receptionist
Salary Schedule
FYE June 30, 2026

5 Hours, 186 Days - 930 Hours (including holidays)
7 1/2 Hours, 216 Days - 1620 Hours (including holidays)

Years Experience	216 Days Per Hour	216 Days Per Year Salary	**5hr** 186 Days Per Hour	**5hr** 186 Days Per Year Salary
0	16.42	26,600.40	16.42	15,270.60
1	16.68	27,021.60	16.68	15,512.40
2	16.81	27,232.20	16.81	15,633.30
3	17.11	27,718.20	17.11	15,912.30
4	17.25	27,945.00	17.25	16,042.50
5	17.45	28,269.00	17.45	16,228.50
6	17.60	28,512.00	17.60	16,368.00
7	17.71	28,690.20	17.71	16,470.30
8	17.84	28,900.80	17.84	16,591.20
9	18.00	29,160.00	18.00	16,740.00
10	18.26	29,581.20	18.26	16,981.80
11	20.99	34,003.80	20.99	19,520.70
11*	21.14	34,246.80	21.14	19,660.20

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Instructional Assistants
LPN
Salary Schedule
FYE June 30, 2026

Aide 186 - 5 hours, 186 days, 930 hours
Aide 187 - 7.5 hours, 187 days, 1402.5 hours; 4 hours, 187 days, 748 hours
Aide 197 - 7.5 hours, 197 days, 1477.5 hours
Aide 206 - 7.5 hours, 206 days, 1545 hours
Aide 216 - 7.5 hours, 216 days, 1620 hours
Aide 240 - 7.5 hours, 240 days, 1800 hours

	Aide 187		Aide 197		Aide 206		Aide 216		Aide 240		5 Hr/Day Aide 186	5 Hr/Day
Years Experience	Per Hour	Aide 187 Salary	Per Hour	Aide 197 Salary	Per Hour	Aide 206 Salary	Per Hour	Aide 216 Salary	Per Hour	Aide 240 Salary	Per Hour	Aide 186 Salary
0	16.40	23,001.00	16.40	24,231.00	16.40	25,338.00	16.40	26,568.00	16.40	29,520.00	16.40	15,252.00
1	16.65	23,351.63	16.65	24,600.38	16.65	25,724.25	16.65	26,973.00	16.65	29,970.00	16.65	15,484.50
2	16.80	23,562.00	16.80	24,822.00	16.80	25,956.00	16.80	27,216.00	16.80	30,240.00	16.80	15,624.00
3	17.10	23,982.75	17.10	25,265.25	17.10	26,419.50	17.10	27,702.00	17.10	30,780.00	17.10	15,903.00
4	17.25	24,193.13	17.25	25,486.88	17.25	26,651.25	17.25	27,945.00	17.25	31,050.00	17.25	16,042.50
5	17.46	24,487.65	17.46	25,797.15	17.46	26,975.70	17.46	28,285.20	17.46	31,428.00	17.46	16,237.80
6	17.61	24,698.03	17.61	26,018.78	17.61	27,207.45	17.61	28,528.20	17.61	31,698.00	17.61	16,377.30
7	17.74	24,880.35	17.74	26,210.85	17.74	27,408.30	17.74	28,738.80	17.74	31,932.00	17.74	16,498.20
8	17.85	25,034.63	17.85	26,373.38	17.85	27,578.25	17.85	28,917.00	17.85	32,130.00	17.85	16,600.50
9	18.03	25,287.08	18.03	26,639.33	18.03	27,856.35	18.03	29,208.60	18.03	32,454.00	18.03	16,767.90
10	18.29	25,651.73	18.29	27,023.48	18.29	28,258.05	18.29	29,629.80	18.29	32,922.00	18.29	17,009.70
11	21.14	29,648.85	21.14	31,234.35	21.14	32,661.30	21.14	34,246.80	21.14	38,052.00	21.14	19,660.20
11*	21.29	29,859.23	21.29	31,455.98	21.29	32,893.05	21.29	34,489.80	21.29	38,322.00	21.29	19,799.70

****A $250 EOY Matching Bonus will be paid to ESE Pre-K Classroom Paraprofessionals, pending grant award and availability of funding.**
****A $500 supplement will be paid to ESE K - 12 Classroom Paraprofessionals from the IDEA grant, pending grant award and availability of funding.**
A $750 annual supplement will be paid to Full time Classroom Paraprofessionals assigned to an alternative school setting.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

**** IDEA bonus/supplement amounts may vary in the future based upon the IDEA grant award amount and funding availability.**

