BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, July 21, 2025 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #22

"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

4.1 Approval of the New and Revised School Board Policies: 3.06*+, 3.07, 3.25+, 4.265+, 6.103*, 6.215, 6.43, 7.06*+, 7.07*+, 7.08, 7.14*+, 7.30*+
Thomas Hill - (259-0429)

4.2 Public Hearing on Newly Proposed Language Arts and Personal Finance Instructional Materials
Carrie Dopson - (259-0408)

5. RECOGNITIONS / PRESENTATIONS

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

6.1 Approval to Correct Item 8.19.: Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.
Teri Ambrose - (259-0418)

6.2 Approval to Add Item 8.20.: Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

6.3 Approval to Add Item 8.21.: Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

6.4 Approval to Add Item 8.22.: Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

6.5 Approval to Add Item 8.23.: Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.
Teri Ambrose - (259-0418)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on July 21, 2025.
Wyatt Milton - (259-0401)

8.2 Approval of the Minutes of the June 16, 2025, School Board Meeting.
Wyatt Milton - (259-0401)

8.3 Approval of the Data Sharing Agreement with Houghton Mifflin.
Thomas Hill - (259-0429)

8.4 Approval of the Financial Reports for the Month Ending May 31, 2025.
Teri Ambrose - (259-0418)

8.5 Approval of the Participating Agency Agreement with the Baker County Sheriff's Office to Provide Adult Education Services to Inmates Effective July 1, 2025 - June 30, 2027.
Carrie Dopson - (259-0408)

8.6 Approval of the Grant Proposal for Title I, Part A - Improving the Academic Achievement of the Disadvantaged in the Amount of $1,328,781.00. New/ Entitlement / Federal / No Matching
Traci Wheeler - (259-6776)

8.7 Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.8 Approval of the Main Contractual Agreement #731-26-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.9 Approval of Attachment #26-020-A1 (Instructional Services Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.10 Approval of the Attachment #26-020-A6 (Enterprise Resource Software) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.11 Approval to Renew Agreement Attachment #26-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2025-June 30, 2026.
Wyatt Milton - (259-0401)

8.12 Approval of the Attachment #26-020-A18 (Information Technology) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.13 Approval of Attachment #26-020-A27 (Building Code Administrator) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.14 Approval of Attachment #26-020-A43 (Human Resource Management Network) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.15 Approval of Attachment #26-020-A45 (Document Archiving Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

Wyatt Milton - (259-0401)

8.16 Approval of the NEFEC Contract Attachment #26-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2025 - June 30, 2026.
Wyatt Milton - (259-0401)

8.17 Approval to Award Bid No. 2025-001 (Transportation Fuel and Unleaded Gasoline) to L.V. Hiers, Inc. Effective July 1, 2025 - June 30, 2026.
Tonya Tarte - (259-4330)

8.18 Approval of the Grant Proposal for Improving Student Outcomes in Mathematics Instructional Materials in the Amount of $16,864.90. New/ State / No Matching
Carrie Dopson - (259-0408)

8.19 Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.
Teri Ambrose - (259-0418)

8.20 Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

8.21 Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

8.22 Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.
Teri Ambrose - (259-0418)

8.23 Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.
Teri Ambrose - (259-0418)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval for the Agreement with the University of Florida Board of Trustees for Student Internship Beginning July 21, 2025.
Thomas Hill - (259-0429)

9.3 Approval of the 2025-2026 Baker County School District Volunteer Handbook.
Thomas Hill - (259-0429)

9.4 Approval of the 2024-2025 Update for Submission to the Office of Equal Educational Opportunity Mandated by the Florida Department of Education.
Thomas Hill - (259-0429)

9.5 Approval of the 2025-2026 Dual Enrollment Articulation Agreement with Florida Gateway College.
Carrie Dopson - (259-0408)

9.6 Approval to De-authorize and Dispose of Itemized Vehicle Property on the District's Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chadd Scarborough - (259-5420)

9.7 Approval to Lease 1 Copier for Title I, State of Florida Contract 44100000-24-NASPO-ACS, Beginning August 1, 2025 - August 1, 2029, for a Total Lease Cost of $10,193.05.
Tonya Tarte - (259-4330)

9.8 Approval to Allow Transportation Department Staff and School Bus Drivers to Detour into Georgia for Emergency Purposes Only With Prior Approval from the Director of Transportation or Transportation Manager.
Franklin Griffis - (259-2444)

9.9 Approval of the 2025-2026 Baker County School District Transportation Department Standard

Operating Procedures and Driver's Handbook.
Franklin Griffis - (259-2444)

9.10 Approval of the 2025-2026 Baker County School District Transportation Department Bus Routes.
Franklin Griffis - (259-2444)

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. 4.1

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Public Hearing
AGENDA SECTION:	**PUBLIC HEARINGS**
SUBJECT:	Approval of the New and Revised School Board Policies: 3.06*+, 3.07, 3.25+, 4.265+, 6.103*, 6.215, 6.43, 7.06*+, 7.07*+, 7.08, 7.14*+, 7.30*+

ATTACHMENTS:
07.21.2025 Approval of Board Policies Hearing_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

May 21, 2025

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

Dear Superintendent Milton:

We are requesting that you call for a public hearing and seek School Board approval for the following Board Policies at the July 21st District School Board Meeting.

- 3.06*+ Safe and Secure Schools
- 3.07 Copying of Public Records
- 3.25+ Background Screening for Contractors
- 4.265+ Artificial Intelligence Acceptable Use
- 6.103* Appointment or Employment Requirements
- 6.215 Retirement of Employees
- 6.43 Use of Social Media
- 7.06*+ School Food Service Funds
- 7.07*+ Accounting and Control Procedures
- 7.08 Inventories and Property Records
- 7.14*+ Purchasing Policies and Bidding
- 7.30*+ Grant Management

Thank you for your assistance.

Sincerely,

Thomas Hill
Executive Director of Teaching and Learning

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 3.06*+

POLICY TITLE: Safe and Secure Schools

PURPOSE AND EFFECT: The purpose of the proposed revisions is to follow State Board Rule 6A-1.0018.

SUMMARY: The policy revisions is to make notice that training is available for parents and guardians on the use of FortifyFL and training of students within the first five days of school on the FortifyFL.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

SAFE AND SECURE SCHOOLS 3.060*+

I. Introduction

The Baker County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and while attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified immediately of any such action at schools or school activities.

E. No person except law enforcement, security officers, and school guardians certified by the Baker County Sherriff may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Baker County Sheriff's Department	Community Wide Threats
National Weather Service (NOAA)	School Site Threats
Emergency Operations Center (EOC)	Weather Events

IV. Safety, Security and – Emergency Plans

A. The Superintendent shall develop a *DISTRICT CRISIS MANAGEMENT PLAN* with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.

B. The School Board shall approve the *DISTRICT CRISIS MANAGEMENT PLAN* annually and copies shall be maintained in the District office and at each school. The plan shall be pursuant to Florida Statutes and shall be comprehensive for all schools, school district facilities and all extracurricular activities. The plan shall include procedures that are State and Federally required, nationally recognized best practice, and researched-based interventions. After School Board approval, the *DISTRICT CRISIS MANAGEMENT PLAN* shall be made a part of this rule.

C. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

D. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a)reviewing the current *DISTRICT CRISIS MANAGEMENT PLAN* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and
(d) discussing any other related matters deemed necessary by the meeting participants.

E. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *DISTRICT CRISIS MANAGEMENT PLAN* and/or implement in order to improve school safety and security. The *DISTRICT CRISIS MANAGEMENT PLAN* is, however, confidential and is not subject to review or release as a public record.

F. The Superintendent shall report the self-assessment results and any action taken by the Board to review the *DISTRICT CRISIS MANAGEMENT PLAN* to the Commissioner of Education within thirty (30) days after the Board meeting.

G. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.

H. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

1. Accommodations for drills conducted at exceptional student education centers may be provided.

I. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

J. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Management

A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based management teams. ~~Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self. All members of the threat management team must be involved in the threat management process and final decision making.~~

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

    a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.

    b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.

    c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.

    d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

    a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

    b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

    c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete

Florida Model training and may not participate in the decision-making process.

d. All members of the threat management team must be involved in the threat management process and final decision making.

e. Parental Notification

i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student threat or behavior.

ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.

iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.

vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention service provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

10. The School Based Threat Management Team (SBTMT) at each school, on a case by case basis, will determine the need to seek mental health intervention in the following areas:
    - School-based counseling
    - Community-based counseling
    - Area Mobile Response Team (MRT) intervention
    - Crisis Stabilization Unit (CSU)

    The team will use the Florida Harm Prevention and Threat Management Model (Florida Model) and support from the therapist when assessing mental health intervention needs.
    Documentation will be maintained in the Florida Model forms associated with the student being served.

11. Each threat management team will maintain the copy of the Florida Model forms used for each SBTMT case. The documentation will also be housed in the student data system. The following items will be recorded for each monthly SBTMT meeting and documentation maintained by the principal or their designee:

- Meeting dates and times
- SBTMT members in attendance
- Cases discussed
- Action taken

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

3. Identifying and reporting hazardous areas requiring corrective measures; and

4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.

3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel and students of the schools.

C. Each school will notify students, faculty, and staff of who to report concerning behaviors.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked,

the determination must be documented in the FSSAT.

C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

D. The Superintendent shall designate an administrator or a law enforcement officer employed by the Baker County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.

2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.

3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.

4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.

5. The school safety specialist will identify and correct instances of non-compliance of state mandates regarding security procedures and policies at each school. This will be done annually through state and local assessments administered by the district school safety specialist. Monthly documentation will be sent by the school to the district safety specialist certifying the monthly pre/post planning for the implementation of the options-based active assailant drills held at each school.

   a) On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by

the district or school(s) with school safety laws or rules.

b) Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

c) Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal, if there are any violations discovered or if non-compliance of the safe school requirements is suspected by a district school or charter school.

E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.

F. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.

G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

H. Adhering to background screening procedures for all staff, volunteers and mentors.

I. Security trailers may be located on school property.

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools;

2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;

3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;

4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;

5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and

6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **316.614, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493 1006.21, 1013.13, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0403, 6A-3.0171, 6A-1.0018**

HISTORY: **ADOPTED:**
REVISION DATE(S): **04/05/04, 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20, 04/05/21, 02/22/22, 04/03/23, 02/20/24, 01/21/25**
FORMERLY: 2.22; 9.06

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 3.07

POLICY TITLE: Coping of Public Records

PURPOSE AND EFFECT: The purpose of the proposed revisions is to correct the typographical error.

SUMMARY: This policy revisions is to make corrections for the typographical error.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 119.07; 1001.43; 1001.52; F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

COPYING OF PUBLIC RECORDS 3.070

(1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A one dollar ($1.00) fee shall be assessed for a certified copy of a public record. Copies shall be made by the appropriate staff members reproduced at a time which does not interfere with their normal work duty.

(2) Charges for copies of audio, video, and other materials shall be charged at rates established by the Superintendent/designee.

(3) The Board authorizes the Superintendent to establish uniform ~~changes~~ charges for documents not covered in (1) above.

STATUTORY AUTHORITY: **1001.41; 1001.42, F.S.**

LAWS IMPLEMENTED: **119.07; 1001.43; 1001.52, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 3.25+

POLICY TITLE: Background Screening for Contractors

PURPOSE AND EFFECT: The purpose of the proposed revisions is to follow requirement from F.S 435.12.

SUMMARY: This policy revision is a requirement from F.S. 435.12 for a Contractual personnel to submit a set of fingerprints and a photo to be sent to the clearinghouse.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 288.061, 448.095, 1001.43, 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

BACKGROUND SCREENING FOR CONTRACTORS 3.250+

I. Contractual personnel, who are permitted access on school grounds when students are present, who have direct contact with students, or who have access to or control of school funds must meet the background screening requirements and process as set forth in section 1012.32 Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section, must provide verification that he/she has met the background screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).

II. An employee or contractor of an employer who offers a high school student internship(s) must meet background screening requirements, if he/she has direct, unsupervised access to the student intern(s).

III. Contractual personnel having access to school grounds when students are present, shall submit a complete set of fingerprints and photograph taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

IV. The District shall issue a state identification badge that is valid for five (5) years to a contractor who meets ~~background screening requirements.~~ level 2 screening requirements and/or Clearinghouse requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.

V. The District shall recognize the uniform statewide identification badge that has been issued by another school district.

VI. A noninstructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present and shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post-conviction proceeding. A non-instructional contractor shall not have access to school grounds unless the contractor has received a full pardon or has had his or her civil rights restored. A non-instructional contractor who is present

on school grounds in violation of this subsection commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083.

VII. Contractual personnel must also meet the background screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.

VIII. Each person under contract as described in Section I. and II. must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the background screening requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.

IX. The following noninstructional contractors shall be exempt from background screening:

A. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met background screening requirements;

B. A contractor who is required by law to undergo background screening for licensure, certification, employment, or other purpose and provides appropriate documentation;

C. A law enforcement officer who is assigned or dispatched to school grounds;

D. An employee or medical director of a licensed ambulance provider who is providing services;

E. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or

F. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.

X. A noninstructional contractor, as described in Section 8, who is exempt from background screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.

XI. The Superintendent shall develop procedures to implement this policy.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **288.061, 435.12 448.095, 1001.43;**
1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

HISTORY: **ADOPTED:**
REVISION DATE(S): 09/12/07, 11/17/2020, 04/03/2023
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 4.265+

POLICY TITLE: Artificial Intelligence Acceptable Use

PURPOSE AND EFFECT: The purpose of the proposed revisions is to add Statutory Authority 1002.231.

SUMMARY: This policy revision is to add Statutory Authority 1002.231.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.02, 1003.02, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

Artificial Intelligence Acceptable Use 4.265+

I. Introduction

It is the policy of Baker County School District to:

A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

B. With artificial intelligence ("AI") technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.

C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.

D. This policy outlines the acceptable use of AI tools and applications within Baker County Schools to ensure their safe, ethical, and responsible use.

E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.

1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
2. If the District uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:

i. Use large language models based on GPT-4 or its equivalent;

ii. Be on a closed system;

iii. Provide professional learning to teachers;

iv. Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math;

v. Provide standards-aligned lesson plans and insights on student progress; and

vi. Provide District and school-level reporting and parental access to AI interactions.

F. Teachers and staff need to be aware and understand:

1. Generative AI is not a substitute for human creativity, judgment, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
4. Any work product prepared by AI should be peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work)
5. Students and staff shall not enter passwords, confidential, proprietary, or sensitive District data into AI.
6. Students and staff shall not enter employee or student records, names, addresses, etc., into AI.
7. Students and staff shall not integrate AI tools with District software.
8. Students and staff shall not use AI for employment decisions about applicants or employees.
9. Students and staff shall not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

1. When using AI, students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District

staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students must understand that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. The use of AI, including tools like Chat GPT, necessarily implicates academic integrity and therefore it is the policy of the School Board that Chat GPT—and any other AI the Superintendent or his/her designee determines implicates academic integrity—cannot be used for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate the use of AI related to his or her school work: attributing AI text, image, multimedia, etc. when using them in his or her school work and to what extent AI-generated information was prepared, e.g., attributing AI text, image, or multimedia use, etc. The use of AI could be subject to the District's Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing his or her own work.
7. Students may not use AI when his or her teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted; however, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI or AI-related tools and applications, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited. The use or misuse of AI or AI-related tools and applications, such as hacking or altering data, with the intent to substantially disrupt District-owned or operated computers, devices, software, or hardware, or with the intent to impermissibly alter data on District-owned or operated computers, devices, software, or hardware shall be grounds for discipline.

I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and his or her privacy may not be protected.

STATUTORY AUTHORITY: 1002.321 **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.02, 1003.02, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0957, 6A-1.0955**

HISTORY: **ADOPTED:**
REVISION DATE(S):01/21/25

Revised: **BCSD 4.265+**
Board Approved: 01/21/2025

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 6.103* Option 2

POLICY TITLE: Appointment or Employment Requirements

PURPOSE AND EFFECT: The purpose of the proposed revisions is to add requirements from F.S. 435.12

SUMMARY: This policy revision is to add the requirements from F.S. 435.12. The revisions include a photo along with fingerprints be sent to the Clearinghouse and if an employee with a break in service of more than 90 days must be re-screened.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 288.061, 381.0056, 440.102, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

APPOINTMENT OR EMPLOYMENT REQUIREMENTS 6.103* OPTION 2

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

I. Qualifications

A. Must be of good moral character.

B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.

C. Must meet the educational requirements of the job description that the employee is hired to fulfill.

D. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.

B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Personnel Services office of the District. When such certificate is received, it must be filed with the office of the Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

III. Interviews and Appointments

A. Interview teams, including those with community representatives, shall reasonably reflect the District's diverse racial, ethnic, and gender composition.

B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

IV. Driving Record

A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.

B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would make the operator unqualified for the position in accordance with the district safe driver plan. The driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

V. Initial Employment

A. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a background investigation by the Superintendent or designee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.

B. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must undergo background screening as required by Florida Statutes by filing a complete set of fingerprints and photograph taken by an individual trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), ~~processed by~~ the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The

applicant shall be required to pay for full costs of processing at the time of fingerprinting.

C. The Associate Superintendent of Human Resources will review the criminal history of all persons nominated for initial employment. He/she shall obtain criminal background information for applicants through requests to the Care Provider Background Screening Clearing House (Clearinghouse), Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

D. When the fingerprint or background check reports are returned, the Associate Superintendent shall review both the application and the report(s) concerning the individual. He/she will compare the information provided by the new employee with the information received from the Clearinghouse, FDLE and/or the FBI pursuant to Florida Statute.

E. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent or designee is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private of public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The designee shall document all attempts to contact previous employers.

F. No applicant who has received a conditional job offer shall begin work before his/her fingerprints and photograph are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

G. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

H. An applicant shall be disqualified from employment in any position requiring

direct contact with students if he/she is ineligible for employment under 1012.315, F.S.

I. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of Section V. A., B., E, and F. Such person may not be in direct contact with students if ineligible under 1012.315, F.S.

VI. Current Employees

A. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.

B. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.

C. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the Associate Superintendent. He/she shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.

D. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years in accordance with the statutory re-screening schedules. An employee with a break in service of more than 90 days from a position that requires screening, must be re-screened if the employee is returning to a position that requires screening. This does not apply to any employee on Board approved leave. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be re-fingerprinted.

E. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

VII. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

2. Applicants testing positive will not be eligible for employment by the School Board for a minimum of one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.

B. Current Employees

1. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug -free Workplace policy.

2. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

3. An employee shall be subject to a drug screen immediately following a work-related accident or injury.

4. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post-accident drug testing and return to duty testing as required by federal law.

VIII. Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

IX. Reconsideration and Appeal

A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the Associate Superintendent only if they present new information not previously available.
B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record

and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the Associate Superintendent to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the Associate Superintendent. If new information is to be submitted, the applicant must first request reconsideration by the Associate Superintendent. The Superintendent's decision shall be final.

X. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **288.061, 381.0056,** 435.12, **440.102, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55,1012.56, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0141**

HISTORY: **ADOPTED:** _____

REVISION DATE(S):11/13/06, 04/23/07, 11/18/08, 11/17/20, 04/05/21, 04/03/23

FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 6.215

POLICY TITLE: Retirement of Employees

PURPOSE AND EFFECT: The purpose of the proposed revisions is to clarify the FRS guidelines.

SUMMARY: This policy revision is to clarify the FRS guidelines established for re-employment.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.23, F.S.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

RETIREMENT OF EMPLOYEES 6.215

(1) Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board.

(2) Any employee, who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position during that year which he/she first becomes eligible for normal retirement, shall be paid a retirement incentive. This incentive will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for regular retirement, unless otherwise stipulated in the negotiated contract.

(a) To qualify for retirement incentive an 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 becomes eligible.

(b) Retirement incentive will be twenty percent (20%) of the employee's gross salary for the contracted fiscal year, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid at the next regular pay period.

(c) 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.

(d) Any employee with fifteen (15) years of continuous service in the district, who qualifies for early retirement, shall be entitled to the retirement incentive.

(3) Any member of the Florida Retirement System (FRS), who has ~~been~~ retired ~~at least one (1) calendar month~~ from any state administered retirement

system, may be re-employed as ~~a substitute or hourly teacher on a non- contractual basis.~~ outlined in the FRS guidelines established for re-employment.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.23, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):1/89, 11/92, 11/95,04/05/04
FORMERLY: 3.33

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 6.43

POLICY TITLE: Use of Social Media

PURPOSE AND EFFECT: The purpose of the proposed revisions is to address the use of Social Media.

SUMMARY: This policy revision is to recognize the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning and strives to ensure that electronic communication tools incorporated into the school curriculum are used responsible and safely.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: Chapter 119, 1001.41, 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 1002.221, F.S. 6A-10.08 F.A.C. 20 U.S.C. 1232g 34 C.F. R. Part 99, Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title ll, Stat. 4096 Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

USE OF SOCIAL MEDIA 6.43

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy (8.33) Electronic Systems Responsible Use.

The Superintendent is charged with designating the District-approved social media platforms/sites, which will be listed on the District's website.

The Board understands that employees may engage in the use of social media during their personal time. The District neither encourages nor discourages employees' use of social media for personal purposes. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication. All school employees must comply with Board Policy when communicating with individual students through electronic means, such as through voice, email, or text-messaging.

The Board is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

I. Definitions

A. Social Media. Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples

of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, Instagram, Snapchat, YouTube, Google+, and Flickr.

B. Professional Social Media. Professional social media is a work-related or professional social media activity where the employee identifies their profession, work responsibilities, and could include the use of district names/logos/brand. This includes platforms such as LinkedIn. As this form of social media is maintained personally, it follows the same rules as Personal Social Media.

C. Personal Social Media. Personal social media use is a non-work-related social media activity. Personal social media activity is as a private citizen and cannot reference employment with the District in any manner.

D. District Social Media Platform. District Social Media is any social media page, feed, or entry formally maintained by the District, school, department, or class for official purposes. It includes sites and/or services such as Facebook; Twitter; Snapchat; Instagram; YouTube; and similar applications.

II. District Social Media Use

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public).

A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The

same standards expected in BCPS professional settings are expected on professional social media sites.

B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.

C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.

D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.

E. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.

F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.

G. A post, or comment, that contains vulgar, profane, or racists words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter. Repeated or severe violations may lead to the loss of access or privileges to post or comment on the school's official social media platforms.

H. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

III. Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic Systems Responsible Use Policy, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

A. communication with relatives or friends and

B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

IV. Expected Standards of Conduct on District-Approved Social Media

A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

V. Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and

communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

VI. **Any postings, on district, professional or personal social media sites, of the following nature are prohibited:**

A. Create a harassing, demeaning, or hostile working environment for any employee.

B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.

C. Harm the goodwill and reputation of staff, students or the community at large.

D. Erode the public's confidence in the district.

E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

VII. **Consequences**

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

VIII. **Social Media Use Agreement**

The Superintendent will ensure that staff receives a copy of this policy annually and that Use of Social Media is included in the Electronic Systems Responsible Use Agreement.

STATUTORY AUTHORITY: **Chapter 119, 1001.41, 1001.42, 1001.43 F.S.**

LAW(S) IMPLEMENTED: **1002.221, F.S.**
6A-10.08 F.A.C.
20 U.S.C. 1232g 34 C.F.R. Part 99
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096
(Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.06*+

POLICY TITLE: School Food Service Funds

PURPOSE AND EFFECT: The purpose of the proposed revisions is needed if submitting federal program applications for breakfast/lunch programs.

SUMMARY: This policy revision states that the School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 287.057, 570.981, 1001.43, 1010.05, 1010.20, F.S. 7 CFR 2210; 2 CFR 200

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

SCHOOL FOOD SERVICE PROCUREMENT POLICY AND FUNDS 7.06*+

The School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices. The Superintendent shall develop written procedures for conducting the District's Food Service Program(s) and include purchasing thresholds to ensure compliance with all federal, state, and local procurement policies. The School Board recognizes the importance of complying with the procurement rules, regulations, and policies set forth in 7 CFR 210, 2 CFR 200, and Chapter 5P-2, Florida Administrative Code. As required by 7 CFR 210 and 2CFR 200 the School Board incorporates the following elements:

I. Buy American. The School District adheres to 7 CFR 210.21(d) and USDA Policy Memo SP 38-2017 to ensure compliance with the Buy American provision requiring the District to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

A. There are two limited exceptions when non-domestic foods may be purchased. These exceptions, as determined by the District, are:

1. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

B. In the event a non-domestic agricultural product is to be provided, the vendor must obtain advanced, written approval to use the product from the District.

II. Comparability. To ensure true competition takes place, the District will maintain reasonable product specifications adequately describing the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.

III. Competition. It is the goal of the District to ensure its goods and services are procured in an openly competitive manner. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

IV. Unnecessary and Duplicative Items. The District strives to avoid unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a

more economical purchase. When appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

V. Documentation. The District will maintain all procurement records and any other significant materials to detail the history of all procurement efforts for the current year and the preceding five years. At a minimum, the following documents will be maintained:

A. Written rationale for the method of procurement;
B. A copy of the original solicitation, including informal requests for quotes;
C. Proof of public announcement, if applicable;
D. All questions received from potential vendors;
E. All answers provided to potential vendors;
F. Proof of public posting of questions and answers, if applicable;
G. All quotes, bids, and proposals received from potential vendors;
H. Proof of the public bid opening, if applicable;
I. All quote comparisons, bid tabulations, and proposal evaluations; including all determinations for responsible and responsive vendors and all disqualifications of potential vendors.
J. The basis for vendor selection;
K. Any resulting contracts, including all amendments;
L. All receipts, invoices, and records of payment; and
M. Any claims of vendor noncompliance with a contract.

VI. Code of Conduct. This program is governed by the District's Code of Conduct, and applies to all personnel, employees, directors, agents, officers, volunteers, or any person(s) acting in any capacity concerning procurement for the food service program(s).

VII. Procurement Review Process. On an annual basis an internal program review will be conducted by a staff person who is not associated with the food service procurement process. This review is be summarized in written form and kept with the other required program documentation.

VIII. Contract Administration. Purchases are checked or verified by designated staff to assure that all goods and services are received, and prices verified. All invoices and receipts are signed, dated, and maintained in the documentation file.

IX. Small, Minority, Women owned Business and Labor Surplus. The District has taken steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used, when possible, as required in 2 CFR 200.321 and F.S. 287.057. These steps include:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

D. Establishing delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises; and

E. Using the services and assistance, as appropriate, of such organizations as the U.S. Small Business Administration and the Florida Department of Management Services' Office of Supplier Diversity's MyFloridaMarketPlace Certified Vendor Directory.

X. Food Service Director Duties. The Food Service Director or authorized staff member(s) shall:

A. To work with staff and students in developing acceptable menus for breakfast and lunch.

B. To keep program menus up to date by testing and using new products and seeking feedback from staff and program participants.

C. To conduct a cost analysis for any goods or services anticipated to determine the total annual expenditure so the correct procurement method will be followed.

D. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week, or month).

E. To place and confirm orders with vendors or make plans to purchase the required items.

F. To follow all applicable federal, state, and local procurement policies or ensure that all applicable federal, state, and local procurement policies are followed when purchasing is conducted by a procurement agent.

G. To work with vendors on a fair and equal basis.

H. To conduct an in-house procurement review once per year to ensure program compliance and to seek guidance or technical assistance when necessary.

I. To submit Capital Expenditure Requests to FDACS prior to any capital expenses being paid and equipment purchases being made when over $10,000 per unit.

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

XI. At a minimum, ~~Daily~~ deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board twice a week.

XII. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.

XIII. All payments from school food service funds shall be made by check or wire transfer.

XIV. School food service funds shall be used only to pay regular operating costs.

XV. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.

XVI. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.

XVII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.

XVIII. ~~The Superintendent shall develop written procedures for conducting the District's food services program.~~

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **287.057, 570.981, 1001.43, 1010.05, 1010.20, F.S.**
7 CFR 2210; 2 CFR 200

STATE BOARD OF EDUCATION RULE(S): **6A-1.001, 6A-1.012, 6A-1.087,**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.003**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 06/01/09, 07/21/14
FORMERLY:

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.07*+

POLICY TITLE: Accounting and Control Procedures

PURPOSE AND EFFECT: The purpose of the proposed revisions is for accounting and control procedures.

SUMMARY: This policy revision is to maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with generally-accepted accounting principles; adequate insurance coverage; control and accountability.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, 1001.43, F.S.

LAWS IMPLEMENTED: 215.85; CHAPTER 668, 1001.43, 1001.51, 1010.11, 1011.62, F.S. F.A.C. 691-73.002

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed

rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

ACCOUNTING AND CONTROL PROCEDURES 7.070*+

1) The financial records and accounts of the School Board shall be kept by the Superintendent on forms prescribed by State Board of Education rules. If such forms are not prescribed by State Board of Education rules or Florida Statutes, a uniform system shall be established by the School Board.

2) The Superintendent shall submit to the School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.

3) The Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

   A. the preparation of year-end financial statements in accordance with generally-accepted accounting principles;

   B. adequate insurance coverage;

   C. control and accountability.

4) Capital assets are defined as those tangible assets owned by the District (including leased fixed assets) with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

5) Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

6) The Superintendent shall develop procedures to ensure proper purchase, transfer, and disposal of capital assets.

7) The Superintendent shall develop procedures under which any funds under their control are allowed to be transmitted by electronic transaction.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **215.85, CHAPTER 668, 1001.43, 1001.51, 1010.11, 1011.62, F.S. F.A.C. 69I-73.002**

STATE BOARD OF EDUCATION RULES: **6A-1.001**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/18/08
FORMERLY: 6.16

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.08

POLICY TITLE: Inventories and Property Records

PURPOSE AND EFFECT: The purpose of the proposed revisions is to address the inventories and property records.

SUMMARY: This policy revision is to define the capital assets as those tangible assets owned by the District with a useful life in excess of one year and an Initial cost equal to or exceeding the amount defined in F.A.C. 691-73.002.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: CHAPTER 274, 1001.43, F.S., 2 C.F.R. 200.313

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford

at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

INVENTORIES AND PROPERTY RECORDS 7.080

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

For purposes of this policy, capital assets are defined as those tangible assets owned by the District with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

The Superintendent shall develop administrative procedures to ensure proper purchase, transfer, and disposal of capital assets.

(1) All tangible property shall be listed that has a value or cost as established by Florida Statutes or State Board of Education rules. The principal shall notify the District office of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and of all new equipment.

(2) Property inventories shall be performed annually. It shall be each principals' duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

(3) Any incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.

(4) The principal shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. These inventory records, shall remain on file in the individual school.

(5) The Superintendent shall prescribe the procedures for the accountability of property as defined in Florida Statutes.

(6) All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

(7) Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

a) The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
b) The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
c) The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7.100, Sale, Transfer, or Disposal of Property, and AP 7310.
d) Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
e) A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
f) A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
g) Adequate maintenance procedures shall be implemented to keep the property in good condition.
h) Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
i) When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Board shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

(8) The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer.

(9) The Superintendent or designee shall maintain an inventory of all stock in School Board warehouses, and shall file an annual end-of-the-year report of the count and value of such items.

(10) The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability, which may be appropriate as the circumstance of the loss or theft may indicate.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAWS IMPLEMENTED: **CHAPTER 274; 1001.43, F .S., 2C.F.R 200.313**

STATE BOARD OF EDUCATION RULE: **6A-1.087, F.A.C.69I-73.003**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/93, 6/98, 04/05/04
FORMERLY: 6.15

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.14*

POLICY TITLE: Purchasing Policies and Bidding

PURPOSE AND EFFECT: The purpose of the proposed revisions is to address the purchasing policies and bidding.

SUMMARY: Purchases Under Federal Awards: Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance. 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.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING 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

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

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, ~~telegram~~ 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 Board of Education rules~~ 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**
FORMERLY: 6.13

NOTICE OF PROPOSED RULE

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

A HEARING REGARDING THE BELOW RULE WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: July 21, 2025, at 9 a.m.
LOCATION: School Board Meeting Room, 270 South Boulevard East, Macclenny, Florida 32063

POLICY NUMBER: 7.30*+

POLICY TITLE: Grant Management

PURPOSE AND EFFECT: The purpose of the proposed revisions is to address the Grant Management Policy.

SUMMARY: The purpose of this policy is for FLDOE monitoring of federal programs is requiring policy language for the use of federal funds.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:
The School Board has determined that this policy will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of $200,000 in the aggregate within one year after the implementation of the policy. A statement of estimated regulatory costs ("SERC") has not been prepared by the School Board.

The School Board has determined that the proposed policy is not expected to require legislative ratification based on no SERC being required at this time by F.S. 120.54 or F.S. 120.541. In the event a SERC becomes required, the School Board will promptly prepare one.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

RULEMAKING AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S. 2 CRF 200, 20 USC 7906

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS: For information regarding the proposed rule, how to present evidence and argument as to the proposed rule, and how to obtain a copy (at no charge) of the proposed rule, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428. Any request to present evidence and argument must be received within twenty-one (21) days after the date of this notice.

DATE AND PLACE OF THE NOTICE OF RULE DEVELOPMENT: Noticed on May 29th through June 26th, 2025, in the Baker County Press and on the web at www.bakerk12.org.

THE FULL TEXT OF THE PROPOSED POLICY IS: For a full text of policy, please contact Shirley Crawford at shirley.crawford@bakerk12.org, or 904-259-0428.

GRANT MANAGEMENT 7.30*+

I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.

II. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, and School District policies and procedures.

III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements. In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.

IV. The Superintendent shall review grant opportunities, authorize the development of proposals and develop procedures for grant administration that include but are not limited to:

A. Application process for grant funds including School Board approval;

B. Procurement of materials and equipment;

C. Standard of conduct including conflict of interest;

D. Property control;

E. Cash management;

F. Record maintenance;

G. Financial reporting;

H. Protection of personally identifiable information; and

I. Internal evaluation of accomplishments as related to program goals.

V. Grant Administration

A. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

B. Written amendments that change the original scope of the grant shall be promptly presented to the Board for approval.

C. Employee positions established through using grant funding shall terminate when the related grant funding ceases.

D. The department handling each grant will confirm closure of all grants to the Superintendent.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment progress (whether reimbursement, cash advance, or a combination). When funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

VI. Financial Management

The financial management of grant funds shall follow all applicable Federal, State, local and grantor rules, regulations, and assurances, as well as District policies and administrative procedures.

The District shall provide for the following:

A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements

of the grant.

C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to the Federal awards and be supported by source documentation including the:
   1. authorizations
   2. obligations
   3. unobligated balances
   4. assets
   5. expenditures
   6. income and interest

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. The District must:

   1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;

   2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;

   3. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the Federal award;

   4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;

   5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations

pertaining to the grant award and accountability, including, but not limited to, the following areas:

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel
   a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
   b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate in-direct cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

AGENDA ITEM NO. 4.2

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Carrie Dopson - (259-0408)

ITEM TYPE: Public Hearing

AGENDA SECTION: **PUBLIC HEARINGS**

SUBJECT: Public Hearing on Newly Proposed Language Arts and Personal Finance Instructional Materials

ATTACHMENTS:
07.21.2025 Public Hearing to Review the Newly Proposed ELA and Personal Finance Materials_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

June 12, 2025

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

Dear Superintendent Milton,

I am requesting that a public hearing be held on Monday, July 21, 2025, for the review of the 2024-2025 newly proposed **English Language Arts and Personal Finance** Instructional Materials up for adoption.

The link to the proposed materials can be viewed at:

https://www.bakerk12.org/departments/curriculum-instruction/instructional-materials

If you have any questions, please call me at 259-0408.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

AGENDA ITEM NO. 6.1

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Correct Item 8.19.: Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 6.2

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 8.20.: Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 6.3

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 8.21.: Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 6.4

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 8.22.: Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 6.5

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Agenda Revision/Addition
AGENDA SECTION:	**APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**
SUBJECT:	Approval to Add Item 8.23.: Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE: July 21, 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 July 21, 2025.

ATTACHMENTS:
07.21.2025 Approval of the Personnel Items List_W.Milton.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON JULY 21, 2025

RESIGNATIONS FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Bennett	Foster			Teacher, Business Tech Ed (197 Days)	Baker County High School	May 29, 2024
Carver	Andrea			Teacher, Language Arts (197 Days)	Baker County High School	May 30, 2025
Combs	Samantha			Nutrition Services Assistant (191 Days, 7 Hours)	Baker County High School	May 30, 2025
Dyer	Lisa			Paraprofessional ESE, Ages 6-21 (187 Days)	Westside Elementary School	May 28, 2025
Rice	Tammy			Teacher, Language Arts (197 Days)	Baker County High School	May 30, 2025
Spurlock	Paige			Paraprofessional, Pre-K (187 Days)	Baker County Pre-K / Kindergarten Center	May 28, 2025
Stiglic	Angela			School Bookkeeper (261 Days)	Career and Adult Education	July 31, 2025
Wallace	Joseph			Teacher, Social Studies (197 Days)	Baker County High School	June 23, 2025

EMPLOYMENT FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Akins	Kristina		Transfer from Teacher Emotional / Behavioral (197 Days) at Baker County High School / Replacing Jeffrey Horn, Unit Reassigned	Teacher, Emotional / Behavioral (197 Days)	Baker County Middle School	July 31, 2025
Barton	Tana		Transfer / Promotion Within Same Site from Custodian 8 hours (197 Days) / Replacing Pamela Barton	Custodian (261 Days, 8 Hours)	Legacy Elementary School	July 1, 2025
Burns	Megan		Initial Employment / Replacing Kailee Trippett	Teacher, Second Grade (197 Days)	Westside Elementary School	July 31, 2025
Crews	Brandon		Transfer from Teacher, Language Arts (197 Days) at Baker County Middle School / Replacing Joseph Wallace	Teacher, Social Studies (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Farmer	Jamarr		Initial Employment / Replacing Valkyrie Pruitt	Custodian 261 Days, 5.5 Hours)	Westside Elementary School	July 7, 2025
Faulkner	Kimber		Transfer / Promotion Within Same Site from Teacher on Special Assignment (197 Days) / Replacing Herself, Unit Reassigned	Assistant Principal (240 Days)	PreK-Kindergarten Center	July 1, 2025
Goodwin	Melissa		Initial Employment / Replacing Debra Taylor	School Secretary (216 Days)	Macclenny Elementary School	July 21, 2025
Gray	Holly		Transfer Within the Same Site from Paraprofessional, Social / Student Svcs Worker (187 Days) / 100% Stronger Connections Grant 09/30/26 / Replacing Destiny Daniels	Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	August 1, 2025
Green	Andrew		Transfer / Promotion from Custodian 5.5 hours (261 Days) at Baker County Middle School / Replacing Joan Midyette	Custodian (261 Days, 8 Hours)	Macclenny Elementary School	July 1, 2025
Hatcher	Cassandra		Transfer from Case Manager (216 Days) at Student Services / Replacing Jennifer Payne	Career Specialist (197 Days)	Baker County High School	July 31, 2025
Herrick	Jennifer		Initial Employment / Replacing Tina Ruise	Custodian (197 Days, 8 Hours)	Westside Elementary School	July 31, 2025
Hodges	Jennifer		Transfer / Promotion Within the Same Site from Paraprofessional Elementary - Character Ed (187 Days) / Replacing Jane Beasley	Teacher, Varying Exceptionalities (197 Days)	Legacy Elementary School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Holloway	Danielle		Transfer / Promotion Within the Same School Site from Extended Day Enrichment Program Assistant Supervisor (181 Days) / Replacing Charlotte Woodward	Extended Day Supervisor (182 Days)	Macclenny Elementary School	August 8, 2025
Johnson	Grace		Initial Employment / Replacing Chana Sharpe	Teacher, First Grade (197 Days)	Westside Elementary School	July 31, 2025
Johnson	Robin		Initial Employment / Replacing Meshelle Rhoden	Teacher, Mathematics (197 Days)	Baker County High School	July 31, 2025
Long	Melissa		Transfer from Teacher, Mathematics (197 Days) at Baker County High School / Replacing Lora Turner	Teacher Mathematics, M/J (197 Days)	Baker County Middle School	July 31, 2025
Lowery	Jordan		Initial Employment / Replacing Felicia Yarborough	School Secretary (216 Days)	Baker County High School	July 21, 2025
Mack	Denzel		Initial Employment / Replacing Brandon Rhoden	Custodian (261 Days, 8 Hours)	Legacy Elementary School	July 1, 2025
Midyette	Joan		Transfer from Custodian 8 hours (261 Days) Macclenny Elementary School / Replacing Isaac Daniels	Custodian (261 Days, 8 Hours)	Westside Elementary School	July 1, 2025
Mixon	Marina		Transfer from Teacher, Fourth Grade (197 Days) at Macclenny Elementary School / Replacing Erica Mays	Teacher, Science (197 Days)	Baker County High School	July 31, 2025
Morgan	Sharron		Initial Employment / Replacing Tina Benefield	Custodian (197 Days, 8 Hours)	Legacy Elementary School	July 31, 2025
Reddish	Catharine		Transfer from Teacher, Third Grade (197 Days) at Legacy Elementary School / Replacing Amber Ondish	Teacher, Fourth Grade (197 Days)	Westside Elementary School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Rhoden	Brandon		Transfer from Custodian 8 hours (261 Days) at Legacy Elementary School / Replacing John Goble	Custodian (261 Days, 8 Hours)	Macclenny Elementary School	July 1, 2025
Richardson	Mary		Initial Employment / Replacing Miranda Tubbs	Teacher, Self Contained KG (197 Days)	Baker County Pre-K / Kindergarten Center	July 31, 2025
Rodgers	Ashley		Initial Employment / Replacing Melba Baker	Paraprofessional, Title I (187 Days)	Macclenny Elementary School	August 1, 2025
Sands	Patricia		Transfer / Promotion Within the Same School Site from Part-Time Teacher (As Needed) / Replacing Katie Yarbrough	Coordinator, Adult Education (197 Days)	Career and Adult Education	July 31, 2025
Staggs	Richard		Initial Employment / Replacing Tana Barton	Custodian (197 Days, 8 Hours)	Legacy Elementary School	July 31, 2025
Stilwell	Wyatt		Transfer from Teacher on Special Assignment (197 Days) at Macclenny Elementary School / Replacing Catharine Reddish	Teacher, Fourth Grade (197 Days)	Legacy Elementary School	July 31, 2025
Tanner	Alexx		Initial Employment / Replacing Forrest Elledge	Teacher, Music (197 Days)	Legacy Elementary School	July 31, 2025
Teague	Jana		Transfer from Reading Coach (197 Days) at Baker County Middle School / Replacing Wyatt Stilwell	Teacher on Special Assignment (197 Days)	Macclenny Elementary School	July 31, 2025
Tenaglio	Morgan		Initial Employment / Replacing Marina Mixon	Teacher, Fourth Grade (197 Days)	Macclenny Elementary School	July 31, 2025
Thomas	Vicki		Transfer Within Same Site from Teacher, Language Arts (197 Days) / Replacing Roderick Haygood	Teacher, Business Tech Ed (197 Days)	Baker County High School	July 31, 2025

EMPLOYMENT FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Waite	Angela		Transfer / Promotion Within the Same School Site from Paraprofessional ESE Ages 6-21 (187 Days) / Replacing Catharine Reddish	Teacher, Varying Exceptionalities (197 Days)	Legacy Elementary School	July 31, 2025
Waltman	Megan		Transfer / Promotion from Data Entry Operator Guidance (216 Days) at Legacy Elementary School / Replacing Angela Stiglic	Secretary / Bookkeeper, Other Clerical Staff Instruction / Curriculum (261 Days)	Career and Adult Education	July 21, 2025
Willingham	Rebecca		Transfer from Teacher, First Grade (197 Days) at Macclenny Elementary School / Replacing Mykayla Crews	Teacher, Language Arts (197 Days)	Baker County High School	July 31, 2025
Woodward	Charlotte		Transfer from Extended Day Supervisor (182 Days) at Macclenny Elementary School / Replacing Rachel Griffis	Extended Day Supervisor (182 Days)	Westside Elementary School	August 8, 2025

REAPPOINTMENT LIST FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Ahrens	Karibeth		Registered Nurse (197 Days)	Macclenny Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Battles	Kiara		Nutrition Services Assistant (186 Days, 3 Hours)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2025-2026

REAPPOINTMENT LIST FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Blackburn	Bonnie		Custodian (261 Days, 5.5 Hours)	Baker County High School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Cannon	Stephen		Director of School Safety and Auxiliary Services (261 Days)	Maintenance	Annual Contract (Pending Availability of Funding)	2025-2026
Davis	Amy		Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County Middle School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Driggers	Jessica		School Bookkeeper (216 Days)	Baker County Middle School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Elledge	Mika		Paraprofessional, Elementary (187 Days)	Legacy Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Faulkner	Kimber		Teacher on Special Assignment (197 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2025-2026
Giddens	Cassey		Custodian (261 Days, 5.5 Hours)	Baker County Middle School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026

REAPPOINTMENT LIST FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Green	Magdalene		Custodian (261 Days, 5.5 Hours)	Baker County High School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Gurganious	Donna		Vice Principal (261 Days)	Baker County High School	Annual Contract (Pending Availability of Funding)	2025-2026
Hall	Whitney		Assistant Principal (240 Days)	Legacy Elementary School	Annual Contract (Pending Availability of Funding)	2025-2026
Hatcher	Tiffany		Teacher, Fifth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2025-2026
Henry	Mekuey		Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County Middle School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Hoard	Kayona		Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Hodges	Jennifer		Paraprofessional, Elementary (187 Days)	Legacy Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Jones	Jeremy		Landscape Gardener (261 Days, 8 Hours)	Facilities / Maintenance	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026

REAPPOINTMENT LIST FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Lawson	Lesley		Custodian (261 Days, 8 Hours)	Macclenny Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Lewis	Danyle		Assistant Principal (261 Days)	Baker County High School	Annual Contract (Pending Availability of Funding)	2025-2026
Long	Theresa		Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Norman	Ashton		Assistant Principal (261 Days)	Baker County Middle School	Annual Contract (Pending Availability of Funding)	2025-2026
Oyster	Spencer		Teacher, Music M/J (197 Days)	Baker County Middle School	Annual Contract (Pending Availability of Funding)	2025-2026
Raulerson	Tracey		Custodian (261 Days, 8 Hours)	Macclenny Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Remsen	Amanda		Paraprofessional, Elementary (187 Days)	Legacy Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Ruise	Dora		Custodian (261 Days, 8 Hours)	Baker County High School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026

REAPPOINTMENT LIST FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Stewart	Paula		Office Aide Guidance Services (216 Days)	Westside Elementary School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026
Tarte	Tonya		Director of Nutrition Services (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2025-2026
Thompson	Jessica		Registered Nurse (197 Days)	Baker County Middle School	Year to Year Continuous Employee (*Amend from Annual Contract (Pending Availability of Funding) Approved on 06/02/2025)	2025-2026

EXTRA DUTY FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Craven	Morgan			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Craven	Morgan			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 50 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Crews	Heather			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Crews	Tara			Extended Day Enrichment Program Extravaganza - Assistant Supervisor	Regular Hourly Rate / Maximum 3 Hours / Funding Source: General	June 11, 2025

EXTRA DUTY FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Crews	Vonda		Amend Previously Approved Days on June 2, 2025, from June 16, 2025	Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 58.50 Hours / Funding Source: Federal	June 9, 2025 - July 10,2025
Curry	Ashley		Amend Previously Approved Days on June 2, 2025, from June 16, 2025	Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 31.50 Hours / Funding Source: Federal	June 9, 2025 - July 10,2025
Elledge	Gretchen			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Harrison	Robert			Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: General	July 1, 2025 - July 30, 2025
Hatcher	Cassandra			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Hawkins	Cynthia			Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: General	July 1, 2025 - July 30, 2025
Hodges	Jennifer			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025

EXTRA DUTY FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Holloway	Danielle			Extended Day Enrichment Program Extravaganza - Assistant Supervisor	Regular Hourly Rate / Maximum 2.25 Hours / Funding Source: General	June 11, 2025
Johnson	Grace			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Johnson	Robin			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Miller	Suzanne			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Payne	Jennifer			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Reddish	Catharine			New Teacher Training	$24.53 Per Hour / Maximum 3 Hours / Funding Source: Federal	July 30, 2025
Sapp	Sarah			Assist Guidance Counselor with Scheduling IEP Meetings, Records Reviews, and Other Services for ESE Students for the 2025-2026 School Year	Regular Hourly Rate / Maximum 20 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025

EXTRA DUTY FOR APPROVAL ON JULY 21, 2025						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Stafford	Rhonda			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Stilwell	Wyatt		Rescind Previously Approved on June 2, 2025	Rescind Attend ECTAC Exceeding Expectations Conference	Rescind $24.53 Per Hour / Maximum 18 Hours / Funding Source: General	Rescind June 18, 2025 - June 20, 2025
Sweat	Harli			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Tanner	Alexx			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Taylor	Kim			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Teague	Jana			Attend ECTAC Exceeding Expectations Conference	$24.53 Per Hour / Maximum 18 Hours / Funding Source: General	June 18, 2025 - June 20, 2025
Teague	Jana			Summer Hours	Regular Hourly Rate / Maximum 115 Hours / Funding Source: General	July 7, 2025 - July 30, 2025

EXTRA DUTY FOR APPROVAL ON JULY 21, 2025						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Waite	Angela			Summer Professional Development (BSIS Summer Professional Learning)	$183.98 Per Day / Maximum 3 Days / Funding Source: Federal	July 15, 2025 - July 17, 2025
Waite	Angela			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: Federal	July 30, 2025
Wheeler	Stephanie			Career Specialist Summer Hours	Regular Hourly Rate / Maximum 40 Hours / Funding Source: Federal	July 1, 2025 - July 30, 2025
Woods	Martha			New Teacher Training	$24.53 Per Hour / Maximum 3 Hours / Funding Source: Federal	July 30, 2025
Woodward	Charlotte			Extended Day Enrichment Program Extravaganza - Supervisor	Regular Hourly Rate / Maximum 2.25 Hours / Funding Source: General	June 11, 2025

SUPPLEMENTAL PAY FOR JULY 21, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Crews	Terry		Transportation	Certified Bus Inspector	Board Approved Rate	2025 - 2026
Harrison	Robert		Baker County Middle School	Teacher on Special Assignment	Board Approved Rate	2025 - 2026
Hawkins	Cynthia		Baker County Middle School	Teacher on Special Assignment	Board Approved Rate	2025 - 2026
Long	Bryan		Transportation	Certified Bus Inspector	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR JULY 21, 2025						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Snellgrove	Amanda	Joshua Trippett	Westside Elementary School	Peer Teacher	Board Approved Rate	2024 - 2025
Teague	Jana		Macclenny Elementary School	Teacher on Special Assignment	Board Approved Rate	2025 - 2026

STIPEND LIST FOR APPROVAL ON JULY 21, 2025					
LAST NAME	FIRST NAME	MI	ASSIGNMENT	AMOUNT	EFFECTIVE
Carter	Meara-Lynn		NEFEC Rural Connect Leadership Conference	$125.00 Flat Rate Per Day / Maximum 3 Days / Funding Source: General	July 8, 2025 - July 10, 2025
Combs	Stephanie		NEFEC Rural Connect Leadership Conference	$125.00 Flat Rate Per Day / Maximum 3 Days / Funding Source: General	July 8, 2025 - July 10, 2025
Hatcher	Tiffany		NEFEC Rural Connect Leadership Conference	$125.00 Flat Rate Per Day / Maximum 3 Days / Funding Source: General	July 8, 2025 - July 10, 2025
Rafuse	Shelby		Addition of Out of Field Subject Area to Certificate (Elementary Education K-6)	$225.00 Flat Rate / Funding Source: Federal	May 29, 2025
Taylor	Angela		NEFEC Rural Connect Leadership Conference	$125.00 Flat Rate Per Day / Maximum 3 Days / Funding Source: General	July 8, 2025 - July 10, 2025

OCCASIONAL PERSONNEL STAFFING FOR JULY 21, 2025				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Spurlock	Paige	Teacher, Kindergarten - Baker County Pre-K / Kindergarten Center	$17.61 Per Hour / As Needed / Funding Source: General	July 30, 2025 - TBD

LEAVE LIST FOR APPROVAL ON JULY 21, 2025					
LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Rhoden	Meshelle		197	Personal Leave Without Pay - Personal / Extended	July 31, 2025 - May 28, 2026

SUBSTITUTE LIST FOR APPROVAL ON JULY 21, 2025					
LAST NAME	**FIRST NAME**	**MI**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Christopher	John		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Herrick	Jennifer		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Holloway	Valerie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	August 11, 2025
Long	Kathy		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Luke	Jennifer		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Morgan	Sharron		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Norman	Kayla		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Pruitt	Valor		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Sanford	Justin		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025
Staggs	Richard		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	July 1, 2025

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the June 16, 2025, School Board Meeting.

ATTACHMENTS:
07.21.2025 Approval of 06.16.2025 Board Minutes_W.Milton.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, June 16, 2025 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #53 / Page #21

"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, June 16, 2025, at 9:00 a.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 Jared Stafford was going to give the invocation, followed by the Pledge of Allegiance led by Andy Giddens.

2. CALL TO ORDER

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

3. ROLL CALL OF MEMBERS

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

4. PUBLIC HEARINGS

There were no public hearings at this meeting.

5. RECOGNITIONS / PRESENTATIONS

There were no recognitions/presentations at this meeting.

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

6.1 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Chariot Green, Tammy Leino, and Kelsey Taylor for VPK Summer Bridge Program Substitute; Regular Hourly Rate / As Needed / Funding Source: General; June 9, 2025 - July 22, 2025. Approval of the Amendment to Extra Duty for Wendy Smith, Previously Approved Hours on June 2, 2025, from Maximum 50 Hours to Maximum 100 Hours, and for Bridget Taylor, Previously Approved Hours on June 2, 2025, from Maximum 25 Hours to Maximum 75 Hours. Approval of the Addition to Extra Duty for Jaime Stokes for Career Specialist Summer Hours, Regular Hourly Rate / Maximum 48.5 Hours / Funding Source: Federal. Approval of the Amendment to Extra Duty for Stephanie Wheeler, Previously Approved Hours on May 19, 2025, from Maximum of 46 Hours to Maximum of 49 Hours.
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 Jack Baker Jr.. The motion carried 5-0.

6.2 8.1.: Personnel Items, Supplemental Pay List: Approval of the Addition for Supplemental Pay for Yolanda Ellis for Morning Duty at Baker County Middle School, Board Approved Rate, 2024-2025

(Effective November 4, 2024).
Chairperson McInarnay read the corrected items to the agenda and entertained a motion from the Board. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

6.3 9.7.: Addition of the Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Memorandum of Understanding with Willow Tree Therapy Services, LLC., Effective July 1, 2025 - June 30, 2026, into the Minutes of the June 16, 2025, School Board Meeting.
Chairperson McInarnay read the corrected items to the agenda and entertained a motion from the Board. As recommended
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

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

8. APPROVAL OF ROUTINE ITEMS
Chairperson McInarnay entertained a motion from the Board to approve the routine items. As recommended: Jack Baker Jr. made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

8.1 Approval of the Personnel Items List for Approval on June 16, 2025.

8.2 Approval of the Minutes of the June 2, 2025, School Board Expulsion Hearing.

8.3 Approval of the Minutes of the June 2, 2025, School Board Expulsion Hearing.

8.4 Approval of the Minutes of the June 2, 2025, School Board Meeting.

8.5 Approval to Incorporate Form 8B into the June 2, 2025, School Board Meeting Minutes.

8.6 Approval of the Minutes of the June 2, 2025, Work Session.

8.7 Approval to Renew Agreement with Quality Therapy Solutions, Effective August 1, 2025 - July 31, 2026.

8.8 Approval to Renew Agreement with Richard Healey, Physical Therapist, Effective August 1, 2025 - July 31, 2026. (No Changes from Previous Year.)

8.9 Approval of Budget to Grant Proposal for "2024-2027 Title IX, Part A Education of Homeless Children and Youth" in the Amount of $44,550.00. Continuation / Federal / No Matching

8.10 Approval of Amendment #2 to Grant Proposal "IDEA Part B, K-12 Entitlement" to Include 2024-2025 Roll Forward Funds in the Amount of $103,621.07 for a New Total Budget of $1,416,917.07. Federal / No Matching

8.11 Approval of Amendment #1 to Grant Proposal "IDEA Part B, Preschool Entitlement" to Include 2024-2025 Roll Forward Funds in the Amount of $1,704.54 for a New Total Budget of $74,385.54. Federal / No Matching

8.12 Approval of the Data Sharing Agreement with Khan Academy, Incorporated.

8.13 Approval of the May 2025 District Property Inventory.

9. APPROVAL OF ITEMS FOR ACTION

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

9.2 Approval of the Dual Enrollment Articulation Agreement with Florida State College of Jacksonville for the 2025-2027 Academic Year.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.3 Approval to Piggyback off the Charlotte County School District Memorandum of Understanding with Space Florida.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

9.4 Approval of the 2025-2030 NEFEC Autism Spectrum Disorders Add-On Endorsement Program.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.5 Approval of the Memorandum of Understanding with Willow Tree Therapy Services, LLC. Effective July 1, 2025 - June 30, 2026.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 4-0.

9.6 Approval of the Out of State Travel for Baker County High School Football Team and Staff to Moultrie, GA on July 13, 2025 through July 15, 2025, by Charter Bus.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

9.7 Approval to Incorporate Form 8B for Board Member Clayton Lyons Regarding the Memorandum of Understanding with Willow Tree Therapy Services, LLC., Effective July 1, 2025 - June 30, 2026, into the Minutes of the June 16, 2025, School Board Meeting.
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

10. CITIZEN INPUT

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

11. INFORMATION AND ANNOUNCEMENTS

Superintendent Milton provided an update on Special Facilities funding. Baker County has been allocated an initial $250,000 to begin work on the new middle school project. The Superintendent expressed gratitude to Senator Jennifer Bradley and State Representative Chuck Brannen for their help in securing this amount, which will help ensure funding in subsequent years.

12. ADJOURNMENT

Since there was no further business to come before the Board:
Jack Baker Jr. 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: July 21, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Data Sharing Agreement with Houghton Mifflin.

ATTACHMENTS:
07.21.2025 Approval of the DSA with Houghton Mifflin_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

June 19, 2025

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

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached modified "Data Sharing Agreement" between the Baker County School Board and Houghton Mifflin. Houghton Mifflin is making a significant change in the way that data flows to their systems.

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

Sincerely,

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

VENDOR-SPECIFIC ('MODIFIED') STUDENT DATA PRIVACY AGREEMENT

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

Baker County School District

And

HMH Education Company

Version 2

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

Mark Williams, Fagen, Friedman & Fulfrost LLP

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

[Baker County School District],

located at [392 South Blvd, Macclenny, Florida, 32063] (the "LEA")

and

[HMH Education Company],

located at [125 High Street, Boston, MA 02110] (the "Provider").

PREAMBLE

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

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

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

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

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

LEA and Provider agree to the additional terms or modifications detailed in Exhibit "H".

Special Provisions. (Check if Required)

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

General Offer of Privacy Terms.

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

Name: Tyler Brim Title: Systems Support Specialist

Address: 392 South Blvd East, Macclenny, Florida, 32063

Phone: 904-259-0361 Email: privacy@bakerk12.org

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

Name: Selva Mahimaidas Title: VP, Chief Information Officer

Address: 125 High Street, Boston, MA 02110

Phone: 617-351-5000 Email: legalservices@hmhco.com

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

LEA: [Baker County School District]

Signed By: Date: 06-12-2025

Printed Name: Tyler Brim Title/Position: Systems Support Specialist

PROVIDER: [HMH Education Company]

Signed By: Ashley Poreda Date: 6/12/2025

Printed Name: Ashley Poreda Title/Position: Lead Contracts Specialist

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

Notices to Provider

[HMH Education Company]
[Ashley Poreda, Lead Contracts Specialist]
[125 High Street, Boston, MA 02110]
[legalservices@hmhco.com]

Notices to LEA

[Baker County School District]
[LEA Role]
[392 South Blvd, Macclenny, Florida, 32063]
[privacy@bakerk12.org]

With a copy to (if provided):

[General Counsel]
[125 High Street, Boston, MA 02110]
[legalservices@hmhco.com]

With a copy to (if provided):

[LEA Legal Counsel]
[LEA Legal Counsel Postal Address]
[LEA Legal Email Address]

Security Notices to Provider (Required per Section 5.3)

[Selva Mahimaidas]
[VP, Chief Information Security Officer]
[125 High Street, Boston, MA 02110]
[legalservices@hmhco.com]

Security Notices to LEA (Required per Section 5.3)

[Tyler S. Brim]
[Systems Support Specialist]
[392 South Blvd East, Macclenny, Florida, 32063]
[security@bakerk12.org]

© *Access 4 Learning (A4L) Community. All Rights Reserved.*

STANDARD CLAUSES

ARTICLE I: PURPOSE AND SCOPE

1.1 Purpose of DPA.

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

1.2 Description of Products and Services.

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

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

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

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

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

1.3 Student Data to Be Provided.

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

1.4 DPA Definitions.

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

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

2.1 Student Data Property of LEA.

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

2.2 Parent, Legal Guardian and Student Access.

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

2.3 Subprocessors.

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

ARTICLE III: DUTIES OF LEA

3.1 Provide Data in Compliance with Applicable Laws.

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

3.2 Annual Notification of Rights.

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

3.3 Reasonable Precautions.

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

3.4 Unauthorized Access Notification and Assistance.

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

ARTICLE IV: DUTIES OF PROVIDER

4.1 Privacy and Security Compliance.

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

4.2 Authorized Use.

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

4.3 Provider Employee Obligation.

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

4.4 No Disclosure.

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

4.4.1 Exceptions to No Disclosure.

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

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

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

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

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

4.5 De-Identified Data

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

4.6 Disposition of Data.

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

4.7 Advertising Limits.

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

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

ARTICLE V: DATA SECURITY AND BREACH PROVISIONS

5.1 Data Storage.

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

5.2 Security Audits.

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

5.3 Data Security.

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

5.4 Data Breach.

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

CONTRACT TERMS

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

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

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

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

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

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

EXHIBIT A: PRODUCTS AND SERVICES

This DPA covers access to and use of [HMH Education Company]'s existing Services that collect, process, or transmit Student Data, as identified below:

All products on the following platforms: Ed, SAM, Thinkcentral, HMOF, Writable, Waggle, Amira, WileyPLUS,VitalSource, Classcraft and NWEA.