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Instructional Assistants - Part-Time
Salary Schedule
FYE June 30, 2026

Aide 187 - 4 hours, 748 hours

Full Time Years Experience	Part Time Years Experience	Per Hour	Aide 187 4 Hr/Day
0	0	16.40	12,267.20
0	1	16.40	12,267.20
1	2	16.65	12,454.20
1	3	16.65	12,454.20
2	4	16.80	12,566.40
2	5	16.80	12,566.40
3	6	17.10	12,790.80
3	7	17.10	12,790.80
4	8	17.25	12,903.00
4	9	17.25	12,903.00
5	10	17.46	13,060.08
5	11	17.46	13,060.08
6	12	17.61	13,172.28
6	13	17.61	13,172.28
7	14	17.74	13,269.52
7	15	17.74	13,269.52
8	16	17.85	13,351.80
8	17	17.85	13,351.80
9	18	18.03	13,486.44
9	19	18.03	13,486.44
10	20	18.29	13,680.92
10	21	18.29	13,680.92
11	22	21.14	15,812.72
11	23	21.14	15,812.72
11*	24	21.29	15,924.92
11*	25	21.29	15,924.92

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Prekindergarten Child Development Associates
Salary Schedule
7.5 Hours - 197 days - 1477.5 hours
7.5 Hours - 240 days - 1800 hours
FYE June 30, 2026

Years Experience	Per Hour	197 day CDA Salary	Per Hour	240 day CDA Salary
0	19.82	29,284.05	19.82	35,676.00
1	20.11	29,712.53	20.11	36,198.00
2	20.42	30,170.55	20.42	36,756.00
3	20.71	30,599.03	20.71	37,278.00
4	21.03	31,071.83	21.03	37,854.00
5	21.32	31,500.30	21.32	38,376.00
6	21.62	31,943.55	21.62	38,916.00
7	21.93	32,401.58	21.93	39,474.00
8	22.23	32,844.83	22.23	40,014.00
9	22.53	33,288.08	22.53	40,554.00
10	22.83	33,731.33	22.83	41,094.00
11	26.05	38,488.88	26.05	46,890.00
11*	26.20	38,710.50	26.20	47,160.00

****A $250 EOY Matching Bonus will be paid to ESE Child Development Associates, pending grant award and availability of funding.**

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Maintenance Foreman/Inventory Manager
Salary Schedule
12 Month Employee - 8 hours per day, 261 Days = 2088 hours
FYE June 30, 2026

Years Experience	Per Year Salary
0	61,299.20
1	61,670.64
2	62,004.94
3	62,747.82
4	63,119.28
5	63,639.29
6	64,188.62
7	64,522.92
8	64,894.36
9	65,265.80
10	65,897.26
11	69,545.12
11*	69,858.32

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Heating Cooling, Electrical Maintenance
Heating Cooling, Electrical (Journeyman)
Safety Inspector
Salary Schedule
FYE June 30, 2026
(12 Months, 8 hours, 261 days = 2088 hours)

Heating, Cooling, Electrical Maintenance

Years Experience	Per Hour	Per Year Salary
0	19.71	41,154.48
1	20.05	41,864.40
2	20.19	42,156.72
3	20.49	42,783.12
4	20.61	43,033.68
5	20.85	43,534.80
6	20.98	43,806.24
7	21.13	44,119.44
8	21.27	44,411.76
9	21.39	44,662.32
10	21.66	45,226.08
11	24.63	51,427.44
11*	24.78	51,740.64

After two (2) years on this scale a person employed by the Baker County School system may, with the approval of the immediate supervisor, move to the Journeyman salary schedule below.

Heating, Cooling, Electrical (Journeyman)
Safety Inspector

Years Experience	Per Hour	Per Year Salary
0	21.96	45,852.48
1	22.28	46,520.64
2	22.40	46,771.20
3	22.74	47,481.12
4	22.88	47,773.44
5	23.09	48,211.92
6	23.25	48,546.00
7	23.36	48,775.68
8	23.52	49,109.76
9	23.65	49,381.20
10	23.93	49,965.84
11	27.07	56,522.16
11*	27.22	56,835.36

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service with the Baker County School System.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Apprenticeship Salary Schedule
FYE June 30, 2026
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920)