© Access 4 Learning (A4L) Community. All Rights Reserved.

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
Application Technology Metadata											
IP Addresses of users; use of cookies; etc.	X	X[3]	X	X	X	X[10]	X	X	X	X	
Other application technology metadata						X				X	
If "Other" is marked, please specify.						Google Analytics (see link on last page)				Google Analytics (see link on last page)	
Application Use Statistics											
Metadata on user interaction with application	X	X	X	X	X			X		X[13]	
Assessment											
Standardized test scores	X		X	X						X[14]	
Observation data	On roadmap			X							
Voice recordings						X					
Other assessment data		X	X	X				X	X	X	
If "Other" is marked, please specify.		Performance based assessment scores; universal screener and progress monitoring	Performance based assessment scores; universal screener and progress monitoring	Performance based assessment scores; universal screener and progress monitoring				Writing scores from *Writable*	Interim assessment scores	Assessment data is created by Wiley.	

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
		scores; curriculum embedded assessment scores	scores; curriculum embedded assessment scores	scores; curriculum embedded assessment scores							
Attendance											
Student school (daily) attendance data					X[6]						
Student class attendance data					X[6]						
Communications											
Online communication captured (emails, blogs, entries)											
Conduct											
Conduct or behavioral data					X[6]						
Demographics											
Date of birth	X[1]								X		
Place of birth											
Gender	X[1]								X		
Ethnicity or race	X[1]								X		
Language information (native or primary											

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
language spoken by student)											
Other demographic data						X					
If "Other" is marked, please specify.						Anonymous demographic information may be collected in the future.					
Enrollment											
Student school enrollment	X	X	X	X			X	X			
Student grade level	X	X	X	X	X		X		X		
Homeroom											
Guidance counselor											
Specific curriculum programs											
Year of graduation											
Other enrollment information	X	X	X		X			X			
If "Other" is marked, please specify.	Class enrollment	Any data element that will connect a student to a class being taught by a teacher for	Class enrollment		Class name			Class enrollment; classes do not have a grade level.			

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
		the active date; districts often decide what elements they want to use in building a unique class / roster.									
Parent/Guardian Contact Information											
Address											
Email					X[6]						
Phone											
Parent/Guardian ID											
Parent ID number (created to link parents to students)					X[7]						
Parent/Guardian Name											
First and/or last					X[6]		X				
Schedule											
Student scheduled courses	X	X	X	X			X			X[15]	
Teacher names	X	X	X	X	X		X	X	X	X	
Special Indicator											

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
English language learner information							X				
Low-income status							X				
Medical alerts/health data											
Student disability information							X				
Specialized education services (IEP or 504)							X				
Living situations (homelessness / foster care)											
Other indicator information				X							
If "Other" is marked, please specify.				Please refer to the SAM Management Manual (link provided on last page).							
Student Contact Information											
Address											
Email	X[2]				X	X		X		X[16]	
Phone											
Student Identifiers											

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
Local (school district) ID number	X	X	X	X	X		X	X	X		
State ID number											
Vendor app assigned student ID number	X	X	X	X			X				
Student app username	X	X	X	X	X		X				X
Student app passwords	X			X	X	X[11]	X				X
Student Name											
First and/or last	X	X	X	X	X	X	X	X	X	X[16]	X
Student in App Performance											
Program / application performance (e.g., (typing program-student types 60 wpm; reading program-student reads below grade-level)	X				X[8]		X	X[12]		X	
Student Program Membership											
Academic or extracurricular activities a student may											

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
belong to or participate in											
Student Survey Responses											
Student responses to surveys or questionnaires			X[5]								
Student Work											
Student generated content; writing, pictures; etc.		X	X		X[9]			X		X[17]	
Other student work data		X	X		X				X		
If "Other" is marked, please specify.		Notes; annotations; highlights	Notes; annotations; highlights		Entered by the student or teacher: student curriculum progression (quest progress); student use of the avatar and pet system; student use of the power system				Voice recording (*MAP Reading Fluency* only)		
Transcript											
Student course grades				X			X				
Student course data		X	X	X			X				

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
Student course grades / performance scores		X[4]	X[4]	X			X				
Other transcript data											
If "Other" is marked, please specify.											
Transportation											
Student bus assignment											
Student pick-up and/or drop-off location											
Student bus card ID number											
Other transportation data											
If "Other" is marked, please specify.											
Other data collected				X							
Other											
If "Other" is marked, please list below each additional data				Please refer to the SAM Management Manual (link							

Schedule of Student Data

Category of Data / Data Elements	HMH Ed	HMOF (my.hrw)	ThinkCentral	Student Achievement Manager (SAM)	*Classcraft*	*HMH Amira*	*Waggle*	*Writable*	NWEA	WileyPLUS	VitalSource
element used, stored, or collected by your application.				provided on last page).							

[1] Required if using *Read 180* or *Math 180*.

[2] **NOTE:** Student email is not required to use HMH Ed software. Many school districts, however, will use email as the student's username to accommodate SSO integrations.

[3] Login page to remember settings

[4] Student course grades; performance scores per assignment only

[5] Student responses on assignments and assessments

[6] Entered by the teacher

[7] Assigned by the application

[8] Entered by the student: discussions & kudos; messaging to teacher

[9] Entered by the student

[10] Cookies, third-party tracking technologies, and server logs are automatically collected; we may also gather information on IP address and/or type of browser/OS.

[11] Encrypted passwords

[12] We do maintain performance against rubrics.

[13] Some parts of the application uses IMS Caliper events.

[14] Scores at question-level and grades at assessment-level

[15] LTI course information

[16] LTI launch data and for Wiley LMS users/claim workflow users; first and last names; email address

Schedule of Student Data

[17] Only assessment content responses are stored.

SAM Data Management Manual: https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf

HMH Amira Google Analytics: https://www.amiralearning.com/privacy-policy

WileyPLUS Google Analytics: https://experienceleague.adobe.com/en/docs/analytics/technotes/privacy-overview

EXHIBIT C: DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

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

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

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

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

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

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

© Access 4 Learning (A4L) Community. All Rights Reserved.

EXHIBIT D: SPECIAL INSTRUCTIONS FOR DISPOSITION OF DATA

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

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

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

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

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

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

© *Access 4 Learning (A4L) Community. All Rights Reserved.*

EXHIBIT E: GENERAL OFFERS OF TERMS

Page 1 of 2: OFFER OF TERMS

Provider and the Subscribing LEA (named below) agree by signing this General Offer of Privacy Terms ("General Offer") that they are bound by the same terms as the DPA between Provider and Baker County School District ("**Originating LEA**") dated _____.

Provider and Subscribing LEA agree that the information below will be replaced throughout the DPA with the information specific to the Subscribing LEA filled in below for the Subscribing LEA. This General Offer shall extend only to the terms set forth in this DPA and shall not necessarily bind Provider or Subscribing LEA to any other terms entered into between Provider and Originating LEA. Any commercial terms, such as price, term, or schedule of Services, relating to Subscribing LEA's use of the Provider's Services shall be determined solely between Provider and Subscribing LEA.

If Provider makes changes to Exhibit "A" or Exhibit "B" in accordance with sections 1.2 and 1.3 respectively, Provider must complete the Addendum template provided by the A4L Community and notify the Originating LEA and all Subscribing LEAs in accordance with the notification provisions of this DPA, of the Addendum's existence and contents. With regard to a Subscribing LEA, an Addendum is automatically incorporated into this DPA when Subscribing LEA is notified by Provider. If an Addendum modifies Exhibit "B", the LEA will have thirty (30) days from receipt to object. If no written objection is received it will become incorporated into the DPA between the parties.

The Provider may withdraw the General Offer (for future use or for LEAs that have not already accepted it) in the event of: (1) a material change in the applicable privacy statutes; or (2) a material change in the Services and products listed in the Service Agreement. Notification of a withdrawal shall be submitted to ndpa_requests@A4L.org.

Subscribing LEAs shall send the signed Exhibit "E" to Provider at the following email address: legalservices@hmhco.com

The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

RESOURCE NAME(S):

[All products on the following platforms: Ed, SAM, Thinkcentral, HMOF, Writable, Waggle, Amira,]
[WileyPLUS,VitalSource, Classcraft and NWEA.]
[ ]
[ ]

PROVIDER: [HMH Education Company]

Signed By: Ashley Poreda Date: 6/12/2025

Printed Name: Ashley Poreda Title/Position: Lead Contracts Specialist

© Access 4 Learning (A4L) Community. All Rights Reserved.

Exhibit "E" (continued)

Originating LEA: Baker County School District
Resource Names: All products on the following platforms: Ed, SAM, Thinkcentral, HMOF, Writable, Waggle, Amira, WileyPLUS,VitalSource, Classcraft and NWEA.
Provider Name: HMH Education Company

Page 2 of 2:

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Originating LEA and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER.**** Please note, by signing this Exhibit you are also agreeing to any language that may be included in Exhibits to the Originating DPA beyond this Exhibit "E". The below signatory confirms they are authorized to bind their institution to this DPA as in its entirety.

Subscribing LEA:

Signed By: _____ Date: _____

Printed Name: _____ Title/Position: _____

School District Name: _____

Designated Representative of LEA:

Name: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

Notices to Subscribing LEA: The Provider and Subscribing LEA are each responsible to promptly notify the other Party of changes to the notice information.

Security Notices to Subscribing LEA

[LEA Security Name]
[LEA Security Role]
[LEA Security Postal Address]
[LEA Security Email Address]

[LEA Name]
[LEA Role]
[392 South Blvd, Macclenny, Florida, 32063]
[LEA Email Address]

With a copy to (if provided):

LEA Legal Counsel]
LEA Legal Counsel Postal Address]
LEA Legal Email Address]

© Access 4 Learning (A4L) Community. All Rights Reserved.

EXHIBIT F: ADEQUATE CYBERSECURITY FRAMEWORKS

Provider must mark one or more frameworks with which it complies.

The Provider may change which framework it complies with without invalidating or changing the DPA, but must notify the LEA of such change in accordance with the notification requirements of the DPA.

FRAMEWORK(S)	
	Global Education Security Standard - https://sdpc.a4l.org/gess/
	NIST Cybersecurity Framework (CSF)
	NIST SP 800-53 Security and Privacy Controls for Information systems and organizations
	NIST SP 800-171 Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
X	ISO 27000 series, Standards for implementing organization security and management practices
	CIS Center for Internet Security Critical Security Controls
	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

This space is provided for optional security programs and measures as noted in section 5.3:

© Access 4 Learning (A4L) Community. All Rights Reserved.

EXHIBIT G: Supplemental SDPC State Terms for Florida

Providers/Operators are to comply with the Florida Student Online Personal Information Protection Act, Florida Statute 1006.1494. This Act (effective 7/1/2023 and initiated from SB 662 in 2023) establishes new and different terms than those outlined in the National Student Data Privacy Agreement contained herein. Providers/Operators are subject to all ofthe Act's privacy terms, including, but not limited to the following:

1. An operator may not knowingly do any of the following:

a. Engage in targeted advertising on the operator's site, service, or application, or targeted advertising on any other site, service, or application if the targeting of the advertising is based on any information, including covered information and persistent unique identifiers, which the operator has acquired because of the use of that operator's site, service or application for K-12 school purposes.

b. Use covered information, including persistent unique identifiers, created, or gathered by the operator's site service, or application to amass a profile of a student, except in furtherance of k-12 school purposes.

c. Share, sell, or rent a student's information, including covered information

2. An operator shall do all the following:

a. Collect no more covered information that is reasonably necessary to operate an Internet website, online service, online application, or mobile application.

b. Implement and maintain reasonable security procedures and practices appropriate to the nature of the covered information which are designed to protect it from unauthorized access destruction, use, modification, or disclosure.

c. Unless a parent or guardian expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the course, or corresponding program and no later than 90 days after a student is no longer enrolled in a school within the district, upon notice by the school district.

© Access 4 Learning (A4L) Community. All Rights Reserved.

EXHIBIT H: DESCRIPTION OF 'AGREED TO' CHANGES

LEA and Provider agree to the following additional or replacement terms and modifications:

[This is a free text field that the parties can use to add or modify terms in or to the DPA. This field can also be used for partial or complete replacement of the DPA with a marked up version. If there are no additional, replaced, or modified terms, this field should read "None."]

See below

© Access 4 Learning (A4L) Community. All Rights Reserved.

Exhibit H

The Parties would like to make the following changes to the Agreement:

In the Preamble the 'Service Agreement' is the HMH Terms of Purchase: https://www.hmhco.com/policy/terms-of-purchase

ARTICLE I: PURPOSE OF DPA

1. **Purpose of DPA:** From the last sentence, replace 'as set forth in this DPA and the Service Agreement' with 'with respect to the use and maintenance of Student Data'

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA:** At the end of the clause, add the following: 'Notwithstanding the foregoing, Provider retains all right, title and interest in and to any and all of Provider's software, materials, tools, forms, documentation, training and implementation materials and intellectual property (collectively, "Provider Materials".) Provider grants to LEA a personal, nonexclusive license to use the Provider materials for its own non-commercial, incidental use as set forth in the end user license agreement accompanying such Provider Materials and as contemplated herein.'

2. **Parent, Legal Guardian and Student Access:** Delete 'or (at LEA's direction) to the parent, legal guardian or eligible student directly'

   In addition, insert the word 'written' in 'LEA's request'.

3. **Subprocessors.** Delete the last sentence of the clause.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy and Security Compliance.** Delete ', and at the direction of the LEA….use of the Services.'

2. **Authorized Use:** Replace 'or as instructed by the LEA' with 'or as allowed by applicable law.'

4. **No Disclosure:** Delete 'or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in Student Data' from the first sentence

   Add 4.4.1.11 This prohibition against disclosure shall not apply to De-identified information.

   Add 4.4.1.12 This prohibition against disclosure shall not apply pursuant to 20 U.S.C. 1232g(b)(1)(F), 34 C.F.R 99.31(a)(6) and other applicable law to organizations conducting certain studies for educational institutions.

   Add 4.4.1.13 This prohibition against disclosure shall not apply to third parties that LEA has authorized.

   Add 4.4.1.14 This prohibition against disclosure shall not apply to Provider legal counsel solely in connection with legal advice and subject to confidentiality obligations.

5. **De-identified Data:** Add after 'transfer is expressly directed or permitted by the LEA or this DPA' the following 'OR that party agrees in writing not to attempt re-identification'

6. **Disposition of Data:** Make the following modifications to the third paragraph 'At the termination of this DPA, [intentionally deleted section] The LEA **will** provide the Provider with special instructions for the disposition of the Student Data by transmitting to Provider Exhibit "D", attached hereto. **The Provider will have at least sixty (60) days from receipt of Exhibit "D" to dispose or return the Student Data.** The duty of the Provider to dispose or delete Student Data shall not extend to De-Identified Data or to Student-Generated Content that has been transferred or kept pursuant to Section 2.2.2.

ARTICLE V: DATA PROVISIONS

2. **Audits:** Delete and replace the entire section with the following:
'Periodically provider will obtain a commercially reasonable audit, which attests Provider's security policies, procedures, and controls performed by an independent third party based on recognized industry standards. Provider will make a summary of results of such controls review or audit available to LEA upon request and will address noted exceptions.'

3. **Data Security:** Replace 'The provider shall implement an adequate' with 'The provider shall implement a commercially reasonable.'

4. **Data Breach:** Delete from 1. f 'or are reasonably believed to have been'

   Add to the end of (3) 'containing non-proprietary information.'

   Delete from (4) 'LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.' and replace with 'Only the LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians. Provider is prohibited from directly contacting affected students, parents or guardians.'

Contract Terms

Term and Termination. Delete 'Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.' and replace with 'Either party may terminate this DPA and any Service Agreement or contract while in effect if the other party materially breaches any terms of this DPA, provided that the other party has been given notice of such breach, in writing, and has had a reasonable period of time, but in no event less than forty-five (45) days, to remedy such breach prior to termination.'

Delete the last sentence of the clause.

Priority of Agreements. In the last sentence after 'Service Agreement' add ', including without limitation, any license rights, limitation of liability or indemnification provisions,'

Successors Bound. Delete the last two sentences of the clause.

Exhibit G

Amend 2c. in the following ways: c) Unless the school district expressly consents to the operator retaining a student's covered information, delete the covered information at the conclusion of the term of the Service Agreement and no later than 90 days thereafter upon written notice by the school district. Notwithstanding the foregoing, operator may retain backup and/or archival copies of the data until it is purged in the ordinary course according to operator's policies.

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: HMH Education Company

Nongovernmental Entity's FEIN: 04-1456030

Authorized Representative Name and Title: Ashley Poreda, Lead Contracts Specialist

Address: 125 High Street

City: Boston State : Massachusetts ZIP: 02110 Phone Number: 617-351-5000

Email Address: legalservices@hmhco.com

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: Ashley Poreda

AUTHORIZED SIGNATURE

Print Name and Title: Ashley Poreda, Lead Contracts Specialist

EXHIBIT "A"

This Addendum and the following modifications ("Addendum") are hereby incorporated into the attached Agreement, which is HMH Cost Proposal #009301684, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum's terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

A. All references to "Contractor" herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board ("Board") to which this attachment is affixed.

B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

A. **Indemnification -** The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including $200,000.00 per claimant and $300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or third party claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement and which is not also caused by the negligence, willful misconduct or material breach of the Agreement by Board or by third parties beyond the control of Contractor, provided that if Contractor is required to indemnify Board, Contractor's liability hereunder shall be reduced to the extent of the relative fault, if any, of the Board.

B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

A. **Governing Law and Venue -** This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States

District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida**.**

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.

2. Upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records law or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the Board.

4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.

5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

   Felicia D. Raulerson
   Executive Secretary
   Baker County School Board
   270 South Boulevard East
   Macclenny, FL 32063
   (904) 259-0401
   felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records

responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

(i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.

(ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.

(iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.

B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board's "**Affidavit Regarding the Use of Coercion for Labor and Services"** and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party's performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil

disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement's term.

Section IX.

A. **Student Data** - If Contractor meets the definition of "Operator" in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any "Covered Information," as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached "Baker County School Board Federal Contract Addendum," based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

Ashley Poreda

Signature of Authorized Contractor Representative

6/17/2025

Date

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Finance

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Financial Reports for the Month Ending May 31, 2025.

ATTACHMENTS:
07.21.2025 Approval of the Financial Reports for the Month Ending May 31, 2025_T.Ambrose.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - General Fund
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	300,000.00	144,047.47
State - R3300-3399	37,068,214.00	33,366,599.76
Local - R3400-3499	7,271,625.00	7,493,127.50
Other Local Revenue - R3700-3799	-	3,968.22
Transfers In	1,564,246.68	42,000.00
Loss Recoveries	-	-
Beginning Fund Balance	6,287,595.00	
	52,491,680.68	41,049,742.95

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-24 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 28,168,150.00	21,829,802.98	6,338,347.02	25,430,803.39	(3,601,000.41)
Pupil Personnel Services - Function 6100	3,040,175.00	2,330,227.31	709,947.69	2,754,611.23	(424,383.92)
Instructional Media Services - Function 6200	597,050.00	494,368.45	102,681.55	498,549.84	(4,181.39)
Instruction & Curriculum Development Services - Function 6300	833,572.00	639,267.33	194,304.67	679,366.07	(40,098.74)
Instructional Staff Training Services - Function 6400	260,250.00	175,813.67	84,436.33	200,891.45	(25,077.78)
Instructional Related Technology - Function 6500	360,525.00	295,399.74	65,125.26	294,281.20	1,118.54
School Board - Function 7100	484,650.00	383,681.38	100,968.62	389,006.06	(5,324.68)
General Administration - Function 7200	358,750.00	355,402.86	3,347.14	316,142.37	39,260.49
School Administration - Function 7300	2,438,140.00	2,060,600.23	377,539.77	2,091,821.10	(31,220.87)
Facilities Acquisition & Construction - Function 7400	88,000.00	42,000.00	46,000.00	312,688.96	(270,688.96)
Fiscal Services - Function 7500	935,300.00	787,933.07	147,366.93	751,576.24	36,356.83
School Food Services - Function 7600	35,000.00	9,101.65	25,898.35	28,200.75	(19,099.10)
Central Services - Function 7700	689,900.00	465,299.05	224,600.95	478,485.16	(13,186.11)
Pupil Transportation Services - Function 7800	2,573,615.00	2,272,967.19	300,647.81	2,419,046.76	(146,079.57)
Operation of Plant - Function 7900	5,639,365.00	5,415,760.42	223,604.58	5,778,791.67	(363,031.25)
Maintenance of Plant - Function 8100	1,224,495.00	982,059.03	242,435.97	1,071,122.00	(89,062.97)
Administrative Technology Services - Function 8200	953,410.00	679,168.53	274,241.47	728,880.16	(49,711.63)
Community Services - Function 9100	376,200.00	273,356.99	102,843.01	365,829.05	(92,472.06)
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	3,435,133.68		3,435,133.68		
	52,491,680.68	39,492,209.88	12,999,470.80	44,590,093.46	(5,097,883.58)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - School Food Service
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	3,260,225.00	2,622,977.11
State - R3300-3399	42,000.00	35,208.00
Local - R3400-3499	31,000.00	25,554.89
Other Financing Sources	-	-
Beginning Fund Balance	1,745,241.89	
	5,078,466.89	2,683,740.00

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-May-24 Actual Exp.**	**Difference (Current - Prior)**
Food Service - Function 7600	4,442,100.00	2,970,656.97	1,471,443.03	3,044,998.77	(74,341.80)
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	636,366.89		636,366.89		
	5,078,466.89	2,970,656.97	2,107,809.92	3,044,998.77	(74,341.80)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - Federal Programs
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	4,459,152.00	2,829,771.83
State - R3300-3399	-	-
Local - R3400-3499	-	1,519.40
Other/Transfers	-	-
	4,459,152.00	2,831,291.23

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-24 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 2,685,400.00	$ 1,695,283.61	990,116.39	$ 2,003,849.82	(308,566.21)
Pupil Personnel Services - Function 6100	346,924.00	340,576.69	6,347.31	234,356.52	106,220.17
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	524,078.00	371,008.78	153,069.22	407,144.52	(36,135.74)
Instructional Staff Training Services - Function 6400	551,408.00	259,719.83	291,688.17	274,306.82	(14,586.99)
Instructional Related Technology - Function 6500	3,300.00	-	3,300.00	932.81	(932.81)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	186,250.00	113,528.60	72,721.40	116,510.77	(2,982.17)
School Administration - Function 7300	13,805.00	3,867.00	9,938.00	6,211.92	(2,344.92)
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	38,187.00	24,657.72	13,529.28	16,205.28	8,452.44
Pupil Transportation Services - Function 7800	109,800.00	36,618.65	73,181.35	52,065.67	(15,447.02)
Operation of Plant - Function 7900	-	-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200					
	$ 4,459,152.00	$ 2,845,260.88	1,613,891.12	$ 3,111,584.13	(266,323.25)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - ESSER III
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	1,887,672.24	1,865,318.29
State - R3300-3399	-	-
Local - R3400-3499	-	-
Other/Transfers	-	-
	1,887,672.24	1,865,318.29

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-24 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 731,979.87	$ 728,561.26	3,418.61	$ 1,109,271.41	(380,710.15)
Pupil Personnel Services - Function 6100	56,764.63	56,764.63	-	231,683.66	(174,919.03)
Instructional Media Services - Function 6200	-	-	-	8,612.00	(8,612.00)
Instruction & Curriculum Development Services - Function 6300	-	-	-	11,303.24	(11,303.24)
Instructional Staff Training Services - Function 6400	12,296.56	11,338.77	957.79	52,557.58	(41,218.81)
Instructional Related Technology - Function 6500	-	-	-	3,229.50	(3,229.50)
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	14,111.03	12,981.49	1,129.54	27,953.53	(14,972.04)
School Administration - Function 7300	4,006.91	4,006.91	-	32,783.85	(28,776.94)
Facilities Acquisition & Construction - Function 7400	395,584.44	378,810.67	16,773.77	1,531,733.17	(1,152,922.50)
Fiscal Services - Function 7500	-	-	-	67,846.36	(67,846.36)
School Food Services - Function 7600	-	-	-	38,526.46	(38,526.46)
Central Services - Function 7700	-	-	-	3,767.76	(3,767.76)
Pupil Transportation Services - Function 7800	643,054.66	643,054.66	-	779,354.20	(136,299.54)
Operation of Plant - Function 7900	29,874.14	29,799.90	74.24	48,442.50	(18,642.60)
Maintenance of Plant - Function 8100	-	-	-	8,612.00	(8,612.00)
Administrative Technology Services - Function 8200	-	-	-	2,153.00	(2,153.00)
Community Services - Function 9100	-	-	-	-	-
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 1,887,672.24	$ 1,865,318.29	22,353.95	$ 3,957,830.22	(2,092,511.93)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - ARP - Other Relief
For the Month Ending May 31, 2025

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

Expenditures	Current Year Budgeted Expenditures	Current Year Actual Expenditures	Difference	Prior Year 31-May-24 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	$ 661.66	$ 610.00	51.66	$ 89,317.77	(88,707.77)
Pupil Personnel Services - Function 6100	600.00	599.46	0.54	3,255.10	(2,655.64)
Instructional Media Services - Function 6200	-	-	-	-	-
Instruction & Curriculum Development Services - Function 6300	-	-	-	24,151.99	(24,151.99)
Instructional Staff Training Services - Function 6400	4,668.29	4,287.55	380.74	2,280.25	2,007.30
Instructional Related Technology - Function 6500	-	-	-	-	-
School Board - Function 7100	-	-	-	-	-
General Administration - Function 7200	840.43	334.73	505.70	345.96	(11.23)
School Administration - Function 7300	-	-	-	-	-
Facilities Acquisition & Construction - Function 7400	-	-	-	-	-
Fiscal Services - Function 7500	-	-	-	-	-
School Food Services - Function 7600	-	-	-	-	-
Central Services - Function 7700	1,197.60	1,197.60	-	-	1,197.60
Pupil Transportation Services - Function 7800	-	-	-	-	-
Operation of Plant - Function 7900		-	-	-	-
Maintenance of Plant - Function 8100	-	-	-	-	-
Administrative Technology Services - Function 8200	-	-	-	-	-
Community Services - Function 9100	-	-	-	1,119.88	(1,119.88)
Debt Service - Function 9200	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
	$ 7,967.98	$ 7,029.34	938.64	$ 120,470.95	(113,441.61)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - PECO
For the Month Ending May 31, 2025

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

Expenditures	Current Year Budgeted Expenditures	Actual Expenditures	Difference	Prior Year 31-May-24 Actual Exp.	Difference (Current - Prior)
Facilities Acquisition & Construction - Function 7400	-	-	-	971,617.43	(971,617.43)
Other Financing Uses	614,173.68	-	614,173.68	-	-
Ending Fund Balance	-		-		
	614,173.68	-	614,173.68	971,617.43	(971,617.43)

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - CO & DS
For the Month Ending May 31, 2025

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

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-May-24 Actual Exp.**	**Difference (Current - Prior)**
Facilities Acquisition & Construction - Function 7400	567,708.62	46,835.00	520,873.62	-	46,835.00
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	567,708.62	46,835.00	520,873.62	-	46,835.00

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - LCIF (1.5 MIL)
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	-	-
State - R3300-3399	-	-
Local - R3400-3499	2,505,285.00	2,509,141.88
Other Local Revenue - R3700-3799	-	12,000.00
Other/Transfers	-	-
Beginning Fund Balance	3,267,998.53	
	5,773,283.53	2,521,141.88

	Current Year			Prior Year	
Expenditures	Budgeted Expenditures	Actual Expenditures	Difference	31-May-24 Actual Exp.	Difference (Current - Prior)
K-12 Instruction - Function 5000-5900	-	-	-	-	-
Facilities Acquisition & Construction - Function 7400	4,823,210.53	1,098,797.93	3,724,412.60	288,019.82	810,778.11
Operation of Plant - Function 7900	-	-	-	61,104.60	(61,104.60)
Maintenance of Plant - Function 8100	-	-	-	7,600.45	(7,600.45)
Administrative Technology Services - Function 8200	-	-	-	29,265.60	(29,265.60)
Other Financing Uses	950,073.00	-	950,073.00	-	-
Ending Fund Balance	-		-		-
	5,773,283.53	1,098,797.93	4,674,485.60	385,990.47	712,807.46

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Revenue and Expenditure Report - Impact Fees
For the Month Ending May 31, 2025

Revenues	2024-2025 Budgeted Revenues	Actual Revenues
Federal - R3200 - 3299	114,000.00	-
State - R3300-3399	-	-
Local - R3400-3499	150,000.00	66,044.16
Other/Transfers	-	-
Beginning Fund Balance	492,881.32	
	756,881.32	66,044.16

	Current Year			Prior Year	
Expenditures	**Budgeted Expenditures**	**Actual Expenditures**	**Difference**	**31-May-24 Actual Exp.**	**Difference (Current - Prior)**
Facilities Acquisition & Construction - Function 7400	756,881.32	28,290.53	728,590.79	-	28,290.53
Other Financing Uses	-	-	-	-	-
Ending Fund Balance	-		-		
	756,881.32	28,290.53	728,590.79	-	28,290.53

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160124	R	AKEL LOG000	AKEL LOGAN & SHAFER PA	05/02/2025	$ 60,549.52
160125	R	ALL AMER000	ALL AMERICAN USED OIL INC	05/02/2025	$ 380.00
160126	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/02/2025	$ 6,379.03
160127	R	BAKER CO001	BAKER COUNTY HIGH SCHOOL	05/02/2025	$ 1,536.00
160128	R	BAKER CO009	BAKER CO CHAMBER OF COMMERCE	05/02/2025	$ 350.00
160129	R	C & B MO000	C & B MOBILE SERVICES INC.	05/02/2025	$ 48,000.00
160130	R	CITY OF 000	CITY OF MACCLENNY	05/02/2025	$ 15,009.92
160131	R	CLARDCYN000	CLARDY, CYNTHIA A.	05/02/2025	$ 64.00
160132	R	DAVISBRA001	DAVIS, BRANDY M.	05/02/2025	$ 150.68
160133	R	DEEL ELL000	DEEL, ELLEN K.	05/02/2025	$ 227.85
160134	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	05/02/2025	$ 133.00
160135	R	DOMINO'S000	DOMINO'S PIZZA	05/02/2025	$ 103.48
160136	R	FDOT 001	FDOT	05/02/2025	$ 5.50
160137	R	FIVE STA001	FIVE STAR PRINTING, INC.	05/02/2025	$ 72.00
160138	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/02/2025	$ 53,325.39
160139	R	FLORIDA 042	FLORIDA DEPT OF LAW ENFORCEMENT	05/02/2025	$ 390.00
160140	R	GATEWAY 000	GATEWAY PEST CONTROL INC	05/02/2025	$ 275.00
160141	R	GOPHER A000	GOPHER ATHLETIC	05/02/2025	$ 1,179.21
160142	R	GRAFTON 000	GRAFTON INTEGRATED HEALTH NETWORK	05/02/2025	$ 1,355.43
160144	R	H2 REHAB000	H2 REHABILITATION SERVICES OF FLORIDA, LLC	05/02/2025	$ 360.00
160145	R	HIGGINBO001	HIGGINBOTHAM'S TOWING	05/02/2025	$ 250.00
160146	R	HOUSACHA000	HOUSAND, CHARLES	05/02/2025	$ 306.80
160147	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	05/02/2025	$ 6,499.44
160148	R	JONESABI000	JONES, ABIGAIL	05/02/2025	$ 64.00
160149	R	KENNEMAD000	KENNEDY, MADISON L.	05/02/2025	$ 299.69
160150	R	L V HIER000	L V HIERS INC	05/02/2025	$ 1,143.91
160151	R	LITTLE &000	LITTLE & WILLIAMS INC	05/02/2025	$ 80,769.94
160152	R	M & B PR000	M & B PRODUCTS, INC	05/02/2025	$ 13,668.63
160153	R	MAX GRAP000	MAX GRAPHIX, LLC	05/02/2025	$ 740.00
160154	R	MAYNALAU000	MAYNARD, LAUREN	05/02/2025	$ 16.00
160155	R	MCQUATAY000	MCQUAID, TAYLOR	05/02/2025	$ 64.00
160156	R	MERCEMIC001	MERCER, MICHAELA	05/02/2025	$ 138.00
160157	R	MOONLIGH000	MOONLIGHT BLESSINGS	05/02/2025	$ 100.00

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160158	R	OFFICE D005	OFFICE DEPOT, INC	05/02/2025	$ 528.91
160159	R	PEARSON 006	PEARSON VUE	05/02/2025	$ 1,159.80
160160	R	PRUETEMI000	PRUETT, EMILY	05/02/2025	$ 16.00
160161	R	RH DAVIS000	RH DAVIS OIL CO INC	05/02/2025	$ 17,942.50
160162	R	SAFETY-K000	SAFETY-KLEEN SYSTEMS, INC	05/02/2025	$ 493.74
160165	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/02/2025	$ 318.00
160166	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/02/2025	$ 396.00
160167	R	SCHLIBRE000	SCHLICHTER, BRENTNEY	05/02/2025	$ 64.00
160168	R	SKILLSUS000	SKILLSUSA FLORIDA	05/02/2025	$ 1,350.00
160169	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	05/02/2025	$ 57,855.86
160170	R	SUBURBAN001	SUBURBAN PROPANE	05/02/2025	$ 16,179.89
160171	R	SUSAN SE000	SUSAN SELLS, LLC	05/02/2025	$ 743.29
160172	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	05/02/2025	$ 80,182.32
160173	R	UNIFIRST001	UNIFIRST CORPORATION	05/02/2025	$ 418.16
160174	R	UNMANNED000	UNMANNED SAFETY INSTITUTE, INC.	05/02/2025	$ 1,090.00
160175	R	VIGNEAUX000	VIGNEAUX CORPORATION	05/02/2025	$ 6,156.22
160176	R	WERTMCYN000	WERTMAN, CYNTHIA	05/02/2025	$ 30.40
160177	R	WEX BANK000	WEX BANK	05/02/2025	$ 34.93
160178	R	WHALEY F000	WHALEY FOODSERVICE LLC	05/02/2025	$ 1,471.40
160179	R	WILLIKAT000	WILLIAMS, KATIE	05/02/2025	$ 84.00
160180	R	GRIZZLY 000	GRIZZLY INDUSTRIAL INC	05/02/2025	$ 2,868.40
160181	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/09/2025	$ 10,325.67
160182	R	BAKER CO035	BAKER COUNTY TAX COLLECTOR	05/09/2025	$ 233.10
160183	R	BAKER CO035	BAKER COUNTY TAX COLLECTOR	05/09/2025	$ 36.30
160184	R	CAPITAL 002	CAPITAL ONE/WALMART	05/09/2025	$ 390.58
160185	R	CAPITAL 003	CAPITAL ONE/WALMART	05/09/2025	$ 44.72
160186	R	CAPITAL 005	CAPITAL ONE/WALMART	05/09/2025	$ 199.50
160187	R	CAPITAL 007	CAPITAL ONE/WALMART	05/09/2025	$ 155.52
160188	R	CAPITAL 008	CAPITAL ONE/WALMART	05/09/2025	$ 75.16
160189	R	CAPITAL 009	CAPITAL ONE/WALMART	05/09/2025	$ 141.37
160190	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/09/2025	$ 24.17
160191	R	MANGOS T000	MANGOS TREE SERVICE	05/09/2025	$ 1,200.00
160192	R	REGIONS 004	REGIONS COMMERCIAL BANKCARD	05/09/2025	$ 7,934.56

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160193	R	VERIZON 001	VERIZON WIRELESS	05/09/2025	$ 285.95
160194	R	WALLAKAY000	WALLACE, KAYLA N.	05/09/2025	$ 500.00
160195	R	BAKER CO011	BAKER CO EDUCATION FOUNDATION	05/09/2025	$ 730.50
160196	R	BAKER CO040	BAKER COUNTY SCHOOL BOARD	05/09/2025	$ 816.87
160197	R	BAKER CO044	BAKER COUNTY SCHOOL BOARD	05/09/2025	$ 32.83
160198	R	GARNISHM000	GARNISHMENT PENDING PAYEE	05/09/2025	$ -
160199	R	MIDLAND 000	MIDLAND CREDIT MANAGEMENT, INC.	05/09/2025	$ 35.89
160200	R	PRE-PAID000	PRE-PAID LEGAL SERVICES INC	05/09/2025	$ 7.97
160201	R	VYSTAR C001	VYSTAR CREDIT UNION	05/09/2025	$ -
160202	R	ACT, INC001	ACT, INC.	05/16/2025	$ 1,480.00
160203	R	AGRICULT000	AGRICULTURAL EDUCATION SERVICES & TECHNOLOGY, INC	05/16/2025	$ 400.00
160204	R	ALL BRIT000	ALL BRITE SALES CO	05/16/2025	$ 799.32
160205	R	ALLIED I001	ALLIED INSTRUCTIONAL SERVICES, LLC	05/16/2025	$ 2,502.01
160206	R	AMAZON C001	AMAZON CAPITAL SERVICES, INC.	05/16/2025	$ 2,545.04
160207	R	AMBROMAR000	AMBROSE, MARY T.	05/16/2025	$ 233.54
160208	R	ASCEND L001	ASCEND LEARNING HOLDINGS LLC	05/16/2025	$ 2,451.00
160209	R	BAKER CO002	BAKER COUNTY MIDDLE SCHOOL	05/16/2025	$ 4,667.25
160210	R	BAKER CO032	BAKER COUNTY SHERIFFS OFFICE	05/16/2025	$ 33,462.60
160211	R	BAKER DI000	BAKER DISTRIBUTING COMPANY	05/16/2025	$ 2,668.75
160212	R	BEASLJAN000	BEASLEY, JANE E.	05/16/2025	$ 75.00
160213	R	BILL WIL000	BILL WILLIAMS AIR COND & HEATING INC	05/16/2025	$ 62,921.00
160214	R	BRADLTIN000	BRADLEY, TINA	05/16/2025	$ 96.00
160215	R	BRYANJOH000	BRYANT, JOHNNIE M. JR	05/16/2025	$ 248.26
160216	R	C.C. BOR000	C.C. BORDEN CONSTRUCTION, INC.	05/16/2025	$ 5,000.00
160217	R	CARSON D000	CARSON DELLOSA PUBLISHING LLC	05/16/2025	$ 2,813.00
160218	R	CERTIPOR001	CERTIPORT, INC.	05/16/2025	$ 345.03
160219	R	CITY ELE000	CITY ELECTRIC SUPPLY CO	05/16/2025	$ 1,591.76
160220	R	CITY OF 000	CITY OF MACCLENNY	05/16/2025	$ 16,472.54
160221	R	CUMBERLA001	CUMBERLAND INTERNATIONAL TRUCKS OF FLORIDA	05/16/2025	$ 2,368.52
160222	R	DARRELL 000	DARRELL CREWS SEPTIC SERVICE LLC	05/16/2025	$ 2,100.00
160223	R	DEPENDAB000	DEPENDABLE HEAT AND AIR COND	05/16/2025	$ 3,500.00
160224	R	EDUCATIO015	EDUCATIONAL TESTING SERVICE	05/16/2025	$ 550.00
160225	R	FISHER C000	FISHER COMMUNICATIONS GRP INC	05/16/2025	$ 124.75

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160226	R	FIVE STA001	FIVE STAR PRINTING, INC.	05/16/2025	$ 72.00
160227	R	FLORIDA 003	FLORIDA DEPT OF EDUCATION	05/16/2025	$ 300.00
160228	R	FLORIDA 026	FLORIDA POWER & LIGHT COMPANY	05/16/2025	$ 31,481.77
160229	R	FLORIDA 091	FLORIDA PEST CONTROL	05/16/2025	$ 2,995.92
160230	R	FOUR POI001	FOUR POINTS HOME MAINTENANCE AND REMODELING	05/16/2025	$ 4,900.00
160231	R	FRONTLIN001	FRONTLINE EDUCATION	05/16/2025	$ 8,141.06
160232	R	GAINEJOH002	GAINEY, JOHNNY C. JR	05/16/2025	$ 300.00
160233	R	GALLS, L000	GALLS, LLC	05/16/2025	$ 732.73
160234	R	GATEWAY 000	GATEWAY PEST CONTROL INC	05/16/2025	$ 800.00
160235	R	GLOWFORG001	GLOWFORGE, INC.	05/16/2025	$ 403.20
160236	R	GRAINGER002	GRAINGER	05/16/2025	$ 1,441.89
160237	R	GREAT AM001	GREAT AMERICA FINANCIAL SERVICES	05/16/2025	$ 4,191.25
160238	R	HAGAN AC000	HAGAN ACE HARDWARE	05/16/2025	$ 833.98
160239	R	HAGAN AC000	HAGAN ACE HARDWARE	05/16/2025	$ 1,776.97
160240	R	HARTLMAR000	HARTLEY, MARCUS R.	05/16/2025	$ 37.11
160241	R	HD SUPPL002	HD SUPPLY, INC.	05/16/2025	$ 2,124.04
160242	R	HEALERIC000	HEALEY, RICHARD J. JR	05/16/2025	$ 5,562.00
160243	R	HILL STA000	HILL, STACY D.	05/16/2025	$ 78.65
160244	R	HILL THO001	HILL, THOMAS A. JR	05/16/2025	$ 239.33
160245	R	HYDE AMB000	HYDE, AMBER S.	05/16/2025	$ 106.93
160246	R	INTERSTA003	INTERSTATE BILLING SERVICES, INC	05/16/2025	$ 1,513.24
160247	R	INVO HEA002	INVO HEALTHCARE ASSOCIATES	05/16/2025	$ 9,005.58
160248	R	JACKSSHE001	JACKSON, SHERRI L.	05/16/2025	$ 75.00
160249	R	K & J TR000	K & J TROPHIES	05/16/2025	$ 2,936.00
160250	R	KENS FEN000	KENS FENCING LLC	05/16/2025	$ 582.80
160251	R	KIGHTCOU000	KIGHT, COURTLAND	05/16/2025	$ 617.22
160252	R	KIMBALL 000	KIMBALL MIDWEST	05/16/2025	$ 302.66
160253	R	L V HIER000	L V HIERS INC	05/16/2025	$ 1,077.44
160254	R	LEGACY E000	LEGACY ELEMENTARY SCHOOL	05/16/2025	$ 500.00
160255	R	LITTLE &000	LITTLE & WILLIAMS INC	05/16/2025	$ 43,251.23
160256	R	M & B PR000	M & B PRODUCTS, INC	05/16/2025	$ 13,567.09
160257	R	MACCLENN009	MACCLENNY MOWER & SAW INC	05/16/2025	$ 581.69
160258	R	MACFABRI000	MACFARLANE, BRIANNA G.	05/16/2025	$ 75.00

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160259	R	MAX GRAP000	MAX GRAPHIX, LLC	05/16/2025	$ 93.75
160260	R	MCCRABEV001	MCCRAY, BEVERLY D.	05/16/2025	$ 7.30
160261	R	MYER DEA001	MYER, DEANNE J.	05/16/2025	$ 155.80
160262	R	MYFLEETC000	MYFLEETCENTER, SOUND BILLING	05/16/2025	$ 69.58
160263	R	NANCY E 000	NANCY E DAVIE INC	05/16/2025	$ 85.00
160264	R	NAPA AUT000	NAPA AUTO PARTS	05/16/2025	$ 220.83
160265	R	NATIONAL036	NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE	05/16/2025	$ 1,470.00
160266	R	NATIONAL041	NATIONAL BACKGROUND CHECK, INC	05/16/2025	$ 900.00
160267	R	NE FL ED000	NE FL EDUCATIONAL CONSORTIUM	05/16/2025	$ 101,086.27
160268	R	NOCTI 000	NOCTI	05/16/2025	$ 435.60
160269	R	O'REILLY000	O'REILLY AUTO PARTS	05/16/2025	$ 783.40
160270	R	OFFICE D005	OFFICE DEPOT, INC	05/16/2025	$ 128.01
160271	R	PROCARE 001	PROCARE THERAPY	05/16/2025	$ 37,986.42
160272	R	QUALITY 005	QUALITY THERAPY SOLUTIONS	05/16/2025	$ 25,346.13
160273	R	RAULEFEL001	RAULERSON, FELICIA D.	05/16/2025	$ 163.85
160274	R	RESOLUTI000	RESOLUTIONS IN SPECIAL EDUCATION	05/16/2025	$ 2,225.00
160275	R	RICHARD 001	RICHARD FERRY ENTERPRISES	05/16/2025	$ 958.16
160276	R	RUMBERGE000	RUMBERGER KIRK & CALDWELL PROFESSIONAL ASSOC	05/16/2025	$ 2,911.47
160277	R	SAFETY-K000	SAFETY-KLEEN SYSTEMS, INC	05/16/2025	$ 189.98
160278	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/16/2025	$ 318.00
160279	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/16/2025	$ 318.00
160280	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/16/2025	$ 318.00
160281	R	SAWGRASS001	SAWGRASS MARRIOTT GOLF RESORT AND SPA	05/16/2025	$ 318.00
160282	R	SETEL 000	SETEL	05/16/2025	$ 5,063.45
160283	R	SHARP EL001	SHARP ELECTRONICS CORPORATION	05/16/2025	$ 676.58
160284	R	SIEMENS 000	SIEMENS BUILDING TECHNOLOGIES INC	05/16/2025	$ 1,842.94
160285	R	SOURCE 4000	SOURCE 4 SOLUTIONS LLC	05/16/2025	$ 60,381.57
160286	R	SOUTHEAS017	SOUTHEASTERN PAPER GROUP LLC	05/16/2025	$ 35,182.20
160287	R	SPURLKIM000	SPURLOCK, KIMBERLY	05/16/2025	$ 178.53
160288	R	SUBURBAN001	SUBURBAN PROPANE	05/16/2025	$ 515.29
160289	R	SYSCO CE000	SYSCO CENTRAL FLORIDA, INC.	05/16/2025	$ 63,561.04
160290	R	UNIFIRST001	UNIFIRST CORPORATION	05/16/2025	$ 623.90
160291	R	VERIZON 001	VERIZON WIRELESS	05/16/2025	$ 16.70

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
160292	R	VIGNEAUX000	VIGNEAUX CORPORATION	05/16/2025	$ 230.00
160293	R	WEBB STA000	WEBB, STACI L.	05/16/2025	$ 25.77
160294	R	WHALEY F000	WHALEY FOODSERVICE LLC	05/16/2025	$ 2,745.54
160295	R	WHEELTRA001	WHEELER, TRACI D.	05/16/2025	$ 83.92
160296	R	ZABATT 000	ZABATT	05/16/2025	$ 792.89
160297	R	AFLAC GR000	AFLAC GROUP	05/16/2025	$ 9.31
160298	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	05/16/2025	$ 38.10
160299	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	05/16/2025	$ 83.20
160300	R	FLORIDA 063	FLORIDA BLUE	05/16/2025	$ 5,452.46
160301	R	FLORIDA 065	FLORIDA BLUE	05/16/2025	$ 10,826.14
160302	R	THE HART000	THE HARTFORD	05/16/2025	$ 671.05
160303	R	VISION S000	VISION SERVICE PLAN (IC)	05/16/2025	$ 1,511.82
160304	R	AFLAC GR000	AFLAC GROUP	05/16/2025	$ 6,787.02
160305	R	AMERICAN003	AMERICAN FAMILY LIFE	05/16/2025	$ 1,078.94
160306	R	AMERICAN004	AMERICAN FIDELITY ASSURANCE	05/16/2025	$ 14,916.34
160307	R	BAKER CO027	BAKER COUNTY SCHOOL BOARD	05/16/2025	$ 20,869.58
160308	R	COLONIAL002	COLONIAL LIFE & ACCIDENT INSURANCE CO	05/16/2025	$ 10,576.94
160309	R	FLORIDA 063	FLORIDA BLUE	05/16/2025	$ 314,832.48
160310	R	LIBERTY 000	LIBERTY NATIONAL LIFE INS	05/16/2025	$ 1,959.22
160311	R	PET ASSU000	PET ASSURE CORP	05/16/2025	$ 158.92
160312	R	THE HART000	THE HARTFORD	05/16/2025	$ 12,023.22
160313	R	TRUSTMAR000	TRUSTMARK VOLUNTARY BENEFIT	05/16/2025	$ 635.34
160314	R	VISION S000	VISION SERVICE PLAN (IC)	05/16/2025	$ 4,406.40
160315	R	WESTERN-000	WESTERN-SOUTHERN LIFE	05/16/2025	$ 120.88
202400612	W	BOUND TO000	BOUND TO STAY BOUND BOOKS	05/02/2025	$ 201.70
202400613	W	BOUND TO000	BOUND TO STAY BOUND BOOKS	05/02/2025	$ 3,861.11
202400614	W	MCKESSON000	MCKESSON MEDICAL SURGICAL INC	05/02/2025	$ 23.22
202400615	W	MCKESSON000	MCKESSON MEDICAL SURGICAL INC	05/02/2025	$ 473.46
202400616	W	SPORTS S000	SPORTS SHAK	05/02/2025	$ 30.00
202400618	W	BAKER BU000	BAKER BUSINESS CENTER, LLC	05/02/2025	$ 12.34
202400619	W	LUKE A/C000	LUKE A/C CONTRACTING INC	05/02/2025	$ 578.02
202400623	W	RIVERSID003	RIVERSIDE INSIGHTS	05/02/2025	$ 371.55
202400624	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	05/02/2025	$ 244.47

DISTRICT:
REPORT TITLE:

Baker County School Board
MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202400625	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	05/02/2025	$ 126.67
202400626	W	WW NORTH000	WW NORTH AMERICA HOLDINGS,LLC	05/02/2025	$ 2,500.00
202400627	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	05/02/2025	$ 23.25
202400628	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	05/02/2025	$ 159.86
202400629	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 91.12
202400630	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 995.63
202400631	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 1,258.85
202400632	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 379.00
202400633	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 63.74
202400634	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 1,009.60
202400635	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 259.70
202400636	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 141.03
202400637	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 890.80
202400638	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 696.10
202400639	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 9.06
202400640	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 98.08
202400641	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 8.10
202400642	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 16.20
202400643	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 81.38
202400644	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 15.90
202400645	W	MCCRIMON000	MCCRIMON'S OFFICE SYSTEMS INC	05/16/2025	$ 728.49
202400646	W	AIRGAS U000	AIRGAS USA, LLC	05/16/2025	$ 113.65
202400647	W	CALLAGHA000	CALLAGHAN TIRES	05/16/2025	$ 2,456.00
202400648	W	CALLAGHA000	CALLAGHAN TIRES	05/16/2025	$ 1,070.62
202400650	W	DATA REC002	DATA RECOGNITION CORPORATION	05/16/2025	$ 351.87
202400652	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 306.95
202400653	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 11.99
202400654	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 19.78
202400655	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 149.97
202400656	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 139.98
202400657	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 25.99
202400658	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 0.64
202400659	W	GLEN CAS001	GLEN CASH HARDWARE FEED & SEED INC	05/16/2025	$ 369.86

DISTRICT: Baker County School Board
REPORT TITLE: MAY 2025
A/P CHECK SUMMARY

Check Number	Check Type	Payee Key	Payee Name (as it appeared on check)	Check Date	Check Amount
202400660	W	TRANE US000	TRANE US INC	05/16/2025	$ 38.36
202400661	W	MATTHEWS000	MATTHEWS BUSES FLORIDA	05/16/2025	$ 204.30
202400662	W	MACC'S G000	MACC'S GLASS INC	05/16/2025	$ 425.00
202400663	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	05/09/2025	$ 80,096.74
202400664	W	BCSB FIC000	BCSB FICA	05/09/2025	$ 174,591.60
202400665	W	BCSB ANN000	BCSB ANNUITIES	05/09/2025	$ 42,136.50
202400666	W	BEST PLU000	BEST PLUMBING SPECIALTIES INC	05/16/2025	$ 1,407.63
202400667	W	BEST PLU000	BEST PLUMBING SPECIALTIES INC	05/16/2025	$ 2,575.25
202400668	W	BEST PLU000	BEST PLUMBING SPECIALTIES INC	05/16/2025	$ 1,978.02
202400669	W	AIRGAS, 000	AIRGAS, INC.	05/16/2025	$ 226.02
202400670	W	BCSB FED000	BCSB FEDERAL WITHHOLDING	05/09/2025	$ 195.45
202400671	W	BCSB FIC000	BCSB FICA	05/09/2025	$ 693.46
202400672	W	STAPLES 000	STAPLES BUSINESS ADVANTAGE	05/16/2025	$ 184.61
202400673	W	SHERWIN-001	SHERWIN-WILLIAMS CO	05/16/2025	$ 68.01
202400674	W	AIRGAS, 000	AIRGAS, INC.	05/16/2025	$ 123.65
202400675	W	AIRGAS, 000	AIRGAS, INC.	05/16/2025	$ 240.75
202400676	W	PRO-CHEM000	PRO-CHEM, INC	05/16/2025	$ 1,702.40
202400677	W	SPORTS S000	SPORTS SHAK	05/16/2025	$ 25.00
			TOTAL		**$ 1,879,124.76**

AGENDA ITEM NO. 8.5

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Participating Agency Agreement with the Baker County Sheriff's Office to Provide Adult Education Services to Inmates Effective July 1, 2025 - June 30, 2027.

ATTACHMENTS:
07.21.2025 Approval of 25-27 GED Classes Agreement with BCSO_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street
Macclenny, FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

May 28, 2025

Superintendent Milton
270 South Blvd East
Macclenny, FL. 32063

Superintendent Milton:

Respectfully, please seek board approval for the following 2025-2027 Mutual Agreement between Baker County School District and the Baker County Sheriff's office. The agreement is relating to the GED classes that are held at the Baker County Detention Center.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning

Career and Adult Education
418 South 8th Street
Macclenny, FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

2025-2027 AGENCY AGREEMENT
BETWEEN
BAKER COUNTY SHERIFF'S OFFICE
AND
BAKER COUNTY SCHOOL BOARD

THIS AGREEMENT made effective this 1st day of July 2025, through June 30, 2027, between the **Baker County School Board** (hereinafter referred to as **"School Board"**) and **Baker County Sheriff's Office** (hereinafter referred to as **"Sheriff's Office"**).

THIS IS A MUTUAL AGREEMENT between the **School Board** and the **Sheriff's Office** relating to personnel, facilities, equipment, supplies, and books needed for adult education services provided to inmates at the Baker County Detention Center in accordance with the provisions set forth in this agreement. This agreement will stipulate the responsibilities of both parties.

It is covenanted and agreed between the parties hereto as follows:

I. **General Provisions of the Agreement**

A. Both parties agree to comply with federal, state, and local laws and regulations relating to the education of adults.

B. The **School Board** agrees to the following:

C. That all adult inmates served by the **Sheriff's Office** are eligible for classification as Adult Basic Education, Intermediate Adult Basic Education, or GED Preparation students.

D. That the educational needs of these students will be served by an educational program approved by the **School Board**. Any decisions determining a student's educational placement are to be in accordance with the Florida State Board of Education Administrative Rules and Regulations, **School Board** rules, policies, and procedures, and also in accordance with **Sheriff's Office** rules, policies, and procedures.

1. That the educational program will be developed and implemented in accordance with Florida State Board of Education Rules and Regulations.

2. That the responsibility of administration of the Instructional Program rests with the designated **School Board** Administrator and **Sheriff's Office** designated Detention Center Administrator.

II. **Sheriff's Office Agrees to Furnish the following Services**

A. One Correctional Officer or BCSO Administrative Staff who is qualified to actively
B. assist in the instructional process and provide any direct care/direct supervision
C. and security.
D. Appropriate classroom space and custodial services.
E. Emergency medical services for all participating inmates of the **Sheriff's Office**.
F. Periodic reviews of the progress of inmates.
G. **Sheriff's Office** agrees to pay for adult basic education instruction and GED Testing
H. of inmates if Adult Education grant funding is not available to include:

1. GED® computer-based test fee of $38 per subject area or $152
2. full battery, per person **(computer-based test fees subject to change**
3. **per Pearson Vue pricing)**.
4. A flat per hour GED test administration rate $32.00 when Baker County
5. School District personnel administer the official test. In addition, a 1 hour per day set up fee will be added at the same rate.

III. **School Board Agrees to Furnish the following Services**

A. Two Adult Ed Basic Education and GED Test Preparation instructors
B. Materials and supplies related to academic instruction
C. TABE assessment to establish student education plan TABE assessment related materials
D. Periodic reviews of students' progress
E. Aztec practice test for each student completing the course work and having a TABE s core of 9+th equivalency
F. Teacher professional development as it relates to improving student academic progress in the classroom environment.
G. Designated personnel who are Pearson Vue Test Administrators certified to administer the GED test for students who show academic eligibility with a TABE score of 9.0 + and/or a Aztec qualifying in a related subject area.
H. School Board will invoice Baker County Sheriff's Office in the designated amount related to section II, items F1&F2

IV. Termination at Will

This contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by US Certified Mail, return receipt requested, or in person with proof of delivery.

V. Termination Due To Lack of Funds

In the event funds to finance this contract become unavailable, the **School Board** or the **Sheriff's Office** may terminate the contract upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by US Certified Mail, or in person with proof of delivery.

This AGREEMENT shall be renewable with the annual review and execution by both agencies.

THIS AGREEMENT may be executed in duplicate and may be revised upon mutual consent of both parties at any time.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective as of the day and year first above set forth.

Baker County Sheriff's Office

by: _____
Baker County Detention Center Administrator

Baker County School Board, on behalf of the Baker County Adult Education Program

by: _____
Carrie Dopson
Director, Career and Adult Education

Attest By:

_____
Chairperson, Tiffany McInarnay
Baker County School Board

_____
Superintendent of Schools, J Wyatt Milton
Baker County School District

AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Traci Wheeler - (259-6776)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal for Title I, Part A - Improving the Academic Achievement of the Disadvantaged in the Amount of $1,328,781.00. New/ Entitlement / Federal / No Matching

ATTACHMENTS:
07.21.2025 Approval of the Title 1, Part A Improving the Academic Achievement of the Disadvantaged_T.Wheeler.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Title I, Part A: Improving the Academic Achievement of the Disadvantaged*

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

CONTACT PERSON:	*Traci Wheeler*

CONTACT PHONE NUMBER:	*904-259-6776*

AMOUNT REQUESTED:	*$1,328,781.00*

SOURCE: ☒ **Federal** ☐ **State** ☐ **Other:** _____

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

LIST SPECIFIC IN-KIND CONTRIBUTIONS

PROJECT DESCRIPTION *(If additional space is needed, attachments may be used)*
Title I, Part A addresses the academic achievement of economically-disadvantaged students. The purpose of this grant is to provide children with significant opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps.

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
These funds will be used to address increasing student academic outcomes for elementary students.The grant will fund classroom teachers, instructional coaches, paraprofessionals, technology support, grant administrator, and grant assistant. These funds will also be used to purchase supplemental instructional materials, supplies, and to provide resources for parent and family engagement.

SUBMITTED BY: ***Traci Wheeler*** **DATE:** ***June 12, 2025***

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Elementary and Secondary Education Act (ESEA) Federal Programs

Florida's 2025-26 ESEA Federal Programs Application

Please select the LEA from the dropdown menu.