Apprenticeship

Years Experience	261 day Per Hour	261 day Per Year Salary	240 day Per Hour	240 day Per Year Salary
0	16.40	34,243.20	16.40	31,488.00
1	16.40	34,243.20	16.40	31,488.00
2	16.40	34,243.20	16.40	31,488.00
3	16.40	34,243.20	16.40	31,488.00
4	16.40	34,243.20	16.40	31,488.00
5	16.40	34,243.20	16.40	31,488.00
6	16.40	34,243.20	16.40	31,488.00
7	16.40	34,243.20	16.40	31,488.00
8	16.40	34,243.20	16.40	31,488.00
9	16.52	34,493.76	16.52	31,718.40
10	17.00	35,496.00	17.00	32,640.00
11	19.68	41,091.84	19.68	37,785.60
11*	19.83	41,405.04	19.83	38,073.60

After two (2) years on the Apprenticeship Salary Schedule a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Maintenance I salary schedule.
EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)
Maintenance I, Mechanic II, Warehouse/Inventory Clerk
Salary Schedule
FYE June 30, 2026
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 Hours, 240 days = 1920 hours)
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	20.89	43,618.32	40,108.80
1	21.18	44,223.84	40,665.60
2	21.33	44,537.04	40,953.60
3	21.63	45,163.44	41,529.60
4	21.78	45,476.64	41,817.60
5	22.01	45,956.88	42,259.20
6	22.14	46,228.32	42,508.80
7	22.29	46,541.52	42,796.80
8	22.42	46,812.96	43,046.40
9	22.55	47,084.40	43,296.00
10	22.83	47,669.04	43,833.60
11	25.84	53,953.92	49,612.80
11*	25.99	54,267.12	49,900.80

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service with the Baker County School System.

Bus Mechanic Journeyman -- Employee must have worked three (3) years prior with a reputable firm employing more than one (1) full-time mechanic. This must be verified by employer.

A $500 supplement will be paid to the Bus Mechanic Trainer.
A $500 supplement will be paid to the Certified Bus Inspector.

SUBSTITUTE BUS MECHANIC $24.84 PER HOUR EFFECTIVE DECEMBER 5, 2023

Maintenance I, Mechanic II, Warehouse/Inventory Clerk

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	17.17	35,850.96	32,966.40
1	17.46	36,456.48	33,523.20
2	17.60	36,748.80	33,792.00
3	17.92	37,416.96	34,406.40
4	18.05	37,688.40	34,656.00
5	18.27	38,147.76	35,078.40
6	18.40	38,419.20	35,328.00
7	18.54	38,711.52	35,596.80
8	18.67	38,982.96	35,846.40
9	18.82	39,296.16	36,134.40
10	19.08	39,839.04	36,633.60
11	21.79	45,497.52	41,836.80
11*	21.94	45,810.72	42,124.80

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
School Bus Driver
Salary Schedule
FYE June 30, 2026
(186 Days @ 5.5 hours = 1023 hours)

Years Experience	Per Hour	5.5 Hr Day Per Year Salary
0	17.32	17,718.36
1	17.70	18,107.10
2	17.88	18,291.24
3	18.33	18,751.59
4	18.58	19,007.34
5	18.92	19,355.16
6	19.13	19,569.99
7	19.33	19,774.59
8	19.57	20,020.11
9	19.76	20,214.48
10	20.18	20,644.14
11	23.60	24,142.80
11*	23.75	24,296.25

SUBSTITUTE BUS DRIVERS:

Daily Rate - A minimum salary on 0 years experience above.

Substitute Driver by a Bus Aide to Duval County paid on 1 years experience above.

Trips: $24.00 per trip or the hourly rate of 1 years experience or current step whichever is less.

Trainer of New Bus Drivers - employee's current hourly rate.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Bus Aide
Salary Schedule
(186 Days, 5.5 hours = 1023 hour)
(186 Days, 8 hours = 1488 hour)
FYE June 30, 2026

		8 Hr Day		**5.5 Hr Day**
Years Experience	Per Hour	Per Year Salary	Per Hour	Per Year Salary
0	15.10	22,468.80	15.10	15,447.30
1	15.10	22,468.80	15.10	15,447.30
2	15.10	22,468.80	15.10	15,447.30
3	15.10	22,468.80	15.10	15,447.30
4	15.10	22,468.80	15.10	15,447.30
5	15.10	22,468.80	15.10	15,447.30
6	15.10	22,468.80	15.10	15,447.30
7	15.10	22,468.80	15.10	15,447.30
8	15.10	22,468.80	15.10	15,447.30
9	15.10	22,468.80	15.10	15,447.30
10	15.10	22,468.80	15.10	15,447.30
11	15.82	23,540.16	15.82	16,183.86
11*	15.97	23,763.36	15.97	16,337.31

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Aides:

Paid at Step 0 of the bus aides pay schedule.