Fiscal Contact Information

Fiscal Contact Name	Teri Ambrose
Title	Executive Director of Finance and Support Services
Phone Number	904-259-0418
Contact Email	teri.ambrose@bakerk12.org

Title I, Part A

Program Contact Name	Traci Wheeler
Title	Director of Accountability and Special Programs
Phone Number	904-259-6776
Contact Email	traci.wheeler@bakerk12.org

Title I, Part C

Program Contact Name	
Title	
Phone Number	
Contact Email	

Title I, Part D, Subpart 2

Program Contact Name	
Title	
Phone Number	
Contact Email	

Title II, Part A

Program Contact Name	
Title	
Phone Number	
Contact Email	

Title III, Part A

Program Contact Name	
Title	
Phone Number	
Contact Email	

Title IV, Part A

Program Contact Name	
Title	
Phone Number	
Contact Email	

Title V, Part B, Subpart 2

Program Contact Name	
Title	
Phone Number	
Contact Email	

Florida 2025-26 ESEA Federal Program Assurances

General Assurances (Click here to access documents related to General Assurances)

Assurance 1: The Local Educational Agency (LEA) has on file with the FDOE, Office of the Comptroller, and a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs. The complete text may be found in Section D of the Green Book. The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Assurance 2: The LEA assures that they will comply with all applicable supplement not supplant requirements under ESEA. [Sections 1118(b), 1304(c)(2), 1415(b), 2301, 3115(g), 4110, 5232 of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015].

Assurance 3: The LEA assures that they will comply with the K12 ESEA Common Federal Program Guidance.

Assurance 4: The LEA assures, as appropriate, that stakeholder collaboration across multiple programs will occur as outlined under ESEA.

Assurance 5: The LEA assures that a comprehensive needs assessment is conducted that takes into account information on the academic achievement of children in relation to the challenging state academic standards.

Assurance 6: The LEA assures that timely and meaningful consultation occurs between LEA and private school officials before any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs subject to equitable participation. [Section 8501(a)(1)]

Assurance 7: The LEA assures they will periodically monitor and evaluate the effectiveness of the activities approved within the program application.

Assurance 8: The LEA assures compliance with all state laws and regulations, including the State Board of Education rules.

Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies

Assurance 1: Migratory Children: The LEA assures that migratory and formerly migratory children who are eligible to receive services under Title I are selected to receive such services on the same basis as other children who are selected to receive services under the Title I program. [Section 1112(c)(1)].

Assurance 2: Private Schools: The LEA assures that it will provide services to eligible children attending private elementary schools and secondary schools per section 1117, and timely and meaningful consultation with private school officials regarding such services unless there are no eligible private schools identified. [Section 1112(c)(2)].

Assurance 3: NAEP: The LEA assures that it will participate, if selected, in the National Assessment of Educational Progress (NAEP) in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act [Section 1112(c)(3)].

Assurance 4: Cross Coordination: The LEA assures that it will coordinate and integrate services provided under Title I with other educational services at the LEA or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program. [Section 1112(c)(4)].

Assurance 5: Child Welfare Agency Point of Contact: The LEA assures that it will collaborate with the State or local child welfare agency to designate a point of contact if the corresponding child welfare agency notifies the LEA, in writing, that the agency has designated an employee to serve as a point of contact for the LEA. [Section 1112(c)(5)(A)].

Assurance 6: Certification: The LEA assures that all teachers and paraprofessionals working in a program supported with funds under Title I meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification [Section 1112 (c)(6)].

Assurance 7: Early Childhood Education: The LEA assures that in the case the LEA chooses to use Title I, Part A funds to provide early childhood education services to low-income children below the age of compulsory school attendance, such services comply with the performance standards established under section 641A(a) of the Head Start Act [Section 1112(c)(7)].

Assurance 8: Parents Right-To-Know: The LEA assures parents are notified appropriately according to the "Parents Right-To-Know" provision. [Section 1112(e)(1)(A-B)].

Assurance 9: Collaboration: The local educational agency (LEA) assures that its plan was developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), administrators (including administrators of programs described in other parts of this Title), other appropriate school personnel, and with parents of children in schools served under Title I. [Section 1112(a)(1)(A)].

Assurance 10: Coordination of Programs: As appropriate, the LEA assures the plan is coordinated with other programs under ESEA, the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Rehabilitation Act of 1973 (20 U.S.C. 701 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), the Workforce Innovation and Opportunity Act (29 U.S.C. 3101 et seq.), the Head Start Act (42 U.S.C. 9831 et seq.), the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.), the Adult Education and Family Literacy Act (29 U.S.C. 3271 et seq.), and other Acts as appropriate. [Section 1112(a)(1)(B)].

Assurance 11: Child Welfare Agency Procedures: The LEA assures they will collaborate with the state or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged and funded for the duration of the time in foster care. The procedures will: ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the LEA will provide transportation to the school of origin if: the local child welfare agency agrees to reimburse the LEA for the cost of such transportation; the LEA agrees to pay for the cost of such transportation; or the LEA and the local child welfare agency agree to share the cost of such transportation. [Section 1112(c)(5)(B)]. The LEA assures it will utilize a Best Interest Determination (BID) checklist when determining school placement that will include the following: (i) all factors relating to a student's best interest, (ii) the appropriateness of the school of origin as a continued placement, and (iii) the proximity of the student's new foster care placement to the school of origin.

Assurance 12: Parent Consultation: The LEA assures that in order to receive parent and family engagement funds under section 1116 the agency will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under Title I consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [Section 1116(a)(1)].

Assurance 13: School Parent and Family Engagement Policy: The LEA assures that the following requirements outlined in section 1116(b)(1-4) are met: (1) Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurances 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school; (2) If the school has a parent and family engagement policy that applies to all parents and family members, a such school may amend that policy, if necessary, to meet the requirements of this subsection; (3) If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, such agency may amend that policy, if necessary, to meet the requirements of this subsection; and (4) If the plan under section 1112 is not satisfactory to the parents of participating children, the LEA shall submit any parent comments with such plan when such LEA submits the plan to the state. [Section 1116(b)].

Assurance 14: Policy Involvement: The LEA assures that each school served under this part shall meet the following requirements outlined in section 1116(c)(1-5): (1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b)except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; (4) provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and (5) if the schoolwide program plan, under section 1114(b), is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. [Section 1116(c)].

Assurance 15: Shared Responsibilities for Student Achievement: The LEA assures that the following requirements outlined in section 1116(d)(1-2) are met: as a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. [Section 1116(d)].

Assurance 16: Building Capacity for Involvement: To assure the effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school, and LEA funded under Title I will meet the provisional requirements as outlined in section 1116(e)(1-5 and 14). [Section 1116(e)].
Assurance 17: Accessibility: In carrying out the parent and family engagement requirements under Title I, LEAs, and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, in a language such parents understand. [Section 1116(f)].
Assurance 18: Family Engagement in Education Programs: The LEA assures that in a state operating a program under part E of Title IV, each LEA or school that receives assistance under this part shall inform parents and organizations of the existence of the program. [Section 1116(g)].
Assurance 19: Private School Consultation: The LEA assures that after timely and meaningful consultation with appropriate private school officials, it will provide special educational services, instructional services, counseling, mentoring, one-on-one tutoring, or other benefits that address the needs of eligible children identified under section 1115(c); and, ensures that teachers and families of eligible children participate, on an equitable basis, in services and activities according to section 1116. [Section 1117(a)(1)(A) and (B)].
Assurance 20: Private School and LEA Agreement: The LEA assures that after conducting the timely and meaningful consultation with appropriate private school officials, it will submit a copy of the agreement between the LEA and the private school to the FDOE ombudsman in the Office of Grants Management. [Section 1117(b)(1)].
Assurance 21: Affirmation of Agreement: The LEA assures that it will submit to the FDOE ombudsman a written affirmation, signed by officials of each participating private school, that the meaningful consultation required by this section has occurred. The written affirmation shall provide the option for private school officials to indicate such officials' belief that timely and meaningful consultation has not occurred or that the program design is not equitable for eligible private school children. If such officials do not provide such affirmation within a reasonable time, the LEA shall forward the documentation that such consultation has, or attempts at such consultation has taken place to the state educational agency. [Section 1117(b)(5)].
Assurance 22: Supplement, Not Supplant Methodology: The LEA assures that it will be in compliance stipulated in paragraph (1) concerning supplement and not supplant requirements. To address this compliance, the LEA assures that it has a methodology used to allocate state and local funds to each school receiving assistance under this part is in place to ensure that such school receives all of the state and local funds it would otherwise receive if it were not receiving assistance under Title I, Part A. [Section 1118(b)(1-2)].
Assurance 23: Public School and Non-Public School Eligibility Survey (PSES/NPSES): The LEA assures they are in compliance with the PSES and NPSES guidelines to properly rank and serve their Public K-12 schools and to determine Title I, Part A equitable proportion of funds. [Sections 1113(a)(3) and 1117(a)(4)].
Assurance 24: English Language Learners (ELLs) Notification Requirements: The LEA assures that it will comply with the requirements outlined in section 1112(e)(3)(A-B): the use of Title I, Part A and/or Title III funds to provide a language instruction educational program as determined under Title III shall, not later than 30 days after the beginning of the school year, inform parents using the 'Annual Parent Notification Letter' of an English learner identified for participation or participating in such a program. For children who have not been identified as English learners before the beginning of the school year, but are identified as English learners during the such school year, the LEA shall notify the children's parents during the first two weeks of the child being placed in a language instruction educational program using the 'Initial Parent Notification Letter.' [Sections 1112(3)(A) and (B)].
Assurance 25: Comparability: The LEA assures that it will be in compliance with the requirements provided in section 1118(c)(2)(A) to ensure the following comparability requirements are met: an LEA-wide salary schedule; a policy to ensure equivalence among schools in teachers, administrators, and other staff; or a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. [Section 1118(c)(2)(A)].
Assurance 26: Constitutionally Protected Prayer: The LEA assures they will certify in writing to the Department that no policy of the LEA prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools. An LEA must provide this certification to the Bureau of Federal Educational Programs by October 1 of each year. [Section 8524(b)].
Assurance 27: Schoolwide Programs: The LEA will ensure that all schools operating Schoolwide Programs under Title I, Part A will develop and implement a Schoolwide program plan that is developed in compliance with all requirements per Section 1114 (b).
Title I, Part C: Migrant Education Program
Assurance 1: The LEA assures funds for Migrant Education Program (MEP) will be used only for programs and projects, including the acquisition of equipment, under ESEA, section 1306; and to coordinate such programs and projects with similar programs and projects within the state and in other states, as well as with other Federal programs that can benefit migratory children and their families. [Section 1304(c)(1)].
Assurance 2: The LEA assures programs and projects funded for MEP will be carried out in a manner consistent with the objectives of section 1114, subsections (b) and (d) of section 1115, subsections (b) and (c) of section 1118, and Part F. [Section 1304(c)(2)].
Assurance 3: The LEA assures that in the planning and operation of programs and projects, there is appropriate consultation with parents of migratory children, including parent advisory councils for programs of at least 1 (one) school year in duration, and that all such programs and projects are carried out in a manner that provides for the same parental involvement as is required for programs and projects under section 1116 unless extraordinary circumstances make such provision impractical; and in a format and language understandable to the parents. [Section 1304(c)(3)].
Assurance 4: The LEA assures that in planning and carrying out such programs and projects, there will be adequate provision for addressing the unmet educational needs of preschool migratory children and migratory children who have dropped out of school. [Section 1304(c)(4)].
Assurance 5: The LEA assures the effectiveness of such programs and projects will be determined, where feasible, using the same standards approaches that will be used to assess the performance of students, schools, and local educational agencies under Title I, Part A. [Section 1304(c)(5)].
Assurance 6: The LEA assures such programs and projects will provide for advocacy and outreach activities for migratory children and their families, to inform such children and families of other education, health, nutrition, and social services to help connect them to such services. [Section 1304(c)(6)].
Assurance 7: The LEA assures that such programs and projects will, to the extent feasible, provide for advocacy and other outreach activities for migratory children and their families, including helping such children and families gain access to other education, health, nutrition, and social services; professional development programs, including mentoring, for teachers and other program personnel; family literacy programs; the integration of information technology into educational and related programs; and programs that facilitate the transition of secondary school students to postsecondary education or employment. [Section 1304(c)(7)].
Assurance 8: The LEA assures they will conduct the transfer of migrant student records according to state-required policies and procedures including actively participating with and meeting all Migrant Student Information Exchange System requirements. [Section 1308(b)(2). 34 Code of Federal Regulations Part 200.85(d)].
Assurance 9: The LEA assures they will assist the state in determining the number of migratory children under Section 1303(a)(1), and the LEA shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who are failing, or most at risk of failing, to meet the challenging State academic standards; or, have dropped out of school. [Section 1304(d). 34 CFR Part 200.89(c). Section 1304(c)(8)].
Assurance 10: The LEA assures they will assist the state to promote interstate and intrastate coordination of services for migratory children, including coordination with other relevant programs and local projects in the state and other states. [Section 1304(b)(3). 34 CFR Part 200.82(b)].
Assurance 11: The LEA assures that a child who ceases to be a migratory child during a school term shall be eligible for services funded through Title I, Part C until the end of such term and may continue to receive such services for one (1) additional school year if comparable services are not available through other programs. Additionally, the LEA assures that migrant students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. [ESEA section 1304(e)]."
Title I, Part D, Subpart 2: Neglected and Delinquent Youth
Assurance 1: The LEA assures they shall adhere to the purpose of Section 1420 to provide opportunities for students to meet the same challenging state content standards and student academic achievement standards that all children in Florida are expected to meet. [Sections 1421 and 1425(6)]
Assurance 2: The LEA assures they shall design transitional and supportive programs to meet the needs of children and youth returning to schools within the LEA or other alternative educational programs and assist them in completing their education. [Sections 1422 and 1424].
Assurance 3: The LEA assures they shall, where feasible, involve parents in efforts to improve the educational achievement of their children and prevent further delinquent activities. [Section 1425(8)].
Assurance 4: The LEA assures they shall adhere to the provision of services under section 1423(2) and program requirements under section 1425 for any correctional facility to which the LEA has agreed. [Section 1423].
Assurance 5: The LEA assures they shall evaluate the program not less than once every three years to determine the program's impact on student outcomes. [Section 1431].
Title II, Part A: Supporting Effective Instruction
Assurance 1: The LEA assures they will comply with section 8501 (regarding participation by private school children and teachers). [Section 2102(b)(2)(E)].
Assurance 2: The LEA assures they will coordinate professional development activities authorized under this part with professional development activities provided through other Federal, State, and local programs. [Section 2102(b)(2)(F)].
Assurance 3: The LEA assures they will reduce class size to an evidence-based level, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, to improve student achievement through the recruiting and hiring of additional e[illegible] teachers. [ESSA: Section 2103].

Assurance 4: Collaboration - The local educational agency (LEA) assures that, in developing the application, an LEA shall provide meaningful consultation with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities. [ESEA section 2102(b)(3)]
Assurance 5: Professional Development - The LEA assures they will meet the statutory professional development definition as provided in ESEA section 8101(42) or other allowable uses of funds under section 2103(b)(3) of the ESEA.
Title III, Part A: English Language Acquisition, Language Enhancement and Academic Achievement
Assurance 1: The LEA assures that it will comply with section 1112(e) – Parents' Rights-to-know, before, and throughout, each school year as of the date of application. [Section 3116(b)(4)(A)].
Assurance 2: The LEA assures that it is not in violation of any State law, including State constitutional law, regarding the education of English learners, consistent with Sections 3125 and 3126. [Section 3116(b)(4)(B)].
Assurance 3: The LEA assures that each school with English learner (EL) students receives funds from non-Federal sources to fulfill the LEA's obligations under Title IV of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act, before using Title III, Part A funds for languages services to EL students. [Section 3115(g)].
Assurance 4: The LEA assures that, if applicable, it will coordinate activities and share relevant data under its plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers. [Section 3116(b)(4)(D)].
Assurance 5: The LEA assures that it will consult with officials of private schools in a timely and meaningful manner to make available equitable Title III, Part A services to eligible English learners and immigrant children attending private schools located within the LEA's geographical boundaries. [Section 8501].
Assurance 6: The LEA assures that the current ELL population has enough students to generate the $10,000 threshold as indicated in Section 3114. [Section 3114 (c)].
Assurance 7: The LEA assures that not more than 2 percent of the LEA's Title III allocation will be used for the cost of administering the project. [Section 3115 (b)].
Title IV, Part A: Student Support and Academic Enrichment
Assurance 1: The LEA assures that it will prioritize the distribution of funds to schools served by the LEA or consortium of such agencies, that :are among the schools with the greatest needs, as determined by a such LEA, or consortium; have the highest percentages or numbers of children counted under section 1124(c); are identified for comprehensive support and improvement under section 1111(c)(4)(D)(i); are implementing targeted support and improvement plans as described in section 1111(d)(2); or are identified as a persistently dangerous public elementary school or secondary school under section 8532. [Section 4106(e)(2)(A)].
Assurance 2: The LEA assures that it will comply with section 8501 regarding equitable participation by private school children and teachers. [Section 4106(e)(2)(B)].
Assurance 3: With the exception of LEAs outlined in special rule ESEA 4106(f), the LEA assures that it will use not less than 20 percent of funds received under this subpart to support one or more of the activities authorized under section 4107, and will coordinate with other schools and community-based services. [Section 4106(e)(2)(C)].
Assurance 4: With the exception of LEAs outlined in the special rule section 4106(f), the LEA assures that it will use not less than 20 percent of funds received under this subpart to support one or more activities authorized under section 4108; coordinate with other schools and community-based services, foster safe, healthy, supportive, and drug-free enviornments that support student achievement; and promote the involvement of parents. [Section 4106(e)(2)(D)].
Assurance 5: With the exception of LEAs outlined in special rule section 4106(f), the LEA assures that it will use a portion of funds received under this subpart to support one or more activities authorized under section 4109(a), including an assurance that the local educational agency, or consortium of local educational agencies, will comply with section 4109(b). [Section 4106(e)(2)(E)].
Assurance 6: The LEA assures that it will annually report to the State for inclusion in the report described in section 4104(a)(2) how funds are being used under this subpart to meet the requirements of subparagraphs (C) through (E). [Section 4106(e)(2)(F)].
Assurance 7: The LEA assures that the LEA, or consortium of such agencies, shall develop its application through consultation with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the local educational agency (where applicable), charter school teachers, principals, and other school leaders (if such agency or consortium of such agencies supports charter schools), and others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this subpart. [Section 4106(c)(1)]
Assurance 8: With the exception of LEAs outlined in section 4106(d)(2), the LEA, or consortium of such agencies, shall conduct a comprehensive needs assessment of the local educatoinal agency or agencies proposed to be served under this subpart in order to examine needs for imporvement. [Section 4206(d)(1)]. The comprehensive needs assessment outlined in section 4109(b). [Section 4106(e)(2)(E)].
Title V, Part B, Subpart 2: Rural and Low-Income Schools
Assurance 1: The LEA assures that its project funds under Title V, Part B, subpart 2 will be used for any activities authorized under the following ESEA Title programs: Title I, Part A; Title II, Part A; Title III, Part A; Title IV, Part A; and parental involvement activities. [Section 5222(a)].
Assurance 2: The LEA assures that its project funds under Subpart 2 will be used to supplement, and not supplant, any other Federal, State, or local education funds. [Section 5232].
Assurance 3: The LEA assures that 20 percent or more of the children ages 5 through 17 years served by the LEA are from families with incomes below the poverty line. [Section 5221(a)(3)(C) (b)(1)(Ai)-(B)]
Assurance 4: The LEA assures that if eligible for funding under both this subpart and subpart 1, it will not receive funds under both subparts for such fiscal year. [Section 5225(a)]

Elementary and Secondary Education Act (ESEA) Federal Programs

Florida 2025-26 ESEA Federal Program Applications

Project Application (DOE 100A)

UEI Number *MJG4ULGMPKE7*

Please select the LEA from the dropdown menu.

Type an "X" in the green box below for the program(s) in which the LEA is applying for funds.	Program Name	Project Number	TAPS Number	2024-25 Preliminary Allocation	Requested Allocation	Estimated Roll Forward	Total Funds Requested (Sum of Allocation and Estimated Roll)
X	Title I, Part A	020-2126B-6CB01	26A001	#N/A	$1,193,781.00	$135,000.00	$1,328,781.00
	Title I, Part C		26A020	#N/A	$0.00		$0.00
	Title I, Part D, Subpart 2		26A009	#N/A	$0.00		$0.00
	Title II, Part A		26A011	#N/A	$0.00	$0.00	$0.00
	Title III, Part A		26A014	#N/A	$0.00	$0.00	$0.00
	Title IV, Part A		26A120	#N/A	$0.00	$0.00	$0.00
	Title V, Part B, Subpart 2		26A007	#N/A	$0.00		$0.00

As the official who is authorized to legally bind the agency/organization, I do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application 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.

J. Wyatt Milton

Printed Name of Agency Head

Signature of Agency Head	*Title*	*Date*
J. Wyatt Milton	Superintendent	6/11/2025

Title I, Part A

Please select the LEA from the dropdown menu.

Improving Basic Programs Operated by Local Educational Agencies

To provide all students significant opportunity to receive a fair, equitable and high-quality education and to close educational achievement gaps.

Preliminary Allocation	**#N/A**
Requested Allocation Amount	**$1,193,781.00**
Estimated Roll Forward	**$135,000.00**
Total Funds Requested (Including Roll Forward) (sum of allocation and estimated roll)	**$1,328,781.00**

Area of Focus 1	Student Achievement
Area of Focus 2	Parent and Family Engagement
Area of Focus 3	Homeless Education
Area of Focus 4	Neglected and Delinquent Reservation
Area of Focus 5	Early Childhood
Area of Focus 6	Private School
Area of Focus 7	Transportation and Foster Care
Area of Focus 8	College and Career Readiness
Area of Focus 9	Educational Services Funded at the LEA Level
Area of Focus 10	Administrative Costs

Area of Focus 1: Student Achievement

A. Describe how the LEA will develop and implement a well-rounded Title I, Part A program of instruction to meet the academic needs of all students.

The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on state academic achievement standards in reading, math, and science and to close the achievement gap between high and low-performing children. The Title I district administrator, school administrators, coaches, and teachers will utilize a Multi-Tiered System of Support (MTSS) to monitor students' progress in meeting Florida's challenging standards. The critical elements of MTSS include curriculum standards, assessments used to inform instruction, multiple tiers of instruction and intervention, and data-based problem-solving to make decisions on needed supports to meet the academic needs of all students. Our district's MTSS practices for academic, behavior, and resiliency standards clearly identify learning standards and identify schoolwide expectations. Specific instructional/intervention plans are developed and based on verified reasons students are not meeting expectations. Progress is monitored across Tiers 1, 2, and 3 using progress monitoring data to identify the gap between expected outcomes and the current outcomes. The LEA schedules MTSS school-based leadership team (SBLT) meetings at each school site. The LEA utilizes state assessment data, Skyward studetn database system, and PowerBI through NEFEC to monitor students' progress in meeting Florida's academic standards. Additionally, in order to meet the academic needs of all students, certified teachers and highly-qualified paraprofessionals are employed at the Title I schools, and effective supplemental materials (web-based, consumable, etc.) are provided to enhance the curriculum and instructional materials adopted by the schools. These materials and additional supports are provided in the classroom setting and through push-in and pull-out services and interventions provided by instructional staff and paraprofessionals. Instruction is aligned to the Florida standards, and teachers at all Title I schools are provided with time for collaboration and effective instructional planning. Professional development is provided with Title I, Part A and other federal funds to ensure best first instruction practices that actively engage all students by using effective, varied, and evidence-based programs and practices to accelerate studetn academic achievement, such as those described in the IES Foundational Skills to Support Reading for Understanding in Kindergarten Through 3rd Grade Practice Guide and the IES Improving Reading Comprehension in Kindergarten Through 3rd Grade Practice Guide. Schools are provided information and support regarding option for using their funds through discussions and meetings between the Title I district administrator, school administrators, instructional coaches, and Title I staff. Information from the Comprehensive Needs Assessments and parent surveys is taken into consideration when determinig the use of funds. The district administrator also assists schools in identifying and serving gifted students. Students are recommended by classroom teachers, parents, and/or school staff and then screened by the school psychologist for possible gifted placement. Students who qualify participate in a gifted program one day per week and are provided additional academic opportunities and enrichment in the classroom. The LEA also assists in developing effective library programs by providing supplemental digital programs, classroom instruction regarding district skills, and purchasing books (along with other federal funds) from Florida's B.E.S.T. English Language Arts (ELA) Standards booklists for classrooms. The LEA also collaborates with the early childhood education program at the school level for the transition of students to the local kindergarten center. Students and parents are invited to Kindergarten Readiness Nights to tour the school, register for kindergarten, complete and activity, and receive materials/booklets for home. The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so career and technical education (CTE) and work-based learning opportunities are not applicable.

B. Describe how the LEA will identify Title I, Part A students who may be at-risk for academic failure.

Resources to identify and support students who may be at risk for academic failure are provided through the Title I, Part A program. MTSS implementation resources are identifed and allocated by the LEA. The LEA uses a data-based, four-step problem-solving approach which includes defining the goals and objectives to be obtained, identifying possible reasons the desired goals are not being obtained, developing a plan for and implementing evidence-based strategies to attain the goals, and evaluating the effectiveness of the plan. Students are identified by analying various data points in state assessment data, PowerBI, and/or Skyward, and the four-step problem-solving approach is then used for those students identified as neeidng additional educational assistance. The studetns will have a personal instructional/intervention plan written, executed, and monitored based on the SBLT's review. Students who are actively receiving interventions are administered more frequent progress monitoring to inform instruction and monitor the success of interventions. The LEA meets the linguistic, resiliency, behavioral, and academic needs of students in schoolwide Title I, Part A programs at each school. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, through an embedded resiliency program, and by offering mental health services by counselors at all school sites. Students who scored below proficiency on the state assessments are opportunities for growth and improvement. The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on state academic achievement standards in reading, math, science, and to close the achievement gap between high- and low-performing students. The goal is to increase the percentage of students scoring at a proficient level on the state assessments from the previous year and to increase the percentage of students making learning gains on the state assessments from the previous year.

C. Describe how the LEA will provide additional educational assistance to individual students the LEA or school determine need help in meeting Florida's challenging academic standards.

The LEA will provide additional educational assistance to individual students the LEA or school determine to need help in meeting Florida's challenging academic standards. Resources to support MTSS implementation are identified and allocated by the LEA. The LEA uses a data-based, four-step problem-solving approach which includes defining the goals and objectives to be obtained, identifying possible reasons the desired goals are not being obtained, developing a plan for and implementing evidence-based strategies to attain the goals, and evaluating the effectiveness of the plan. Students are identified by analying various data points in state assessment data, PowerBI, and/or Skyward, and the four-step problem-solving approach is then used for those students identified as needing educational assistance. The students will have a personal instructional/intervention plan written, executed, and monitored based on the SBLT's review. Students who are actively receiving interventions are administered more frequent progress monitoring to inform instruction and and monitor the success of interventions. The LEA meets the linguistic, resiliency, and academic needs of students in schoolwide, Title I, Part A programs. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, thorugh an embedded resiliency program, and by offering mental health services by counselors at all school sties. Based on 2023-2024 subgroup data (the most recent data available), 61% of low-income elementary students were proficient on the Grade 3 English Language Arts (ELA) assessment, which is a strength. However, only 32% of low-income elementary students were proficient on the science assessment. Fifty-two percent of the lowest achieving students at the elementary level made learning gains in ELA. Forty-two percent of the lowest achieving students at the elementary level made learning gains in math. Students with disabilities (SWD) are in need of additional support. Twenty-nine percent of SWD were proficient in ELA, 30% were proficient in math, and 16% were proficient in science. The district does not have enough students in the following categories to qualify for a school grade score: English Language Learners (ELL), children and youth in foster care, migratory children, neglected and delinquent, immigrant, and American Indian and Alaska Native students.

D. Describe how the LEA will identify and implement instruction and other strategies intended to strengthen and improve school conditions for student learning.

The LEA identifies and schedules professional development in effective instruction in Tier I core curriculum. Additionally, the LEA provides professional learning activities to teachers, paraprofessionals, and administrators at Title I schools to strengthen academic achievement in the areas of English Language Arts, writing, math, and science through Professional Learning Communities, workshops, and conferences. Stipends will be provided for professional learning that occurs outside of the contracted day. Substitutes will be provided for professional learning during the school day, and funds for travel will be provided for workshops/conferences that occur out of town. Professional learning is provided at all Title I schools and will offered throughout the 2025-2026 school year. The LEA also collaborates with the early childhood education program at the school leel for the transition of students to the local kindergarten center. Students and parents are invited to Kindergarten Readiness Nights to tour the school, register for kindergarten, complete an activity, and receive materials/booklets for home. The LEA meets the linguistic, resiliency, behavioral, and academic needs of students in schoolwide TItle I, Part A programs. These needs are met in the classroom with strong, rigorous, evidence-based instruction, with differentiated instruction, with supplemental programs and materials to support first instruction, through push-in and pull-out services to provide interventions by instructional staff and highly-qualified paraprofessionals, through an embedded resiliency progran, and by offering mental health services by counselors at all school sites. The objective of the LEA's Title I, Part A program is to support students toward becoming proficient on the state academic achievement standards in reading, math, and science, and to close the achievement gap between high- and low-performing children, and the goal is to increase the percentage of students scoring at a proficient level on the state assessments from the previous year.

E. Describe the LEA's strategy to implement supporting efforts to reduce the overuse of discipline practices that remove students from the classroom. This may include identifying and supporting schools with high rates of discipline, disaggregated by each of the subgroups of students, as identified in section 1111(c)(2).

In order to implement supporting efforts to reduce the overuse of discipline practices that remove students from classrooms, the LEA utilizes a Multi-Tiered System of Supports (MTSS) for behavior. Discipline data is entered into PowerBI and Skyward, and school-level MTSS teams analyze the discipline data by different categories, including grade level, teacher, and subgroups, and identify areas with high rates of discipline. The LEA also has a districtwide Positive Behavior and Intervention Supports (PBIS) program at each school. Students are taught specific, schoolwide, positive expectations and behaviors, and classroom expectations are aligned with schoolwide expectations. This builds a social culture where appropriate behavior is expected, prompted, and reinforced and reduces the use of disciplinary practices that remove students from the classroom. Targeted support with evidence-based Tier 2 and Tier 3 behavior interventions are provided for students who are not successful with Tier 1 supports only. Resiliency standards are also being taught at the classroom level, and mental health services are provided by counselors at all school sites. Ongoing professional development is also provided to employees on the MTSS process, de-escalation strategies, classroom management, and PBIS.

F. Describe the funded activities that will be implemented to address Area of Focus 1.

Activity 1	Employ teachers who hold valid Florida educator certification at the Title I schools to provide schoolwide supplemental instruction in Language Arts/Reading, Mathematics, and/or Science for approximately 1,825 students. Five teachers at approximately $57,000 each ($285,000.00) plus retirement ($47,600.00), FICA ($22,500.00), and insurance ($11,000.00).
Activity 2	Employ instructional coaches who hold valid Florida educator certification at the Title I schools to provide job-embedded professional learning. The professional learning will provide a common language and understanding of instructional methodology, high implact instructional strategies, data analysis of student performance assessment outcomes, and other identified topics that are focused on the learning needs of students. Coaching support is based on each school's identified needs. Two instructional coaches at approximately $124,000.00, funded by Title I at 0.50 FTE each = $62,000.00 plus retirement ($11,900.00), FICA ($5,000.00), and insurance ($4,500.00).
Activity 3	Employ highly-qualified paraprofessionals, under the supervision of state-certified teachers, to assist students daily with additional academic support in small groups, whole group, and one-on-one at the Title I schools. Supplemental academic support will be provided in Language Arts/Reading, Mathematics, and/or Science. Seven paraprofessionals at approximately $26,428.00 each ($185,000.00) plus retirement ($27,500.00), FICA ($15,400.00), and insurance ($23,300.00).
Activity 4	Employ an Instructional Technology Specialist teacher at the Title I schools who holds a Florida educator certifiation to provide schoolwide supplemental technology support and instruction. One Instructional Technology Specialist at approximately $56,800.00, funded by Title I at 0.75 FTE = $42,600.00 plus retirement ($6,300.00), FICA ($3,600.00), and insurance ($750.00).
Activity 5	Technology-related rentals for approximately 1,825 students in grades 1-5 at three Title I schools. Programs to include Carnegie Learning ClearFluency ($3,595.00), Curriculum Associates Teacher Toolbox ($24,480.00), Edmentum Study Island Science ($4,568.75), Generation Genius ($4,185.00), IXL Reading and Math ($32,393.75), Renaissance Accelerated Reader and Star Reading licenses ($16,052.50), Flocabulary ($13,000.00), Edulastic/Pear Assessment ($6,000.00) = $104,275.00
Activity 6	Supplemental instructional materials for approximately 1,825 students in grades 1-5 at three Title I schools. Materials to include Scholastic SuperSTEM ($600.00), Magnetic Reading ($17,903.25), Saxon Phonics ($32,632.08), Studies Weekly ($12,191.25), Uncomplicate Ed Reading and Math Roadmaps ($3,500.00), books from the B.E.S.T. ELA book lists ($9,300.00) = $76,126.58.
Activity 7	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc. = $7,050.00.
Activity 8	Noncapitalized equipment to include color printers and scanners = $2,800.00.
Activity 9	Provide school board approved and trained substitute teachers for Title I classroom and intervention teachers at three Title I schools. $28,000.00 plus FICA ($2,400.00).
Activity 10	Provide school board approved and trained substitute teachers to cover classrooms at three Title I schools to enable teachers to participate in professional learning opportunities $12,000.00 plus FICA ($1,020.00).
Activity 11	Supplemental pay (hourly rate) for extended school counselor services to serve approximately 1,825 students in grades 1-5 beyond contractual time. Services include conducting school-based MTSS to support academic, behavior, and resiliency success including parent involvement in student plans and services, scheduling students based on data, documenting and analyzing interventions and student progress. Three counselors at 80 hours each = $12,000.00 plus retirement ($2,200.00) and FICA ($1,050.00).
Activity 12	Supplemental pay (hourly rate) for extended Instructional Technology Specialist teacher to serve approximately 1,825 students in grades 1-5 beyond contractual time. Serivces include updating, repairing, and replacing technology as needed and preparing devices and systems for the upcoming school year to ensure a smooth start to school. One teacher at 120 hours = $4,500.00 plus retirement ($750.00) and FICA ($360.00).
Activity 13	General, consumable supplies for approximately 1,825 students at three Title I schools to support Language Arts/Reading, Mathematics, and/or Science instruction and interventions. Supplies to include paper, pencils, pens, crayons, markers, highlighters, glue, guided handwriting paper, scissors, sticky notes, chart paper, folders, and binders. = $25,498.43.
Activity 14	Dues and registration fees for up to seven school administrators for professional learning activities, such as the ECTAC Exceeding Expectations conference and other PL opportunities = $3,500.00.
Activity 15	Travel costs associated with professional learning for up to seven school administrators, including meals, mileage reimbursement, and hotels = $5,000.00.
Activity 16	Professional learning materials and supplies for professional learning communities, book studies, and trainings = $7,300.00.
Activity 17	Replace obsolete technology under $750.00 per item = $8,250.00.
Activity 18	Replace obsolete technology over $750.00 per item = $12,000.00.

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Please use the dropdown to select LEA or School
5100	120	AOF 1	1	Basic (FEFP K-12)-Classroom Teacher	5.00	$285,000.00	School
5100	210	AOF 1	1	Basic (FEFP K-12)-Retirement		$47,600.00	School
5100	220	AOF 1	1	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$22,500.00	School
5100	230	AOF 1	1	Basic (FEFP K-12)-Group Insurance		$11,000.00	School
6400	130	AOF 1	2	Instructional Staff Training Services-Other Certified	1.00	$62,000.00	School
6	210	AOF 1	2	Instructional Staff Training Services-Retirement		$11,900.00	School

6400	220	AOF 1	2	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$5,000.00	School
6400	230	AOF 1	2	Instructional Staff Training Services-Group Insurance		$4,500.00	School
5100	150	AOF 1	3	Basic (FEFP K-12)-Paraprofessional	7.00	$185,000.00	School
5100	210	AOF 1	3	Basic (FEFP K-12)-Retirement		$27,500.00	School
5100	220	AOF 1	3	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$15,400.00	School
5100	230	AOF 1	3	Basic (FEFP K-12)-Group Insurance		$23,300.00	School
5100	130	AOF 1	4	Basic (FEFP K-12)-Other Certified	0.75	$42,600.00	School
5100	210	AOF 1	4	Basic (FEFP K-12)-Retirement		$6,300.00	School
5100	220	AOF 1	4	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$3,600.00	School
5100	230	AOF 1	4	Basic (FEFP K-12)-Group Insurance		$750.00	School
5100	369	AOF 1	5	Basic (FEFP K-12)-Technology-Related Rentals		$104,275.00	School
5100	510	AOF 1	6	Basic (FEFP K-12)-Supplies		$76,126.58	School
5100	519	AOF 1	7	Basic (FEFP K-12)-Technology Related Supplies		$7,050.00	School
5100	642	AOF 1	8	Basic (FEFP K-12)-Noncapitalized Furniture, Fixtures, and Equipment		$2,800.00	School
5100	750	AOF 1	9	Basic (FEFP K-12)-Other Personal Services		$28,000.00	School
5100	220	AOF 1	9	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$2,400.00	School
6400	750	AOF 1	10	Instructional Staff Training Services-Other Personal Services		$12,000.00	School
6400	220	AOF 1	10	Instructional Staff Training Services-Federal Insurance Contributions Act (FICA)		$1,020.00	School
6120	130	AOF 1	11	Guidance Services-Other Certified		$12,000.00	School
6120	210	AOF 1	11	Guidance Services-Retirement		$2,200.00	School
6120	220	AOF 1	11	Guidance Services-Federal Insurance Contributions Act (FICA)		$1,050.00	School
5100	130	AOF 1	12	Basic (FEFP K-12)-Other Certified		$4,500.00	School
5100	210	AOF 1	12	Basic (FEFP K-12)-Retirement		$750.00	School
5100	220	AOF 1	12	Basic (FEFP K-12)-Federal Insurance Contributions Act (FICA)		$360.00	School
5100	510	AOF 1	13	Basic (FEFP K-12)-Supplies		$24,631.42	School
5100	510	RF: AOF 1	13	Basic (FEFP K-12)-Supplies		$867.00	School
7730	730	AOF 1	14	Personnel Services-Dues and Fees		$2,000.00	School
7730	730	RF: AOF 1	14	Personnel Services-Dues and Fees		$1,500.00	School
7730	330	AOF 1	15	Personnel Services-Travel		$3,500.00	School
7730	330	RF: AOF 1	15	Personnel Services-Travel		$1,500.00	School
6400	510	AOF 1	16	Instructional Staff Training Services-Supplies		$2,000.00	School
6400	510	RF: AOF 1	16	Instructional Staff Training Services-Supplies		$5,300.00	School
5100	644	AOF 1	17	Basic (FEFP K-12)-Noncapitalized Computer Hardware		$3,000.00	School
5100	644	RF: AOF 1	17	Basic (FEFP K-12)-Noncapitalized Computer Hardware		$5,250.00	School
5100	643	RF: AOF 1	18	Basic (FEFP K-12)-Capitalized Computer Hardware		$12,000.00	School
		AOF 1					
		AOF 1					
		AOF 1				

		AOF 1					
		AOF 1					
		AOF 1					

		AOF 1					
		AOF 1					
		AOF 1					
		AOF 1					

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$1,070,030.00
Area of Focus 1 Total (Not Including Roll Forward)	$1,043,613.00
Estimated Roll Forward Total	$26,417.00
Total Funds Requested (Including Roll Forward)	$1,070,030.00

Area of Focus 2: Parent and Family Engagement

For LEAs with a Total Allocation under $500,000- Area of Focus 2 + PFE: AoF6 budget is not to exceed two percent of the total allocation.
For LEAs with a Total Allocation of $500,000 or greater- Area of Focus 2 + PFE: AoF6 budget must reserve at least one percent of the total allocation and allocate a minimum of 90 percent of the one percent directly to schools (AoF2 only); not to exceed two percent of the total allocation.
**Please note the activities funded with Roll Forward will not be included in set-aside cap calculations .*

2% of Allocation (AoF2 + PFE:AoF6 total must not exceed)	1% of Allocation (AoF2 + PFE:AoF6 total must not fall below)	90% of 1% (minumum amount that must be allocated to schools, if applicable)
#N/A	#N/A	#N/A

A. Provide a description of how the LEA will address Parent and Family Engagement. Please include a brief description of the method used to calculate the amount set-aside for PFE.

The LEA utilizes school advisory councils (SACs) and the district parent advisory council (DPAC) to involve parents in the Title I application, LEA Plan, Parent and Family Engagement Plan (PFEP), and in decisions on how PFEP funds are used in schools. During Open House, parent/teacher conferences, face-to-face conversations, in newsletters, in student planners, and on the school websites, an open invitation is extended to parents and families to attend and participate on the SACs. The SACs offer varying meeting times to allow more parents/families to participate. However, an area of improvement is to encourage more parents to be involved in the school advisory council meetings. The LEA also involves the parents of Title I, Part A students in the development of the LEA PFEP adn the process review, evaluation, revision, and in the decisions regarding how the allocation for parnet and family engagement will be spent. The Title I department, DPAC, SAC, and parental activities evaluation instruments provide opportunities for parental input from parents of children receiving services under Title I, Part A. That input is included in decisions regarding how funds are reserved for parent and family activities at the district level and at the Title I schools. In addition, schools meet throughout the year to review and update the PFEP. During these meetings, activities and strategies are addressed to ensure the PFEP is being implemented with fidelity and in a timely manner. Input from parents and school staff is collected on the development, implementation, and evaluation of the PFEP. The annual review and evaluation meeting at the end of the school yar reviews the district's plan and practices and revises the PFEP, as needed, based on the information from surveys and parent participation. The content and quality of the PFEP is evaluated by the SACs. Barriers to parent participation are identified, as well as whether the PFEP activities built capacity in parents and families supporting student achievement. Cross-program coordination is provided through the DPAC meetings and through monthly meetings with district-level administrators who represent all federal programs. In order to calculate the amount set aside for PFE, the LEA reserves a minimum of one percent of the total allocation based on the needs of the Title I schools and the district. Ten percent of the one percent allocation is allocated to the LEA. Ninety-percent of the PFE set aside is allocated to the Title I school. The reserved amount (after the LEA portion is removed) is divided by the total number of low-income students at the Title I schools to determine a per pupil PFE allocation. The per pupil allocation is then multiplied by the number of low-income students at each school to determine the school's PFE allocation.

B. Describe the funded activities that will be implemented to address Area of Focus 2.

Activity 1	Provide printed school planners for low-income families. 300 planners at $4.00 each = $1,200.00.
Activity 2	Purchase supplies for academic content area parent nights, FAST nights, and other parent meetings to assist parents in aiding their children's educational experience. Paper, index cards, markers, glue, pens, pencils, index cards, sticky notes, and other supplies for student activities to be completed with parents and for light refreshments to encourage attendance by parents/families. Approximately 12 events (four events each at three schools) at approximately $345.00 per event = $4,150.00.
Activity 3	Purchase parental involvement information cards covering various topics, such as the importance of reading at home and elementary success tips for parents. Approximately 1,825 copies of each card plus shipping and handling = $2,357.00.
Activity 4	Supplemental pay (hourly rate) for classroom teachers to prepare for and present at parent and family engagement events. 24 teachers at three Title I schools at approximately $37.50 per hour for 10 hours each = $9,000.00 plus retirement ($1,575.00) and FICA ($715.00).
Activity 5	Purchase parental involvement information cards covering such topics as kindergarten success tips for parents and ready for kindergarten tips for parents to be used to assist with early childhood transition to kindergarten. Approximately 200 copies of each card plus shipping and handling = $393.00.
Activity 6	Notices regarding kindergarten readiness classes for parents and students and notices regarding kindergarten registration. Notifications placed in two local newspapers/publications two times each. Four notifications at approximately $100.00 each = $400.00.
Activity 7	Supplies for student activities to be completed at kindergarten readiness classes for students and parents. Approximately 200 students at $2.00 each = $400.00.

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Please use the dropdown to select LEA or School
6150	510	AOF 2	1	Parental Involvement-Supplies		$1,200.00	School
6150	510	AOF 2	2	Parental Involvement-Supplies		$4,150.00	School
6150	390	AOF 2	3	Parental Involvement-Other Purchased Services		$2,357.00	School
6150	120	AOF 2	4	Parental Involvement-Classroom Teacher		$9,000.00	School
6150	210	AOF 2	4	Parental Involvement-Retirement		$1,575.00	School
6150	220	AOF 2	4	Parental Involvement-Federal Insurance Contributions Act (FICA)		$715.00	School
6150	390	AOF 2	5	Parental Involvement-Other Purchased Services		$393.00	LEA
6150	390	AOF 2	6	Parental Involvement-Other Purchased Services		$400.00	LEA
6150	510	AOF 2	7	Parental Involvement-Supplies		$400.00	LEA
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					
		AOF 2					

		AOF 2					
		AOF 2					
		AOF 2					

		AOF 3					
		AOF 3					
		AOF 3					

		AOF 4					
		AOF 4					
		AOF 4					

E. Describe how the LEA will assist parents in effectively transitioning their preschool children to kindergarten.

The LEA will assist parents in transitioning their preschool children to kindergarten by conducting kindergarten readiness classes for parents and students annually in the spring. The classes are intended to create a smooth transition by building the parents' capacity to assist their child in establishing good routines for academic and behavior success. The student portion of the kindergarten readiness classes help orient the children to their new school setting, school bus transportation, and activities in kindergarten. Supplies will be provided for activities completed at the kindergarten readiness classes. The kindergarten readiness classes for parents and students will be advertised in local publications, along with information about kindergarten registration. Additionally, parent information cards will be provided to parents on various topics such as "Kindergarten Success Tips for Parents" and "Ready for Kindergarten Top 10 Tips for Parents." These activities are included in the Area of Focus 2 - Parent and Family Engagement narrative and budget.

F. In the Title I blended preschool chart, enter information regarding other early childhood programs that are blended TIPA early childhood programs.

Title I Program Blended with:	Number of Students served with Title I			Total Number of Students			Describe method which will be used to identify students	Total (Title I, Part A) funds used
	Age 3	Age 4	Age 5	Age 3	Age 4	Age 5		
Early Head Start/ Head Start/ Migrant and Seasonal Head Start								
Home Instruction for Parents of Preschool Youngsters (HIPPY)								
LEA Migrant Preschool Program								
Prekindergarten Program for Children with Disabilities								
Voluntary Prekindergarten (VPK)								
Other (Please Specify)								
Other (Please Specify)								

G. Describe the funded activities that will be implemented to address Area of Focus 5.

Activity 1	

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Please use the dropdown to select LEA or School
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					

		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					
		AOF 5					

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$0.00
Area of Focus 5 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 6: Private Schools

**Please ensure Private School Allocation and Private School Admin Total are in alignment with Equitable Proportion of Funds and NPSES tabs in PSES/NPSES Workbook*

☑ If checked, the LEA does not have any eligible participating private schools.

Preliminary Allocation	
#N/A	
Number of Public CLIF	**Number of Private CLIF**
977	0
Total CLIF	
977	
Total Public School Proportion	**Total Private School Proportion**
100.00%	0.00%
Total Public School Allocation	**Total Private School Allocation**
#N/A	#N/A

List the LEA's private school Point of Contact

Name:	Traci Wheeler
Title:	Director of Accountability and Special Programs
Phone Number:	904-259-6776
Email Address:	traci.wheeler@bakerk12.org

A. Provide the timeline and frequency of activities that outline the detailed plan of action for providing timely and meaningful consultation and equitable services to eligible children, parents, and teachers in private school within the LEA's service area.

Not applicable.

B. Provide the method used for identifying low-income students for services in private schools.
List the criteria used to identify private school students for Title I educational services as a result of consulting with private school officials.
Provide a description of services (if the LEA is not using a third party contractor). If applicable, clearly identify and describe the services that will be funded with roll forward.

Not applicable.

C. Explain how the LEA will evaluate the effectiveness and implementation of the services provided to the private school students, their parents, and their teachers. Include how often this evaluation will occur.

Not applicable.

☐ If checked, the LEA provides services to private school students through a third party contractor and shall complete this section.

D. Indicate the services provided to private school students, their parents, and their teachers through a third-party contractor. If applicable, clearly identify and describe the services that will be funded with roll forward.

Not applicable.

E. Describe the funded activities that will be implemented to address Area of Focus 6.

Activity 1	

List the detailed activities that will be implemented to address this Area of Focus.

			Activity		FTE	

Function	Object	Area of Focus	Number	Activity Description	(If applicable)	Amount
		AOF 6				
		AOF 6				
		AOF 6				

make the necessary arrangements. The primary mode of transportation will be by school bus or district-owned van. The LEA will make every effort to continue serving a foster care student in his/her school of origin. "Best interest" determinations will take into consideration the distance between the school of origin and new foster care placement and the length of the school day for the child, including time being transported to and from the school of origin. While "best interest" determination is made, the LEA will ensure the child remains in the school of origin by working with the foster parents and Partnership for Strong Families and/or Department of Children and Families. If transportation to the school of origin is determined to not be in the best interest of the student, the Point of Contact, a school administrator, and the caseworker personnel will determine school placement that is in teh best interest of the child. The Foster Care Point of Contact will report the decision to the foster parent. Funding for additional transportation costs will be paid by the district.

B. Describe the activities that will be implemented to ensure the successful enrollment and transfer of records of children enrolled in a new school, even if they do not have the required documentation.

When a student in foster care transfers schools, whether within the district or to another school district, the enrolling school will immediately contact the sending school to obtain academic and other records. The school will review the records from the sending school in order to create an appropriate class schedule for the student. The sending school will respond as soon as possible to requests received for records of students in foster care. Incomplete records are not a barrier to admission to a school within the LEA. The LEA will work closely with Partnership for Strong Families and/or the Department of Children and Families and the sending/receiving school in order to remove any barriers to immediate enrollment and records transfer. Educational stability is a priority of the Baker County School District. Additionally, upon receipt of a request for educational records of a studetn in foster care from Partnership for Strong Families and/or the Florida Department of Children and Families, the district will provide the records to the agency within three school days. The LEA regularly reviews early warning data in Skyward and/or PowerBI, which includes attendance records, to ensure that children in foster care are regularly attending and fully participating in school.

C. Describe the activities that will be implemented to ensure the development and implementation of clear, written procedures for how transportation will be provided, arranged, and funded for a child's duration of time in foster care in collaboration with the appropriate Child Welfare Agency (CWA).

If school bus transportation is warranted, it will begin the following school day, if possible. If bus transportation cannot begin the next school day, alternative transportation may be provided by the Child Welfare Agency through mileage reimbursement or taxi fare reimbursement. If a student's school of origin is in an adjoining district or if the student is living in an adjoining district but will attend his/her school of origin, the districts will coordinate the transportation services necessary for the student and will divide the costs equally. Transportation may be provided and funded by the Baker County School District in one of the following ways: re-routing regular school bus routes past motels and other places where students live, using existing routes or special service routes (such as those set up to serve special education students), or using transportation provided by the Child Welfare Agency via contracting with the guardian of the child or using a taxi service. The LEA has a board policy for the educational stability of children in foster care. The creation of this policy involved and received input from the foster care point of contact, district administrators, the Northeast Florida Educational Consortium (NEFEC), and the school board attorney. The LEA works closely with Partnership for Strong Families and/or Department of Children and Families when foster students in foster care enter or exit the school district, and this enables the LEA to ensure that the procedures are implemented with fidelity. As requirements and/or statute changes relative to students in foster care, the LEA's process is reviewed and revised, as needed.

D. Describe the funded activities that will be implemented to address Area of Focus 7.

Activity 1	

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Please use the dropdown to select LEA or School
		AOF 7					
		AOF 7					
		AOF 7					

		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
		AOF 7					
					LEA Total (Including Roll Forward)	$0.00	
					School Total (Including Roll Forward)	$0.00	
					Area of Focus 7 Total (Not Including Roll Forward)	$0.00	
					Estimated Roll Forward Total	$0.00	
					Total Funds Requested (Including Roll Forward)	$0.00	

Area of Focus 8: College and Career Readiness

A. Describe the LEA's strategy to increase students access to early college, high school, dual or concurrent enrollment opportunities, or career counseling to identify student's interests and skills. Describe how programs are aligned to high skill, high need, and high wage occupations.

The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so access to early college, high school, dual or concurrent enrollment opportunities, or career counseling are not applicable.

B. Describe the LEA's strategy to support work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, provide academic credit.

The LEA concentrates Title I, Part A funds in the elementary grade levels in the district, so work-based learning opportunities are not applicable.

C. Describe the funded activities that will be implemented to address Area of Focus 8.

Activity 1	

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount	Please use the dropdown to select LEA or School
		AOF 8					
		AOF 8					
		AOF 8					

		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					
		AOF 8					

LEA Total (Including Roll Forward)	$0.00
School Total (Including Roll Forward)	$0.00
Area of Focus 8 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 9: Educational Services Funded at the LEA Level

A. Describe the LEA's strategy for using Title I funds to provide LEA-wide educational services. Include the LEA's points of strength and opportunities for improvement, as well as the data source(s) used.

Not applicable.

B. Describe the activities that will be implemented to address Area of Focus 9, if applicable, that will be funded at the LEA level, meaning those to be funded out of the LEA's cost center budget, rather than out of the school allocations.

Activity 1	

List the detailed activities that will be implemented to address Area of Focus 9, if applicable. The amount reserved for these services must not exceed one percent of the LEA's total allocation.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (If applicable)	Amount
		AOF 9				
		AOF 9				
		AOF 9				

		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				
		AOF 9				

Area of Focus 9 Total (Not Including Roll Forward)	$0.00
Estimated Roll Forward Total	$0.00
Total Funds Requested (Including Roll Forward)	$0.00

Area of Focus 10: Administrative Costs (not to exceed 10% of the total allocation)

A. Describe the funded activities that will be implemented to address Area of Focus 10.

Activity 1	Provide a Federal Programs Director who holds a valid Florida educator certification to implement, evaluate, monitor, provide technical assistance, and administer the Title I, Part A program to public Title I schools and private schools receiving Title I services consistent with ESSA and ESEA. Annual salary of $100,000 @ 0.50 FTE = $50,000.00 plus retirement ($7,500.00), FICA ($4,000.00), and insurance ($1,300.00).
Activity 2	Employ a Support Administrative Staff Assistant for the Title I schools to provide schoolwide administrative support, technical support, and compliance support. Annual salary of $61,176.47 @ 0.85 FTE = $52,000 plus DROP retirement ($12,000.00), FICA ($4,200.00), and insurance ($500.00).
Activity 3	Professional and technical services with East Coast Technical Assistance Center (ECTAC) for the 2024-2025 school year = $4,840.00.
Activity 4	Dues and registration fees for professional learning activities related to implementing Title I services, such as ECTAC conferences, FASFEPA conferences, FOIL, and other PL opportunities = $2,000.00.
Activity 5	Travel costs including meals, mileage reimbursement, and hotels associated with professional learning such as ECTAC conferences, FASFEPA conferences, FOIL, and regional meetings conducted by NEFEC = $4,000.00.
Activity 6	Annual service contract and maintenance for industrial shredder = $600.00.
Activity 7	Copier count costs and copier lease cost = $6,000.00.
Activity 8	Communication costs (postage and telephone services) = $500.00.
Activity 9	Basic office materials and supplies, including paper, pencils, pens, highlighters, markers, folders, notebooks, binders, chart paper, sticky notes, tape, paperclips, staples, and file folders = $2,288.00.
Activity 10	Technology-related supplies, including flashdrives, printer ink, headphones, cables/cords, keyboards, mice, etc. = $500.00.
Activity 11	Replace obsolete administrative technology over $750.00 = $750.00.
Activity 12	Replace obsolete administrative technology under $750.00 = $500.00.
Activity 13	Indirect costs. Miscellaneous expenses related to administering the Title I program. Indirect cost cap rate of 6.10% for the 2025-2026 school year = $74,483.00. (Object code = 792).

List the detailed activities that will be implemented to address this Area of Focus.

Function	Object	Area of Focus	Activity Number	Activity Description	FTE (if applicable)	Amount
6300	110	AOF 10	1	Instruction and Curriculum Development Services-Administrator	0.50	$50,000.00
6300	210	AOF 10	1	Instruction and Curriculum Development Services-Retirement		$7,500.00
6300	220	AOF 10	1	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$4,000.00
6300	230	AOF 10	1	Instruction and Curriculum Development Services-Group Insurance		$1,300.00
6300	160	AOF 10	2	Instruction and Curriculum Development Services-Other Support Personnel		$52,000.00
6300	210	RF: AOF 10	2	Instruction and Curriculum Development Services-Retirement		$12,000.00
6300	220	AOF 10	2	Instruction and Curriculum Development Services-Federal Insurance Contributions Act (FICA)		$4,200.00
6300	230	AOF 10	2	Instruction and Curriculum Development Services-Group Insurance		$378.00
6300	230	RF: AOF 10	2	Instruction and Curriculum Development Services-Group Insurance		$122.00
6300	310	RF: AOF 10	3	Instruction and Curriculum Development Services-Professional and Technical Services		$4,840.00
6300	730	RF: AOF 10	4	Instruction and Curriculum Development Services-Dues and Fees		$2,000.00
6300	330	RF: AOF 10	5	Instruction and Curriculum Development Services-Travel		$4,000.00
6300	350	RF: AOF 10	6	Instruction and Curriculum Development Services-Repairs and Maintenance		$600.00
6300	369	RF: AOF 10	7	Instruction and Curriculum Development Services-Technology-Related Rentals		$6,000.00
6300	370	RF: AOF 10	8	Instruction and Curriculum Development Services-Communications		$500.00
6300	510	RF: AOF 10	9	Instruction and Curriculum Development Services-Supplies		$2,288.00

6300	519	RF: AOF 10	10	Instruction and Curriculum Development Services-Technology Related Supplies		$500.00
6300	643	RF: AOF 10	11	Instruction and Curriculum Development Services-Capitalized Computer Hardware		$750.00
6300	644	RF: AOF 10	12	Instruction and Curriculum Development Services-Noncapitalized Computer Hardware		$500.00
7200	790	RF: AOF 10	13	General Administration (Superintendent's Office)-Miscellaneous		$74,483.00
		AOF 10				
		AOF 10				
		AOF 10			

AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 Resolution_W.Milton.pdf

North East Florida Educational Consortium
2025-2026 Membership

This signature page is incorporated into and subject to all terms and conditions of the master contractual agreement between the District School Board of Baker County and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium.

Baker County District Schools is participating in the following programs for 2025-2026:

Program:	Fee:
NEFEC Membership: Resolution Main Contract #731-26-020	$15,390.60
Instructional Services Program (ISP) - #26-020-A1	$22,912.00
Enterprise Resource Software– #26-020-A6	Education Technology Serv. Fee = $173,176 Skyward Annual License Fee = $54,961
Risk Management - #26-020-A10	$946,821.66
Information Technology - #26-020-A18	__Package 1 = $19,500 or __Package 2 = $24,500
Building Code Administrator - #26-020-A27	$25,180.29
Human Resources Management Network - #26-020-A43	$4,193.76
Document Archiving - #26-020-A45	$891.47
Virtual Instruction - #26-020-A47	See attachment for cost per student

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Baker County

_____
by Wyatt Milton, Superintendent

Dated:_____

_____
by Tiffany McInarnay, Chairperson

Dated:_____

District School Board of Putnam County

_____
by Richard M. Surrency, Sr. Ed.D., Superintendent

Dated: _____

_____
by Phil Leary, Chairperson

Dated: _____

North East Florida Educational Consortium

_____
by Dr. Patrick J. Wnek, Executive Director

Dated: _____

RESOLUTION

A RESOLUTION OF THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA, ADOPTING A PLAN FOR COOPERATING WITH SCHOOL BOARDS OF OTHER DISTRICTS IN THIS STATE AND ESTABLISHING A PROCEDURE AND CONDITIONS FOR SUCH OPERATION OF AN EDUCATIONAL CONSORTIUM, AND CONTRACT FOR THE PURCHASE OF CERTAIN MATERIALS, SUPPLIES, EQUIPMENT, AND SERVICES TO BE USED OR PERFORMED IN RESPECTIVE SCHOOL SYSTEMS.

WHEREAS, the District School Board of Baker County, Florida, hereafter referred to as the **Board**, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs and services through participation in an Educational Consortium, when it is in the best interest of the educational system and the taxpayers of Baker County and for the best interest of the educational system and the school children in meeting the school districts needs, and

WHEREAS, it is necessary to adopt plans for cooperating with school boards of other districts in this State, and in order to initiate this cooperation and these plans it is necessary that the Consortium be initiated by resolutions spread upon the minutes of each school board concerned, and

WHEREAS, the school boards of Baker, Bradford, Columbia, Dixie, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Nassau, Putnam, Suwannee and Union Counties, P.K. Yonge Developmental Research School, and the Florida School for the Deaf and the Blind, plus any other who adopts a like resolution, have expressed a desire to enter into a collaboration of separate public entities (which is not a partnership, and in which none of the collaborating institutions may incur debt on behalf of any of the others or bind any of the others in contract, and which collaboration is a consortium called the North East Florida Educational Consortium "NEFEC") through which the participating counties may jointly perform, bid, contract for, and purchase certain materials, supplies, equipment, and services to be used in respective school systems and operate programs as authorized and permitted by law and State Board of Education Rules including, but not limited to, those listed in Section I of this resolution. The Superintendents of each of the collaborating school boards shall serve as a member of the Board of Directors of NEFEC.