Bus Drivers who substitute as aides will be paid at their hourly rate.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Landscape Technician (261 Days) & (240 Days)
Custodian (261) & (197)
Salary Schedule
FYE June 30, 2026

(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920 hours)
(10 Months, 8 hours, 197 days =1576 hours)
(12 Months, 5.5 Hours, 261 days = 1435.5 hours)

Years Experience	Per Hour	261 - days Salary	Per Hour	240 - days Salary	Per Hour	197 - days Salary	Per Hour	**5.5 Hrs/Day** 261 - Days Salary
0	16.40	34,243.20	16.40	31,488.00	16.40	25,846.40	16.40	23,542.20
1	16.65	34,765.20	16.65	31,968.00	16.65	26,240.40	16.65	23,901.08
2	16.80	35,078.40	16.80	32,256.00	16.80	26,476.80	16.80	24,116.40
3	17.13	35,767.44	17.13	32,889.60	17.13	26,996.88	17.13	24,590.12
4	17.24	35,997.12	17.24	33,100.80	17.24	27,170.24	17.24	24,748.02
5	17.49	36,519.12	17.49	33,580.80	17.49	27,564.24	17.49	25,106.90
6	17.60	36,748.80	17.60	33,792.00	17.60	27,737.60	17.60	25,264.80
7	17.73	37,020.24	17.73	34,041.60	17.73	27,942.48	17.73	25,451.42
8	17.91	37,396.08	17.91	34,387.20	17.91	28,226.16	17.91	25,709.81
9	18.02	37,625.76	18.02	34,598.40	18.02	28,399.52	18.02	25,867.71
10	18.28	38,168.64	18.28	35,097.60	18.28	28,809.28	18.28	26,240.94
11	20.93	43,701.84	20.93	40,185.60	20.93	32,985.68	20.93	30,045.02
11*	21.08	44,015.04	21.08	40,473.60	21.08	33,222.08	21.08	30,260.34

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Custodian - $15.00 per hour - EFFECTIVE October 1, 2022

Custodian Coordinator (Elementary Schools) - $900.00 supplement
Custodian Coordinator (Middle School) - $1,000.00 supplement
Custodian Coordinator (High School) - $1,150.00 supplement
Landscape Coordinator (All Schools) - $1,000.00 supplement

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Part-time Custodian
Salary Schedule
FYE June 30, 2026
(12 Months, 4 Hours, 261 days=1044 hours)

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.40	17,121.60
0	1	16.40	17,121.60
1	2	16.65	17,382.60
1	3	16.65	17,382.60
2	4	16.80	17,539.20
2	5	16.80	17,539.20
3	6	17.13	17,883.72
3	7	17.13	17,883.72
4	8	17.24	17,998.56
4	9	17.24	17,998.56
5	10	17.49	18,259.56
5	11	17.49	18,259.56
6	12	17.60	18,374.40
6	13	17.60	18,374.40
7	14	17.73	18,510.12
7	15	17.73	18,510.12
8	16	17.91	18,698.04
8	17	17.91	18,698.04
9	18	18.02	18,812.88
9	19	18.02	18,812.88
10	20	18.28	19,084.32
10	21	18.28	19,084.32
11	22	20.93	21,850.92
11	23	20.93	21,850.92
11*	24	21.08	22,007.52
11*	25	21.08	22,007.52

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Nutrition Services Manager
Salary Schedule
(7.5 Hours, 193 Days - 1447.5 Hours)
FYE June 30, 2026

Years Experience	Per Hour	7.5 Hr Day Per Year Salary
0	17.96	25,997.10
1	18.05	26,127.38
2	18.16	26,286.60
3	18.41	26,648.48
4	18.54	26,836.65
5	18.70	27,068.25
6	18.78	27,184.05
7	18.90	27,357.75
8	19.00	27,502.50
9	19.09	27,632.78
10	19.22	27,820.95
11	21.90	31,700.25
11*	22.05	31,917.38

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Nutrition Services Manager - Refer to Table 1 below.

Nutrition Services Assistant Manager - $500.00 Supplement
Nutrition Services Assistant Manager for Catered Site - $2,000.00 Supplement

Nutrition Service Managers will be required to obtain and retain
American School Food Service Association Professional Certification.