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, FLORIDA, IN A REGULAR SESSION ON _____ 2025, AT THE BAKER COUNTY SCHOOL ADMINISTRATION BUILDING, _____, FLORIDA, AS FOLLOWS:

SECTION 1. That the District School Board of Baker County, Florida, ("Board") does hereby determine that it is in the best interest of the taxpayers and students of Baker County to cooperate with other counties in the operation of an educational consortium, known as the North East Florida Educational Consortium (NEFEC) which shall include, but not be limited to bidding, contracting, and purchasing arrangements pursuant to a plan to implement the following services and/or programs:

(a) Grants (federal, state, and private): *pursuant to eligibility*

- FDLRS (Florida Diagnostic and Learning Resources System): *no cost / grant funded*
- Education Innovation and Research/Rural Connect: *no cost / grant funded*
- FDLRS Statewide Administration Project: *no cost / grant funded*
- Institute for Small and Rural Districts: *no cost / grant funded*
- Title IV Part A (Well-rounded Education): *no cost / grant funded*
- Title IX Part A (McKinney-Vento): *no cost / grant funded*
- Regional Resiliency Hub Grant: *no cost / grant funded*

(b) Instructional Services Program: *contracted services*

- Opportunity to participate in any grant awarded in FY 25-26: *pursuant to eligibility requirements.*
    - Professional Learning Catalogue (Master Inservice Plan), including endorsement and add-on certification plans.
- Leadership Plan Development
- Professional Learning Certification Program
- Textbook adoption for core areas
- Grant writing support
- NOELs networking
- Technical and implementation assistance for legislative mandates
- Career and Technical Education networking, support, and professional learning
- College and Career Acceleration support
- Principal Leadership Academy: *per participant fee*

- Aspiring Leaders Program: *per participant fee*
- Regional PLCs for principals
- Florida B.E.S.T. Standards professional learning
- General Knowledge Test Review professional learning
- Literacy professional learning
- Clinical Educator and Mentor professional learning
- BODLDP (Board of Directors Leadership Development Program)
- NEFEC Connect Professional learning

(c) E-Learning (professional development courses): *per participant fee – discounted rate*

(d) Risk Management: *contracted services*

(e) Policy Development, Revision, and Update Service: *no cost/supported via NEFEC (approx. value of $5K per district for revision and semi-annual updates)*

(f) Printing Services: *discounted printing services*

(g) Educational Technology Services: *contracted services* (student information, human resources, finance)

(h) Human Resources Management Network: *partially supported by NEFEC/ contracted services*

(i) Communications/Web Services: *no cost / supported via NEFEC*

(j) Legislative Network Services: *partially supported by NEFEC funding/membership fee*

(k) Building Code Program: *contracted services*

(l) Information Technology: *contracted services*

(m) Virtual Instruction Program: *contracted services*

(n) Any other services or programs deemed necessary by the Board of Directors of the Consortium

Each school district shall have the option of participating in any or all of the above services and/or programs through individual contracts unless otherwise specified in this Resolution.

SECTION 2. That the Board agrees to accept the procedures adopted by the participating boards and agrees to be bound by any contracts and bids once they have been let or executed.

SECTION 3. That Board does hereby agree that the Educational Consortium shall be managed by an Executive Director and all policies will be set by the NEFEC Board of Directors, composed of the Superintendents (or equivalent position) of the participating school districts. All personnel employed by the District School Board of Putnam County (the host school district or district of record), on behalf of

NEFEC, will be governed by the host school district school board's policies.

SECTION 4. NEFEC's business office and physical operation will be located in Putnam County, Florida.

SECTION 5. That the NEFEC Board of Directors shall determine the needed services, products and/or programs; establish the charge for services rendered by NEFEC to the Cooperating Boards or other School Boards availing themselves of the services offered by the NEFEC; set policies; recommend the establishment of positions and individuals for appointment to the district of record; and establish a uniform method for participating school districts to evaluate services and/or programs provided.

SECTION 6. That all procedures, contracts and bidding shall comply with all applicable State Laws, State Board of Education Rules, and policies of the District School Board wherein the business office of NEFEC is located.

SECTION 7. That the member school district shall pay a base assessment of $2,725.00 plus $1.85 per unweighted FTE, based on 2024-2025 FEFP Third Calculation minus Family Empowerment Scholarship (FES) students as of February 2025, for the general operation of NEFEC, $774.00 for Indirect Cost fees to be rebated to Putnam County District Schools, serving as Fiscal Agent, and a base assessment of $3,500.00 for participation in the NEFEC Legislative Network Services Program.

SECTION 8. This resolution and the agreement set forth herein shall be in full force and effect for the 2025-2026 fiscal year, at which time this agreement shall become null and void, unless affirmative action by appropriate resolution is taken by each and all the school boards participating in the Educational Consortium.

SECTION 9. That this agreement between the cooperating school boards of the NEFEC, as set forth in this resolution, will be in operation and effective from July 1, 2025, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in NEFEC shall be binding from said date of July 1, 2025.

SECTION 10. The official name of the educational consortium is North East Florida Educational Consortium ("NEFEC") and has been in existence since July 1, 1976.

AGENDA ITEM NO. 8.8

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Main Contractual Agreement #731-26-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #731-26-020_W.Milton.pdf

CONTRACTUAL AGREEMENT

731-26-020

The District School Board of Baker County

AND

The District School Board of Putnam County on behalf of the

North East Florida Educational Consortium

THIS CONTRACT between the District School Board of Baker County, herein referred to as the **BOARD**, and the District School Board of Putnam County on behalf of the North East Florida Educational Consortium, herein referred to as **NEFEC**, is for the purpose of providing services and/or products that may not be otherwise available to the Board or provided with greater efficiency at less cost. Such services and/or products are more specifically described in subsequent contract attachments which, upon approval, become a part of this contract.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

1. The above stated recital is true and correct and is incorporated herein by reference as a Contract term.
2. This contract shall begin on July 1, 2025. All work shall be completed by June 30, 2026, unless otherwise indicated in specific attachments.
3. No payment will be invoiced or paid for any work performed after June 30, 2026, unless otherwise indicated in specific attachments.
4. NEFEC shall be in compliance with the following:
   (a) Title 42 United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964, as amended). NEFEC shall be in compliance with Sections 1011.62 and 1012.98 as amended by Florida Statutes and State Board Rules where applicable.
   (b) Title 29 United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended).
   (c) Title 20 United States Code Section 1681 (Section 901, Title IX, Pub. L. 92-318, prohibiting discrimination on the basis of sex) unless NEFEC has been declared exempt or deferred from these provisions.

   Performance by the Board of any of its obligations under this contract shall

be subject to NEFEC's compliance with such provisions.

5. The performance by the Board of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Board deems, at any time during the term of the contract, that monies lawfully applicable to any attachment to this contract shall not be available for the remainder of the term, the Board shall immediately so notify NEFEC by phone, fax or e-mail to be followed in writing no less than five (5) days after the determination, whereupon the obligations of the parties herein shall end upon the giving of such notice, and such attachments of this contract shall be considered as canceled by mutual consent as provided in Paragraph 6.

6. Upon Contract cancellation, only the costs actually accrued to the date of cancellation will be due and payable and all work completed and paid for prior to the effective date of the cancellation of the contract will become the property of the Board and will be turned over promptly by NEFEC. Any services(s) and/or product(s) reflected in the attachments to this contract may, in addition to the reason provided in paragraph 5, above, be canceled only by:

   (a) mutual consent of both parties, or

   (b) either party upon giving ninety (90) days written notice to the other, unless otherwise indicated in specific attachments.

7. Should NEFEC be unable to deliver as required in this contract, NEFEC may propose a contract amendment. There is no obligation on the part of the Board to concur in such a proposal or to accept late delivery of any product except and unless the failure to deliver is due to an “act of God” or “force majeure”. An “act of God” or “force majeure” is defined as An “act of God” or “force majeure” is defined for purposes of this contract as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, insurrections and any other cause not reasonably within the control of NEFEC and which by the exercise of due diligence NEFEC is unable, wholly or in part, to prevent or overcome. Unless this contract is properly amended, in the event of non-delivery, all liability for payments for the product(s) by the Board shall expire on the day following the specified due date.

8. This contract may be changed or modified only by an amendment executed in the same manner as the original.

9. This is a flat fee contract. No amounts will be due, nor will there be any Board obligation, except for payments specified to be made, and then only if products are delivered on or before the date(s) specified or as may be amended pursuant to other provisions in this contract.

10. NEFEC shall provide to the Board written progress reports for each attachment to the contract as may be reasonably requested. Invoices shall be prepared for the amount due as specified in each attachment to the contract and delivered to the district administrator with appropriate reports and/or products. The district administrator will review each report and/or product and confirm to the finance officer over his/her signature on the invoice accompanying such progress and/or final reports that all obligations of NEFEC have been met pursuant to the contract and that payment should be made according to such invoices.

11. The Board agrees as follows:

    (a) To cooperate in all matters requiring concurrences or approval.

    (b) To designate in writing to NEFEC a district administrator to act for the Board in all matters pertaining to this contract up to and including all reports, drafts, products and invoices.

    (c) To pay to NEFEC the amount indicated in each attachment for the product(s) and/or services(s) reflected therein. All payments are due in forty (40) days from the date on the invoice, in accordance to 215.422, Florida Statue. If payment is not made within ninety (90) days service(s) will be discontinued, unless brought to the NEFEC Board's attention for further action.

12. NEFEC agrees to provide the products(s) and/or services(s) as per each attachment to this contract.

13. Each Attachment to this Contract is incorporated by reference herein. Any additional Attachments, executed after the effective date of this Contract, shall be incorporated into this Contract. Said Attachments shall have a signature page and appropriate reference to this Contract.

14. If a conflict arises between the terms of any Attachment and this Contract, the terms of the Attachment shall control.

15. In cases whereby NEFEC receives federal grant dollars and disburses those funds to districts

through cash advances and cost reimbursements, the following rules and regulations apply: Subject to the receipt of these funds from the Florida Department of Education and/or the United States Department of Education, NEFEC agrees to compensate the Board, on a cost-reimbursable or cash advance basis. This decision is based upon the specific language in the federal project awarded to NEFEC.

16. This contract is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Sections 287.058, 287.0582, 215.422, and 119.0701 (2) Florida Statutes:

287.058

(1)

a. All bills for fees or other compensation for services must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

b. All bills for any travel expenses must be submitted in accordance with Section 112.061, Florida Statutes.

c. This contract may be unilaterally canceled by either party hereto if the other party refuses to allow public access to all documents, papers, letters, or other material subject to the provision of chapter 119, Florida Statutes, and made or received by such party in conjunction with this contract.

(2) An authorized representative of the agency head and NEFEC, prior to the rendering of any contractual service, shall sign the written contract.

287.0582 - The State of Florida's performance obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

215.422 - Agencies have five (5) working days to inspect and approve goods and services, unless the bid specifications, purchase order or contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within forty (40) days, measured from the date the invoice is received or the goods or services are received, inspected and approved, whichever is later, a separate interest penalty set by the Comptroller pursuant to Section 55.03, Florida Statutes will be due and payable in addition to the invoice amount. Payments to health care providers for hospitals, medical or other health care services shall be made not more than thirty-five (35) days from the date eligibility for payment is determined. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not

start until a properly completed invoice is provided to the agency.

(3) If either party to this contractual agreement has questions regarding the application of chapter 119, Florida Statutes, to their duty to provide public records relating to this contract, contact the custodian of public records for the Board or NEFEC. Both parties are required to comply with the public records laws as specifically set forth in Florida Statute 119.0701(2)(b)(l-4).

17. The parties recognize and agree NEFEC is a public entity and is therefore subject to the limitations of liability under the provisions of Sovereign Immunity. All provisions in this contract and any of its attachments or amendments shall be subject to the State of Florida law pertaining to Sovereign Immunity notwithstanding anything to the contrary contained in such documents.

18. LIMITATION OF LIABILITY, WARRANTY, APPLICABLE LAW:

NEFEC shall not be liable to the Board or any third party for any incidental, indirect, exemplary, special or consequential damages, under any circumstances, including, but not limited to, lost revenue or savings, loss of goodwill, or the loss of use of any data, even if NEFEC had been advised of, knew, or should have known, of the possibility thereof. Under no circumstances shall NEFEC's aggregate cumulative liability hereunder, whether in contract, tort, or otherwise, exceed the total amount of fees actually paid by the Board under this annual agreement. The Board acknowledges that the fees paid reflect the allocation of risk set forth in this agreement and that NEFEC would not enter into this agreement without these limitations on its liability.

All software and services are provided "as is" without any warranty whatsoever, including but not limited to any functionality. The Board recognizes that the "as is" clause of this agreement is an important part of the basis of this agreement, without which NEFEC would not have agreed to enter this agreement. Consortium disclaims all warranties, express, implied, or statutory, regarding the software and services, including any warranties of merchantability, fitness for a particular purpose, title, and non-infringement. No representation or other affirmation of fact regarding software and services shall be deemed a warranty for any purpose or give rise to any liability whatsoever. The Board acknowledges that they have relied on no warranties or statements other than as may be set forth herein. It is understood that this agreement includes a release of all known and unknown claims. To the extent permitted by law, NEFEC warrants that any works provided under the agreement do not violate the copyright rights of any third parties and assumes liability for any claims relating to

copyright infringement.

This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Florida without regard to principles of conflict of laws. For the purpose of this Agreement, the Board consents to the personal jurisdiction and venue of the state courts located in Palatka, Putnam County, Florida. If any provision of this Agreement is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and this Agreement shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute the same instrument. Any waiver of a provision of this Agreement must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under this Agreement. Subject to the terms of valid attachments, this Agreement constitutes the entire agreement between the parties related to the subject matter hereof, supersedes any prior or contemporaneous agreement between the parties relating to the software and services and shall not be changed except by written agreement signed by an officer of NEFEC.

19. LEGAL RELATIONSHIPS

NEFEC is a regional consortium service organization formed in 1976 with all of the duties and responsibilities as outlined in F.S. 1001.451. The Putnam County School Board is the legal entity designated to act as the parent state agency for NEFEC with the power to enter into contracts for the use and benefit of all Consortium members and participating school boards.

The Board has elected to contract with NEFEC as its agent for the procurement of various services and /or products more specifically described in subsequent contract attachments, which, upon approval become a part of this contract. If any contract entered into by the Putnam County School Board on behalf of NEFEC for the use and benefit of a participating School Board needs to be enforced the parties agree that each member School Board will hire its own counsel and bear its own costs and fees in enforcing the terms of the contract unless a different agreement is reached between the parties.

AGENDA ITEM NO. 8.9

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #26-020-A1 (Instructional Services Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A1_W.Milton.pdf

ATTACHMENT #26-020-A1 TO CONTRACT # 731-26-020 BETWEEN THE BAKER COUNTY DISTRICT SCHOOL BOARD, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INSTRUCTIONAL SERVICES PROGRAMS JULY 1, 2025, TO JUNE 30, 2026:

I. OBLIGATIONS OF NEFEC:

The NEFEC Instructional Services Program agrees to provide the Baker County District School Board the following services:

A. To coordinate the NEFEC Organization of Educational Leaders (NOEL) meetings. The meetings will provide district level instructional staff with opportunities for networking, sharing effective practices, and Florida Department of Education updates.
B. To coordinate role-alike networking meetings as needed which may include title directors, district data representatives, and mental health contacts.
C. To provide regional technical assistance in the implementation of legislative mandates and Florida Department of Education initiatives such as accountability requirements, district reading requirements, safety and mental health mandates, required instruction reporting, and B.E.S.T. Standards.
D. To provide facilitation and coordination of the development of plans required by Florida Statute and/or the Florida Department of Education. This includes the professional learning catalog, professional learning certification plan, endorsement plans, and leadership development plans.
E. To provide regional grant writing and district grant support through template development. Grant writing may include state, federal, and foundation proposals.
F. To pursue legislative funding and Florida DOE funding as directed by the NOELs and/or NEFEC Board of Directors.
G. To provide access to online educational resources through the NEFEC website, including data visualizations and the professional learning registration system.
H. To facilitate the implementation of a regional professional learning certification program.
I. To facilitate college and career networking, including coordination of two regional counselor forums and support for the Comprehensive Local Needs Assessment.
J. To provide regional technical assistance in textbook adoption and the purchase of digital content.
K. To provide regional clinical educator and mentor training.
L. To provide online and regional face-to-face professional learning. This includes standards training, PLCs for school administrators, writing training, and other topics as requested by NOELs.
M. To provide access to professional learning through established partnerships.
N. To facilitate and support the NEFEC Board of Directors Leadership Development Project (BODLDP).

II. OBLIGATIONS OF THE BOARD:

The Baker County District School Board agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. The Board designates _____, a staff member of the Baker County District School Board, to act on behalf of the Board in all matters in connection with this Contract Attachment and approve all reports, drafts, and invoices.
C. To participate in the NEFEC Organization of Educational Leaders (NOEL).
D. To serve in an advisory capacity to NEFEC's Instructional Services Department.
E. To assist in planning and evaluating Instructional Services Program functions.
F. To pay to NEFEC $22,912.00 which represents a base fee of $2,500, plus $4.50 per FTE. FTE figures based on 2024-25 FEFP Third Calculation minus Family Empowerment Scholarship (FES) students as of February 2025. Payments will be due on a semester basis. One-half of the total amount will be invoiced following the signing of this Contract; the remaining amount will be invoiced in January 2026.

AGENDA ITEM NO. 8.10

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Attachment #26-020-A6 (Enterprise Resource Software) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A6_W.Milton.pdf

ATTACHMENT #26-020-A6 TO CONTRACT #731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, FOR THE MAINTENANCE AND SUPPORT OF ENTERPRISE RESOURCE SOFTWARE PURSUANT TO F.S.1011.71 (2) (d).

This ENTERPRISE RESOURCE SOFTWARE AGREEMENT is entered into, by and between NEFEC and the Board, to provide hosting services, technical support and training for the Skyward Enterprise Resource Software.

This Contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To provide hosting capabilities that support the Skyward fully integrated Finance, Human Resource and Student enterprise resource software system.
B. To ensure Skyward enterprise resource software system is capable of complying with all existing State mandated reporting requirements of school districts.
C. To provide Tier 1 and advanced technical support and training for the Skyward enterprise resource software system.
D. Procure necessary third-party applications on behalf of district upon request in support of services outlined herein.
E. To provide customized reports and visualization of Skyward data via the Skyward database or the Ed-Fi Operational Data Store.
F. To provide hardware and infrastructure necessary to store Board data, provide access to such data on demand and successfully execute the data functions of the school district in accordance with Exhibit A - ETS Service Level Agreement.
G. To provide disaster recovery measures which include:
    1. Active replication of district's data files from host to off-site Disaster Recovery site; and
    2. Daily, weekly, and monthly backups; and
    3. Failover to redundant telecommunication link in the event primary circuit fails; and
    4. Conducting an annual test of Disaster Recovery procedures to ensure at a minimum that a payroll cycle can be successfully completed using the off-site Disaster Recovery equipment and files.
H. To accept the responsibility of being the custodian of the Board's data and to make every effort to protect and secure the data from unauthorized access.
I. To conduct semi-annual planning meetings with the ETS Advisory Council and develop an annual plan and budget for their review and approval.
J. To aid and assist member districts in the planning and procurement of hardware to be attached to the NEFEC Educational Technology Services Operations Center.
K. To provide professional technical staff as approved by the Advisory Council.

L. To respond on a timely basis to the requests of the member districts and the priorities established through the user committees.
M. To plan for and provide system support software to meet the needs of the member districts.
N. To provide technical support to the district MIS Departments.
O. To provide a User Help Desk Service.
P. To plan for and provide application software as approved by the Advisory Council to meet the needs of the member districts.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. To pay the following annual district assessments:
    1. Educational Technology Services Fee - $173,176 (FTE cost based on the 2024-25 FEFP Third Calculation of the FEFP minus the Family Empowerment Scholarship students as of February 2025). The amount includes a $14,416 base fee plus a graduated rate assessment of $35 for FTE less than 5,000, $28 for FTE between 5,000-9,999, and $26 for FTE greater than 10,000.
    2. Skyward Annual License Fees for software maintenance totaling $54,961.
        a) $53,618– Business and Student
        b) $1,343- LMS/One Roster API
    3. NEFEC will invoice the Board on July 1 and January 1 of the fiscal year. Payment will be due within 40 days of receiving the invoice.
C. To appoint a security officer to control access privileges to the Board's data.
D. Membership in the Education Technology Service Program shall be on an annual option renewal. In the event of withdrawal from the Education Technology Service Program, the Board shall provide a one hundred eighty (180) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Education Technology Services Program one hundred eighty (180) days prior to the anniversary date, then Board shall renew their participation in the Education Technology Service Program on the anniversary date.
E. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

EXHIBIT A

ETS Service Level Agreement

This Service Level Agreement sets forth the provisions for management and hosting of district data.

1. ***Services.*** NEFEC shall provide the following services each year:
    a. Hosting of Skyward Enterprise Resource software and third-party software solutions on NEFEC resources, secured behind the NEFEC firewall; and
    b. Data security management services to ensure participating districts have secure access to their data; and
    c. Responsible as the custodian of the district data and to make every effort to protect and secure the data from unauthorized access; and
    d. Routine maintenance of all infrastructure components in accordance with industry standards; and
    e. Routine backups of hosted applications and data for purposes of archiving and allowing for recovery in the event of catastrophic failure. Backup data retention protocols are documented in the ETS Disaster/Recovery plan.

2. ***Confidentiality.*** NEFEC acknowledges and agrees that the algorithms and other materials comprising of Skyward Enterprise Resource software and hosted third party software are Confidential Information.

3. ***Uptime Service Level Requirement.*** NEFEC shall exercise a best-effort approach to service availability and shall strive to provide an industry standard ninety-nine and 90/100 percent (99.9%) Product Uptime. NEFEC guarantees a ninety-eight and one-half percent (98.5%) Product Uptime, excluding scheduled maintenance. NEFEC shall provide districts with its current maintenance schedule as indicated on the NEFEC Educational Technology Services webpage and will notify districts if that schedule changes. Furthermore, NEFEC shall not be held financially responsible in the event of an unscheduled service/Product availability outage due to an unexpected systems failure, natural disaster, or software fault unrelated to the host server.

System Maintenance Schedule:

Day of Week	Time	System Availability	Skyward Update Activity
Saturday	6:00pm - 10:00pm	Limited system availability	
Every 3rd Saturday	6:00pm - 2:00am	System may not be available	Releases

4. ***Effect of Termination.*** In the event of the expiration or termination of this Agreement for any reason, NEFEC shall take such action as is reasonably requested by the district in connection with the relocation of the data to a new hosting service.

EXHIBIT B

Form of Language to be Included in Board Sublicense Agreements

1. ***Certified Administrator***. Board acknowledges and agrees to have at least one employee or third-party contractor that has been deemed a Certified Administrator by NEFEC on their current version of the software provided by NEFEC to board. The Certified Administrator must have completed training and/or certification classes with NEFEC's certified instructors on the administration of the software provided by NEFEC to board. Board also acknowledges and agrees that in order to obtain whole version product upgrades, their Certified Administrator(s) may be required to attend training and/or certification classes that explain how to upgrade and administrate the new version of the software products.

2. ***Super Administrator***. Board shall designate one or more Super Administrators in accordance with data privacy and security requirements of FERPA. Through the Super Administrator(s), Board shall be responsible for assigning and maintaining Roles and Custom Roles (both as defined in the data privacy and security requirements of FERPA) and in order to ensure disclosure of personally identifiable information solely to users with a legitimate need to carry out the purposes of this Agreement.

3. ***Directory Maintenance***. Board is responsible for maintaining a directory of User IDs for all Authorized Users and associating each User ID with one or more Roles or Custom Roles. Board is responsible for ensuring that its Authorized Users use only their respective assigned User IDs and do not use another's User ID. Board will adopt and maintain such security precautions for User IDs and passwords to prevent their disclosure to, and use by, unauthorized persons.

4. ***Disclosures***. Through the Super Administrator, board will implement a process to ensure that data aggregated by board for analysis is disclosed only to authorized representatives of board. The Super Administrator may approve disclosures of personally identifiable information to a third party application provider only if specifically authorized by board or if the third party application provider is an authorized representative of a State Educational Agency with respect to its functions for evaluating and ensuring compliance with federal and state supported education programs, board has entered a written or electronic agreement with such third party application provider to obtain services from such provider, the disclosures are needed to provide such services, and such agreement provides that the personally identifiable information will be used only for that purpose and that the personally identifiable information will be destroyed when the service is terminated or when the board data is no longer needed for that purpose.

5. ***Indemnification***. NEFEC's licensors shall have no liability to board with respect to any infringement or claim thereof that is caused by (i) the use of the software provided by NEFEC to board in a manner for which it was neither designed nor contemplated, or (ii) any unauthorized modification of the software provided by NEFEC to board or combination of the software provided by NEFEC to board with any other product that causes the software provided by NEFEC to board thereof to become infringing.

EXHIBIT C

Qmlativ Transition Plan

1. All NEFEC member districts will migrate their current School Business and Student Suite product licenses to the Skyward Qmlativ product licenses between FY25-FY28.
   a. Skyward Business Suite, data included in the migration:
      - ❖ Accounting/Payroll History will be limited to the last 10 years of activity.
      - ❖ Employee Demographic Data
      - ❖ Accounting Activity
      - ❖ Purchase Order/AP Invoice History
      - ❖ Payroll Checking History
      - ❖ Assets
      - ❖ Positions
      - ❖ Warehouse Items Only
      - ❖ State Reporting Requirements
   b. Skyward Student Suite will include:
      - ❖ All current students. Along with all students that have graduated within the last 10 years, will be converted.
      - ❖ Entry/Withdrawal History
      - ❖ Grade History
      - ❖ Attendance History
      - ❖ Discipline History
      - ❖ Health Records
      - ❖ State Reporting Requirements

2. Project Management will work with NEFEC and the districts to determine a go live date.

3. Both SMS 2.0 and Qmlativ will be prorated accordingly based on Go-Live date of the Qmlativ Migration through the end of that current fiscal year.

4. **Fees**. The following fiscal year, Qmlativ recurring fees will be billed based on the district contract term. SMS 2.0 recurring fess will no longer be invoiced after the migration is completed.
   a. The one-time migration fees will be charged over the course of three years.
      - Year 1 is 15% (district cost listed below)
      - Year 2 is 35% (district cost listed below)
      - Year 3 is 50% (district cost listed below)

   *Districts will pay remaining balance of migration cost at time of go live date.

5. **Training**. The Qmlativ Migration Service includes Database Setup, Project

Management, Data Migration, Training Webinars and conversions of existing e- signatures. To assist with the transition the district will have access to the monthly QA sessions as well as the Professional Development Center. The PDC is a self-paced learning center to assist in training all staff. It includes online tutorials, simulations, and testing options.

BAKER 3 YEAR PAYMENT SCHEDULE FOR SKYWARD QMALTIV BUSINESS & STUDENT MIGRATION

	Total Obligation Over 3 Year Implementation	Year 1 2025-2026 15%	Year 2 2026-2027 35%	Year 3 2027-2028 50%	Total
Qmaltiv Business	$ 19,003.62	$2,850.54	$ 6,651.27	$ 9,501.81	$ 19,003.62
Qmaltiv Student	$ 23,849.33	$3,577.40	$ 8,347.27	$ 11,924.66	$ 23,849.33

AGENDA ITEM NO. 8.11

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement Attachment #26-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2025-June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A10_W.Milton.pdf

ATTACHMENT #26-020-A10 TO CONTRACT 731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE RISK MANAGEMENT SERVICES.

This contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC agrees to provide Risk Management Services as follows:

A. To employ a Risk Management Services team to administer the Risk Management Program in accordance with the policies and procedures adopted by the NEFEC Board of Directors.

B. To provide general administration of Risk Management activities, consultative services, staff assistance, inspections, and investigations as appropriate, reporting, and data analysis.

C. To provide protection against losses incurred by the Board as per the Consortium program of insurance.

D. To provide claims services by contract through an Administrative Services Organization to include the investigation and resolution of claims, both casualty, and property, loss prevention services, collecting and analyzing experience data, and distributing periodic reports of claims activities. The Administrative Service Organization shall be fully authorized in the State of Florida to serve self-insurers for workers' compensation under the provisions of Rule 5.06, Florida Administrative Code.

E. To provide an evaluation of results achieved through an annual analysis report to the Board. This report will be prepared by the Director, Risk Management Services.

F. To work cooperatively with a Risk Management Advisory Committee composed of one representative, appointed by the superintendent, from each participating district.

G. To advise the Risk Management Advisory Committee members of the risks that are in the province of the Risk Management Program.

H. To provide the administration, staff, and personnel of participating school districts with a convenient reference on questions regarding loss prevention, loss control, claims, insurance, and all other risk-related topics.

I. To provide each participating district with a Risk Management Program Manual, a Claims Processing Manual, and a Loss Control/Safety Manual.

J. To assist participating school districts with the annual establishment of property values, payroll, personnel accounts, physical facilities, exposures, and other pertinent data required to be adequately protected under the Risk Management Program.

II. OBLIGATIONS OF THE BOARD:

The Board agrees to the following:

A. To be a member of and participate in the North East Florida Educational Consortium Risk Management Program.

B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.

C. To designate a specific staff member of the Baker County District School Board and a designated replacement to act on behalf of the Board in all matters relating to this contract attachment and to approve all reports and payments.

D. To pay a prorated share of the Risk Management Program cost in accordance with the assessment schedule for 2025-2026, which is attached to, and becomes a part of the contract attachment when approved.

E. To pay to NEFEC contingent upon the amount indicated in each attachment for the product(s) and/or service(s) reflected therein. All invoices are due thirty (30) days from the date of the invoice. After thirty-one (31) days a penalty will commence and be computed at the current SBA daily interest rate plus 2%. Interest will be assessed for ninety (90) days, at which time services will be discontinued unless brought to the NEFEC Board's attention for further action.

F. Membership in the Risk Management Program shall be on an annual option renewal. In the event of withdrawal from the Risk Management Program, the Board shall provide a one hundred and twenty (120) day written notice of intent to withdraw and shall subsequently withdraw on the anniversary date of the program. If written notice to withdraw is not provided to the Risk Management Program one hundred and twenty (120) days prior to the anniversary date, then the Board shall renew their participation in the Risk Management Program on the anniversary date. Any district withdrawing from the Risk Management Program shall forfeit all rights to interest earnings and all other assets.