TABLE 1
Nutrition Services Manager Supplements:

Manager IV - $3,000.00
Manager III - $3,500.00
Manager II - $4,000.00
Manager I - $4,500.00

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

TABLE 1

MANAGER LEVEL	POSITION DESCRIPTION
Manager IV	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents below 500.
Manager III	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents between 500 and 599.
Manager II	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents between 600 and 699.
Manager I	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents of more than 700.

Note: Total meals and meals per labor hours are an annual average. Formula: total lunches plus total breakfast (divided by 3) plus EDEP snacks (as applicable) divided by 4 plus total ala carte dollars including adult meal charges (divided by regular adult meal cost) equals total meal equivalents.

Baker County School Board
Nutrition Service Assistants - 7 hours per day - 191 days - 1337 hours
Salary Schedule
FYE June 30, 2026

Years Experience	Per Hour	Per Year Salary
0	16.40	21,926.80
1	16.50	22,060.50
2	16.61	22,207.57
3	17.19	22,983.03
4	17.32	23,156.84
5	17.38	23,237.06
6	17.45	23,330.65
7	17.56	23,477.72
8	17.63	23,571.31
9	17.71	23,678.27
10	17.82	23,825.34
11	20.37	27,234.69
11*	20.52	27,435.24

Nutrition Service Substitutes - $15.00 per hour - EFFECTIVE October 1, 2022

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

Baker County School Board
Nutrition Service Assistants - 3HR and 4HR per day
Salary Schedule
FYE June 30, 2026
(3 Hours, 186 Days - 558 Hours; 4 Hours, 186 Days, 744 hours)

3 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.40	9,151.20
0	1	16.40	9,151.20
1	2	16.50	9,207.00
1	3	16.50	9,207.00
2	4	16.61	9,268.38
2	5	16.61	9,268.38
3	6	17.19	9,592.02
3	7	17.19	9,592.02
4	8	17.32	9,664.56
4	9	17.32	9,664.56
5	10	17.38	9,698.04
5	11	17.38	9,698.04
6	12	17.45	9,737.10
6	13	17.45	9,737.10
7	14	17.56	9,798.48
7	15	17.56	9,798.48
8	16	17.63	9,837.54
8	17	17.63	9,837.54
9	18	17.71	9,882.18
9	19	17.71	9,882.18
10	20	17.82	9,943.56
10	21	17.82	9,943.56
11	22	20.37	11,366.46
11	23	20.37	11,366.46
11*	24	20.52	11,450.16
11*	25	20.52	11,450.16

4 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.40	12,201.60
0	1	16.40	12,201.60
1	2	16.50	12,276.00
1	3	16.50	12,276.00
2	4	16.61	12,357.84
2	5	16.61	12,357.84
3	6	17.19	12,789.36
3	7	17.19	12,789.36
4	8	17.32	12,886.08
4	9	17.32	12,886.08
5	10	17.38	12,930.72
5	11	17.38	12,930.72
6	12	17.45	12,982.80
6	13	17.45	12,982.80
7	14	17.56	13,064.64
7	15	17.56	13,064.64
8	16	17.63	13,116.72
8	17	17.63	13,116.72
9	18	17.71	13,176.24
9	19	17.71	13,176.24
10	20	17.82	13,258.08
10	21	17.82	13,258.08
11	22	20.37	15,155.28
11	23	20.37	15,155.28
11*	24	20.52	15,266.88
11*	25	20.52	15,266.88

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

*** Salary for Employees on step 11 at the end of 2024-2025 will now be shown as step 12 in Skyward to accommodate for systems limitations and reflect the correct contract amount.**

MISCELLANEOUS NON-INSTRUCTIONAL SALARY SCHEDULES

2025-2026

PART-TIME, TEMPORARY, EXTRA-DUTY

Skilled laborers working on a specific maintenance project for a limited time $15.00 per hour

Part-time clerical/typing .....$15.00 per hour

Adults working on school board projects for a limited time.....$ 15.00 per hour

Students working part-time summers or other temporary positions (high school or college) .....$ 15.00 per hour

For work performed beyond the normal.....$15.00 per hour contractual period in official non-instructional capacity. This would include writing projects, curriculum, attending or conducting workshops beyond the regular contractual period.

BCHS & BCMS Athletic Event Gatekeepers……..$15.00 per hour

Extended Day Enrichment Program
Supervisor (182 days) .....$18.10 per hour
Assistant Supervisor (181 days) ……$15.75 per hour
Daily Worker (180 days) .....$15.25 per hour