(1) If a district withdraws from the Risk Management Program, the length of time required for consideration for readmission would be a minimum of two (2) full program years. If a district should leave the program prior to the end of a program year, they will remain out of the Program for two (2) full program years plus the balance of the current program year.

(2) If a district withdraws from the Risk Management Program, there shall not be a refund from the earned interest or the loss fund from the effective date of the withdrawal from the Risk Management Program. Any district that withdraws from the Risk Management Program shall continue to be responsible for any assessments for unfunded claim fund losses that may occur and shall be assessed their appropriate percentage of the unfunded claim fund losses.

G. To agree that all decisions, policies, and procedures adopted by the NEFEC Board of Directors shall be binding. All insurance coverage or policy limits, on any line of coverage adopted by the NEFEC Board of Directors, shall be binding. The district bears sole responsibility for its portion of any insurance claim deductibles, and all employee benefit matters liability, including but not limited to the administration, funding, and compliance with applicable laws and regulations.

H. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement. This contractual attachment has been modified from the master contractual language for the purpose of the Risk Management Program.

I. The implementation date for coverage under the Risk Management Program was July 1, 1982, with anniversary dates of July 1 of each year thereafter.

NEFEC RMP RENEWAL INFORMATION
2025-2026

Updated as of: 5/1/2025

	2024-2025 Expiring	2025-2026 Proposed		$ Increase/ Decrease	% Increase/ Decrease
Liability Package	$539,000.00	$559,000.00		$20,000.00	3.7%
XS Liability ($800,000 x $200,000)	Inc. in Public Pkg.	Inc. in Public Pkg.			
XS Liability ($1,000,000 x $1,000,000)	Inc. in Public Pkg.	Inc. in Public Pkg.			
Property	$7,976,500.00	$6,440,000.00		-$1,536,500.00	-19.3%
Terrorism	$33,750.00	$33,000.00		-$750.00	-2.2%
Workers' Compensation	$306,567.00	$327,728.00		$21,161.00	6.9%
Blanket Crime	$20,040.00	$20,040.00		$0.00	0.0%
Fiscal Agent Crime (Loss Fund)	$7,122.00	$7,122.00		$0.00	0.0%
Equipment Breakdown	$72,452.00	$79,250.00		$6,798.00	9.4%
Directors/Educators Liability	$650,439.00	$650,439.00		$0.00	0.0%
Cyber (other than FLVS)(moving to Lloyds)	$321,719.00	$277,647.00		-$44,072.00	-13.7%
RMP Budget	$395,000.00	$395,000.00		$0.00	0.0%
Claims Administration/TPA Service Fee	$524,725.00	$527,316.00		$2,591.00	0.5%
Vector Training Solutions	$34,286.00	$46,746.00		$12,460.00	36.3%
WC State Assessment	$65,462.00	$51,736.00		-$13,726.00	-21.0%
Catastrophic Student Accident (other than FLVS and Hernando)	$78,298.00	$79,253.00		$955.00	1.2%
Brokerage Service Fees	$248,774.00	$297,002.00		$48,228.00	19.4%
Loss Fund	$7,800,000.00	$8,100,000.00	*	$300,000.00	3.8%
TOTAL	**$19,074,134.00**	**$17,891,279.00**		**-$1,182,855.00**	**-6.2%**

*Notes:

1. $200,000 is being added to the loss fund to self-fund lightning losses with at $10k deductible per occurrence.
2. The Property and Cyber line items for 2025-2026 are the "not to exceed" amounts for this renewal.
3. Employee benefits liability district deductible is $50k per occurrence.

BAKER COUNTY SCHOOL DISTRICT

	2024-2025 Breakdown of Premium	2025-2026 Breakdown of Premium	$ Increase/ (Decrease)
Property	$423,820.27	$342,561.42	($81,258.85)
Terrorism	$1,793.26	$1,755.36	($37.90)
Workers' Compensation	$11,593.86	$12,125.29	$531.43
Blanket Crime	$1,138.22	$942.97	($195.25)
Fiscal Agent Crime (Loss Fund)	$404.51	$335.12	($69.39)
Equipment Breakdown	$3,951.93	$4,322.73	$370.80
Directors/Educators Liability	$24,785.44	$24,785.44	$0.00
Cyber	$18,080.97	$16,044.93	($2,036.04)
Group Catastrophic Student Accident	$5,462.39	$5,537.10	$74.71
RMP Budget	$30,384.62	$30,384.62	$0.00
Claims Administration/TPA Service Fee	$25,341.04	$25,495.66	$154.62
Vector Training Solutions	$1,544.42	$1,729.51	$185.09
Brokerage Service Fee	$13,216.67	$15,798.36	$2,581.69
WC State Ass'mt	$3,838.70	$2,776.78	($1,061.92)
Liability Package	$28,795.78	$29,840.00	$1,044.22
Loss Fund	$416,710.67	$432,386.37	$15,675.70
Total Required Funding Assessment	**$1,010,862.74**	**$946,821.66**	**($64,041.09)**

2024-2025 District Risk Management Program Returns		
Earned Interest for Year 43	$15,236.08	
Total Return	**$15,236.08**	

ASSESSMENT SCHEDULE
2025-2026

Updated as of: 5/1/2025

DISTRICT	INVOICE #1 35% 7/15/2025	INVOICE #2 20% 8/15/2025	INVOICE #3 20% 9/15/2025	INVOICE #4 15% 10/15/2025	INVOICE #5 10% 5/1/2026	TOTAL DUE
Baker	$331,387.58	$189,364.33	$189,364.33	$142,023.25	$94,682.17	**$946,821.66**

AGENDA ITEM NO. 8.12

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Attachment #26-020-A18 (Information Technology) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A18_W.Milton.pdf

ATTACHMENT #26-020-A18 TO CONTRACT #731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE INFORMATION TECHNOLOGY ASSISTANCE AND RELATED SUPPORT SERVICES.

This Contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To offer this program with the following included benefits, regardless of package chosen:
   1. Emergency assistance when needed (e.g. natural disaster, loss of senior technical personnel). *This does not include extended service contracts.
   2. Host quarterly NEFEC Technology Advisory Council (NTAC) meetings
   3. Offer collaborative district networking
   4. Offer shared collaborative resources
   5. Disseminate information concerning successful and unsuccessful uses of technology
   6. Provide assistance in connecting the district with vendors for training and support
   7. Serve as liaison between the district and DOE to provide a perspective on what is vital and critically important in relation to digital learning implementation
   8. Facilitating a network of statewide resources with school-based technology

B. To offer tiered packages of support to accommodate districts' varying needs. Refer to exhibit A. Services breakdown with examples:
   1. White glove service
      a. Unboxing
      b. Imaging
      c. Provisioning
      d. Deployment
   2. End User Support
      a. Troubleshoot existing classroom technology
      b. User tickets
      c. Software support
   3. E-rate Support
      a. Assisting the district in meeting E-Rate deadlines and complying with regulatory requirements in order to maximize E-Rate funding
   4. Staff Training
      a. Offer IT staff training on IT-related technology or topics
   5. Grant/Initiative Support/Consulting
      a. Technology planning
   6. Infrastructure Support/Troubleshooting
      a. Network Administration and Implementation
         i. Switching
         ii. Routing
         iii. Firewalling
         iv. Network Services like DHCP, DNS, etc.

b. Server Administration and Implementation
    i. Hardware
    ii. Operating Systems
    iii. Active Directory
c. Storage Administration and Implementation
    i. SAN/NAS
    ii. Backups
d. Application Administration and Implementation
e. Wireless Administration and Implementation
f. Broad spectrum Security
    i. Incident Analysis
    ii. Configuration
g. Azure/Cloud Design and Implementation
h. Virtualization Administration and Implementation
    i. VMWare
    ii. HyperV
i. Support for Internet Service Provider switchovers

7. Infrastructure Consulting/Design
    a. Network Design and Planning
    b. Server Design and Planning
    c. Storage Design and Planning
    d. Application Integration and Planning
    e. Wireless Design and Planning
    f. Security Best Practices
    g. Azure/Cloud Design and Planning
    h. Research
8. Other District Requests
    a. Other tasks as requested by a majority of the NEFEC Board of Directors or the NEFEC Technology Advisory Council (NTAC)
    b. Any other requests that do not fall under other categories

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

1. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
2. To pay the annual district assessment of (PLEASE CHECK BOX):

    ☐ $19,500 for package 1 OR

    ☐ $24,500 for package 2
3. Offer an Add on package (limited offer of 2 times annually) to purchase an additional 100 credits at the cost of $8,000 if package 1 or 2 credits are exhausted.

This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

Exhibit A

credits are exchanged for services at the rates in column ---------->	*credit cost*	**Package 1** $19,500 ($65.00/credit) 300 credits	**Package 2** $24,500 ($61.25/credit) 400 credits	**Add on (limit 2)** $8,000 ($80/credit) 100 credits	Ability to rollover 50 credits annually, but surrender credits if dropping from program.
Site visit	*per visit*	up to 15 (max)	up to 20 (max)	up to 5 (max)	max = Feasible amount of site visits per district program is able to support annually for 12 districts, if all use every site visit
-White Glove Service	10	included	included	included	
- End User Support	10	included	included	included	
- E-Rate Support	15	included	included	included	
- Staff Training	15	included	included	included	
- Grant/Initiative Support/Consulting	20	included	included	included	
- Infrastructure Support/Troubleshooting	20	included	included	included	
- Infrastructure Consulting/Design	20	included	included	included	
- Other District Requests	TBD	included	included	included	
Remote support	*per hour*	up to 150 (max)	up to 200 (max)	up to 50 (max)	max = Feasible amount of call-hours per district program is able to support annually for 12 districts
- E-Rate Support	1	included	included	included	
- Other (Research/Grant Support/etc.)	1.5	included	included	included	
- Grant/Initiative Support/Consulting	2	included	included	included	
- Infrastructure Support/Troubleshooting	2	included	included	included	
- Infrastructure Consulting/Design	2	included	included	included	
- Other District Requests	TBD	included	included	included	

AGENDA ITEM NO. 8.13

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #26-020-A27 (Building Code Administrator) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A27_W.Milton.pdf

ATTACHMENT #26-020-A27 TO CONTRACT #731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, FOR THE SERVICES OF A BUILDING CODE ADMINISTRATOR.

This contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees to the following:

A. To employ a Building Code Administrator in accordance with the procedures established by the BCA Advisory Committee. The individual will report to each of the district contacts as well as NEFEC's Associate Executive Director.
B. To issue all permits required by the Florida Building Code and State Statue 1013.38 (School Boards to ensure that facilities comply with building codes and life safety codes).
C. Permits issued will cover any new construction, remodeling, and renovations of any facilities and the repair, removal, enlargement, alteration, conversion or replacement of any electrical, gas, mechanical or plumbing systems.
D. To review and approve plans, and construction documents to be permitted and coordinate plan review with the appropriate fire safety inspector.
E. To inspect all phases of the construction project for the required inspections and visit the job site to coordinate the construction process.
F. To meet with contractors, architects, and engineers on preconstruction planning and during the construction project.
G. To issue an annual maintenance permit as required by State Statue 553.80(6) (d) and SREF.
H. To review district annual facility maintenance permit work orders for compliance with the State Statues, State Requirements for Educational Facilities (SREF), Florida Building Code and the Florida Fire Prevention code.
I. To perform code compliance inspections for work orders that fall under the annual facility maintenance permit. This includes any alterations to existing electrical, gas, mechanical, plumbing systems. Any emergency repairs, minor renovations, and minor remodeling as long as the projects do not exceed $200,000.00 per project.
J. To issue day labor project permits for any construction projects estimated to cost $200,000.00 or less and perform code compliance inspections.
K. To provide training and updates for the Florida Building Code and the State Requirements for Educational Facilities (SREF) for maintenance personnel.
L. To perform annual inspections for all portable classrooms as required by SREF and the Florida Building Code.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
B. To designate _____, a staff member of the Baker County District Schools, to act on behalf of the Board in all matters in connection with this contract attachment and approve all reports, drafts and invoices.
C. To provide temporary office space as needed by staff.
D. To pay NEFEC $25,180.29 for FY 2025-2026. Participating districts include Baker, Gilchrist, Hamilton, Levy, Nassau, Putnam, Suwannee, and Union Counties.
E. That participation in this program shall be on the annual option renewal. In the event of withdrawal from this program, the Board shall provide a sixty (60) day written notice of intent to withdraw and subsequently withdraw at fiscal year end June 30, 2026.

That this contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.14

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #26-020-A43 (Human Resource Management Network) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A43_W.Milton.pdf

ATTACHMENT #26-020-A43 TO CONTRACT #730-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE HUMAN RESOURCE MANAGEMENT NETWORK SERVICES AND RELATED SUPPORT SERVICES:

I. OBLIGATIONS OF NEFEC:

NEFEC agrees to the following:

A. Assist Human Resources Management Network members in streamlining their Human Capital Management Systems to include action planning for Recruitment and Retention.
B. Facilitate networking and sharing of best practices.
C. Assist districts in planning and coordinating targeted professional development for Human Resource Management Network members.
D. Collaborate and inform members of the Human Resource Management Network on all matters related to innovative recruitment and retention initiatives/strategies.
E. Provide training and support for implementation of Skyward Fast Track.
F. Assist participating districts in developing recruitment and retention programs and marketing materials.
G. Target specific universities and teaching colleges within Florida and out-of-state (if applicable) for recruitment visits (includes registration fees for respective career fairs).
H. Coordinate with district staff to plan a recruitment and retention event.
I. Work with districts and NEFEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options, and community involvement in welcoming and supporting new teachers.
J. Work with districts on grow your own teacher initiatives.
K. Serve as a liaison with the Florida Department of Education's Recruitment and Retention Office and work to secure support for NEFEC recruitment initiatives.
L. Assist districts with the use of Human Capital Management System data.
M. Facilitate Human Resource related professional learning as needed.
N. Provide technical assistance with legislation.

II. OBLIGATIONS OF THE BOARD:

The Board agrees:

A. To designate the following district staff member _____, to act as the Human Resource Management Network contact.
B. To pay NEFEC $4,193.76 based on $.66/FTE, (FTE figures are based on the 2024-2025 FEFP Third Calculation minus Family Empowerment Scholarship (FES) students as of February 2025), plus $1,200.00 base fee. NEFEC will invoice the Board upon receipt of this properly signed contract
C. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
D. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.15

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #26-020-A45 (Document Archiving Program) to the Main Agreement with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A45_W.Milton.pdf

ATTACHMENT #26-020-A45 TO CONTRACT #731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM, HEREIN REFERRED TO AS NEFEC, TO PROVIDE DOCUMENT ARCHIVING SERVICES.

This Contract period shall be from July 1, 2025, to June 30, 2026, unless otherwise amended/extended by mutual agreement.

I. OBLIGATIONS OF NEFEC:

NEFEC hereby agrees:

A. To plan, implement and evaluate all aspects of the Document Archiving Project including the following:
   a. Assess district needs and priorities relative to document archiving;
   b. Provide technical assistance and support as needed for document archive questions and initiatives and program planning;
   c. Provide secure access to the document archive for authorized district personnel;
   d. Provide backup and archiving services to protect district document integrity;
   e. Provide initial allocation of 20GB of storage space for document storage. Additional storage space provided at an annual cost of $100 per additional 20GB used, to be assessed annually at renewal time;
   f. Coordinate needs assessments, surveys, and communications;
   g. Coordinate workshops or training sessions for as needed; and
   h. Perform other tasks as requested by a majority of the NEFEC Board of Directors.

II. OBLIGATIONS OF THE BOARD:

The Board hereby agrees:

A. To be a member of and participant in the North East Florida Educational Consortium Document Archive Project.
B. To cooperate expeditiously in all matters requiring concurrence or approval in order that NEFEC will not be unduly delayed in performing contractual obligations.
C. To pay the annual district assessment of $891.47 plus surcharge for any additional disk storage space used:
   a. First 20GB storage space included in base assessment.
   b. Additional disk space allocated: ___0__ GB.
   c. Current surcharge for additional space: $ ___0.00_____,
   d. Total Due: (Annual Fee) $ 891.47 + (Surcharge) $ __0.00__ = $ 891.47,
   e. Payment will be due within 0 days of receiving the invoice.
D. To designate the District Document Archiving contact: _____
E. This contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.16

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Wyatt Milton - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the NEFEC Contract Attachment #26-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of NEFEC 2025-2026 #26-020-A47_W.Milton.pdf

ATTACHMENT 26-020-A47 TO CONTRACT 731-26-020 BETWEEN THE DISTRICT SCHOOL BOARD OF BAKER COUNTY, HEREIN REFERRED TO AS THE BOARD, AND THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY ON BEHALF OF THE NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM (NEFEC) TO PROVIDE VIRTUAL INSTRUCTION PROGRAM (VIP) SERVICES COMMENCING JULY 1, 2025, AND ENDING AUGUST 31, 2026:

WHEREAS, the 2008 Legislature created Florida Statute 1002.45, an act relating to virtual instruction programs that allows school districts the option to implement K-12 virtual instruction programs, and

WHEREAS, school districts are authorized in F.S. 1002.45 to establish Florida Virtual School franchises, provide district-run programs, and enter into multi-district contractual arrangements through a regional consortium, and

WHEREAS, NEFEC has contracted with Florida Virtual School (FLVS), K12 Florida LLC, and Imagine Learning, LLC.

NOW THEREFORE, NEFEC and the Board enter into this Attachment and agree as follows:

I. NEFEC agrees as follows:

- **A.** To comply with all requirements of Section 1002.45, Florida Statutes and with disclosure requirements adopted in rule by the State Board of Education.
- **B.** To protect student online personal information through Student Data Privacy Agreements with vendors as required per Section 1006.1494, Florida Statutes.
- **C.** To assist the school district in determining a student's eligibility to participate in a VIP option as listed in Section 1002.455, Florida Statutes.
- **D.** To ensure that students enrolled in a district VIP serviced by NEFEC are equipped with all necessary instructional materials per Section 1002.45, Florida Statutes.
- **E.** To assist the school district in establishing procedures to monitor compulsory attendance requirements in a VIP per Section 1002.45, Florida Statutes.
- **F.** To assist the school district in monitoring online providers' compliance with contract terms, such as the providers' quality of virtual instruction, provision for data quality requirements, and provisions specifying the minimum required security controls the school district is expected to have in place to protect the confidentiality, availability, and integrity of sensitive educational data.
- **G.** To recruit, train, provide, and pay virtual instructors for district-run virtual instruction programs.
- **H.** To oversee the NEFEC web-based portals for participating district-run virtual instruction programs.
- **I.** To provide evidence that all virtual instructors have passed a background screening as required by Section 1012.32, Florida Statutes, using state criminal history records from the Florida Department of Law Enforcement.
- **J.** To ensure that all virtual instructors hold a valid Florida Teaching Certificate in any subject area they are assigned.
- **K.** To assign virtual instructors to courses and students.
- **L.** To enroll district approved students in courses.

M. To monitor NEFEC-contracted virtual instructors.

N. To pay Florida Virtual School, K12 Florida LLC, and Imagine Learning, LLC the contracted fees pursuant to student participation and successful completion.

O. To hold all information as confidential and not use such data for any purpose other than providing services and support to districts under this agreement. NEFEC shall use all such data and personally identifiable information in compliance with all applicable laws.

P. To ensure the protected transmission of all confidential and identifiable information to districts via encrypted documents or use of a secure learning management system.

Q. To ensure that acceptable student-teacher ratios are established to ensure the number of students in the district VIP classes are not excessive.

R. To disclose student-teacher ratios as requested by individual districts contracted with NEFEC.

S. To provide documentation of student progress in virtual courses for students enrolled in both full-time and part-time virtual instruction program in grades K-12.

T. To follow the method listed below for conflict resolution:
Any dispute concerning performance of the contract shall be decided by the Board's designated contract manager, who shall reduce the decision to writing and serve a copy to NEFEC. The decision shall be final and conclusive unless within ten (10) days from the date of receipt, NEFEC files with the Board a petition for administrative hearing. The Board's decision on the petition shall be final, subject to NEFEC's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to NEFEC's ability to pursue any other form of dispute resolution, provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

U. To only terminate this contract before its expiration as follows: a) both Parties agree in writing to the termination; or b) if either Party materially breaches the contract and fails to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.

V. To invoice the District no less than three times a year as follows for services offered through August 31, 2026. Invoices will be generated at the end of the first semester (Cycle 1), at the end of second semester (Cycle 2), and at the end of summer (Cycle 3) per the costs of individual products listed in the following Online Course Provider tables below.

Online Course Provider: Imagine Learning, LLC (Grades 6-12)

7023 – Part-time or Full-time	
Comprehensive program including content, hosting, and instruction with MDVS instructors or District instructors. Fees for Imagine Learning, LLC (Edgenuity) course offerings include curriculum fees, administration fees, and instructor fees.	
All courses are billed at $45 per semester with the exception of the following tier 2 courses which will be billed at $85 per semester.	
Classical Literature	Creative Photography
Culinary Arts 1	Journalism 1
Law Studies	Nutrition and Wellness
Parenting Skills	Social Media
Theater, Cinema, and Film Production 1	
**MDVS may offer additional Edgenuity courses, not to exceed $100 for the curriculum fee. Administration and Instruction Fee will follow as listed below. Billing: • Each half credit/semester enrollment will be provided with a grace period. The grace period will end once the student is in active status in Edgenuity for a minimum of 28 days. • District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period. • MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee of $150 per half credit/semester will be charged upon successful course completion.	

Online Course Provider: K12 Florida LLC (Grades K-12)

7001 - Part Time (up to 3 courses) Comprehensive program including content, hosting, materials, and instruction with K12 instructors.			
K12 Fully Managed Program	**Curriculum and Instruction Fee**	**Administration Fee**	**Total Not to Exceed**
Single Course Grades K-5 (Per Semester)	$295/semester	$15/semester	$310/semester
Single Course Grades 6-12 (Per Semester)	$370/semester	$15/semester	$385/semester
Single Course Grades 6-12 (Per Semester) Fuel Ed Platform	$225/semester	$15/semester	$240/semester
AP Single Course (Per Semester) FuelEd Platform	$245/semester	$15/semester	$260/semester
Single Course-Career Focused Pathways (non-AP) FuelEd Platform	$344/semester	$15/semester	$359/semester
Career Exploration FuelEd Platform	$10/enrollment	$5/enrollment	$15/enrollment
7001 - Full Time Comprehensive program including content, hosting, materials, advisor support, and instruction with K12 instructors.			
K12 Fully Managed Program	**Curriculum and Instruction Fee**	**Administration Fee**	**Total Not to Exceed**
Full-time up to 6 courses (Per Semester)	$2,147.50/semester	$60/semester	$4,415/year
Billing: • The district will be charged for the K12 Curriculum and Instruction Fee for each course after 30 days. • The full Administration Fee is charged at the end of each semester. • No additional fees will be charged for a student for any month following notice to NEFEC of the student's withdrawal from the course(s).			

7023 - Elementary Part Time (up to 3 courses)

Comprehensive program including content, hosting, materials, and instruction with MDVS instructors. Students may choose from 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Full year elective choices include Art, Music, and Physical Education.

MDVS Instructor	Curriculum Fee	Administration Fee	MDVS Instructor Fee	Total Not to Exceed
Single Course K-5 (Per Semester)	$170/semester	$30/semester	$60/semester	$260/semester

7023 - Elementary Full Time (5 courses)

Comprehensive program including content, hosting, materials, and instruction with MDVS instructors. Students will be enrolled in 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Full year elective choices include Art, Music, and Physical Education.

MDVS Instructor	Curriculum Fee ($170/course)	Administration Fee ($30/course)	MDVS Instructor Fee ($60/course)	Total Not to Exceed
Full-Time K-5 (Per Semester)	$850/semester	$150/semester	$300/semester	$2,600/year

Billing:

- The district will be charged for the K12 Curriculum for each course after 30 days.
- The full Administration Fee is charged at the end of each semester.
- The Instructor Fee will be charged per successful course completion.
- No additional fees will be charged for a student for any month following notice to NEFEC of the student's withdrawal from the course(s).

K12 Florida LLC/HEAL (Homebound Education/Alternative Learning)

Comprehensive program including content, hosting, materials, customizations, advisor support, and instruction with K12 instructors.

Weekly Fee with FuelEd Instructor	$125/week (4-week minimum)
Administration Fee	$60 (one-time fee, per student)

Billing:

- Costs set forth above for each student are "not-to-exceed" figures.
- The fee for each student using FuelEd Online Course curriculum includes content, instruction, hosting, materials, and additional customizations.
- Students can take a single course up to a full-time course load for the $125/week fee.

Online Course Provider: District Franchise of Florida Virtual School

7004 - District Franchise of Florida Virtual School (Grades 6-12)

Comprehensive program including content, hosting, and instruction with MDVS instructors. Fees for FLVS course offerings include curriculum fees, administration fees, and instructor fees.

Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)	Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)
Accounting Applications 1	$90.00	AP Statistics	$75.00
AP Art History	$75.00	AP United States Government & Politics	$90.00
AP Biology	$90.00	AP United States History	$90.00
AP Calculus AB	$75.00	AP World History: Modern	$75.00
AP Calculus BC	$75.00	Calculus Honors	$60.00

Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)	Course	Curriculum Fees Per Half Credit/Semester (Not to Exceed)
AP Computer Science A	$75.00	Career Research and Decision Making	$75.00
AP Computer Science Principles	$75.00	Computer & Network Security Fundamentals	$80.00
AP English Language and Composition	$75.00	Critical Thinking and Study Skills	$75.00
AP English Literature and Composition	$75.00	Driver Education/Traffic Safety - Classroom	$75.00
AP Environmental Science	$75.00	Guitar 1	$70.00
AP Human Geography	$75.00	Leadership Skills Development	$75.00
AP Macroeconomics	$75.00	M/J Guitar 1	$70.00
AP Microeconomics	$75.00	M/J Peer Counseling 1	$75.00
AP Physics 1	$90.00	Mathematics for College Algebra	$60.00
AP Precalculus	$75.00	Outdoor Education	$95.00
AP Psychology	$90.00	Peer Counseling 1	$75.00
AP Spanish Language and Culture	$75.00	Peer Counseling 2	$75.00
All other franchise courses are billed at $50.			

**MDVS may offer additional or updated FLVS courses, not to exceed $100 for the curriculum fee and additional, appropriate fees.

Billing:

- Each enrollment will be provided with a grace period. The grace period will end once the student achieves 20% course completion OR is in active status in VSA for a minimum of 30 days.
- District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period.
- MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee will be charged upon successful course completion.
- Instructor fees are based on expertise, critical shortage area, course workload, and program number as follows:
    - Tier 1 - $150
    - Tier 2 - $135
    - Tier 3 - $120

7004 – District Franchise of Florida Virtual School (Grades K-5)

Comprehensive program including content, hosting, and instruction with MDVS instructors. Students may register for a single segment (semester) of a course up to full-time enrollment that consists of 6 courses per semester. Students may choose from 4 core courses including English Language Arts, Mathematics, Science, and Social Studies. Elective choices include Art, Physical Education, Spanish, and Technology.

MDVS Instructor	Curriculum Fee	Administration Fee ($50/course)	MDVS Instructor Fee (Core $150/course Elective $120/course)	Total Not to Exceed
Full-Time (4 core and 2 elective courses/semester)	$50/semester	$300/semester	Core-$600/semester Elective-$240/semester	$2,880/year

Billing:

- Each enrollment will be provided with a grace period. The grace period will end once the student achieves 20% course completion OR is in active status in VSA for a minimum of 30 days.
- District Facilitated Courses: The Administration Fee of $15 and the Curriculum Fee will be charged after grace period.
- MDVS Facilitated Courses: The Curriculum Fee will be charged after grace period. The Administration Fee of $50 per half credit/semester and Instructor fee will be charged upon successful course completion.
- Instructor fees are based on expertise, critical shortage area, course workload, and program number as follows:
  - Tier 1 - $150
  - Tier 2 - $135
  - Tier 3 - $120

II. The Board agrees as follows:

A. To comply with all requirements of Section 1002.45, Florida Statutes and with disclosure requirements adopted in rule by the State Board of Education.
B. To establish a district Instructional Virtual Education contact.
C. To establish a district MIS Virtual Education contact.
D. To attend MyDistrict Virtual School Instruction Program meetings as requested.
E. To establish and maintain the school/reporting designations determined by the Florida Department of Education to report students participating in MyDistrict courses in programs such as 7001, 7004, 7006, and 7023.
F. To provide, upon request, a detailed curriculum plan outlined in the school district's student progression plan illustrating how students will be provided services and be measured for attainment of proficiency in the Florida Standards for each grade level and subject.
G. To provide verification of student VIP eligibility, as appropriate.
H. To verify need and provide the required technology for VIP students who qualify.
I. To notify, communicate, and/or provide, support services consistent with the legal requirements for students with special needs. These special needs could be seen in an English Language Learner (ELL), IEP, 504 Plan or others as mutually identified.
J. To approve virtual student course requests.
K. To monitor virtual student progress.
L. To communicate with all caregivers of students participating in virtual courses.
M. To communicate with and schedule students for Advanced Placement® and state-required assessments.
N. To make timely payment earned by the virtual Advanced Placement® instructor of record for successful student completion of Advanced Placement® Exams.
O. To coordinate with caregivers on reclaiming non-consumable materials.
P. To report FTE and all other DOE survey information.
Q. To input student demographic, scheduling, and course grade data, as needed, into the District database(s).

R. To recommend the appropriate provider option for high school students based on their academic needs.

S. To recommend the appropriate curriculum choice for students where supplemental material is warranted.

T. To make timely payment of NEFEC invoices per the fees noted in item I. V of this contract attachment, to include services for students who have been granted summer instruction beyond the 180-day school calendar, ending no later than August 31, 2026.

U. To follow the method listed below for conflict resolution: Any dispute concerning performance of the contract shall be decided by the Board's designated contract manager, who shall reduce the decision to writing and serve a copy to NEFEC. The decision shall be final and conclusive unless within ten (10) days from the date of receipt, NEFEC files with the Board a petition for administrative hearing. The Board's decision on the petition shall be final, subject to NEFEC's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to NEFEC'S ability to pursue any other form of dispute resolution, provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

V. To only terminate this contract before its expiration as follows: a) both Parties agree in writing to the termination; or b) if either Party materially breaches the contract and fails to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.

W. To be responsible for all debts for the Board's Virtual Instruction Program that arise out of NEFEC's performance of this contract if the contract is not renewed or is terminated. This does not excuse the Board from paying any obligations incurred resulting from its obligations under this contractor from the payment of any debts incurred under this contract for termination unless such termination is as provided for in II. U.

AGENDA ITEM NO. 8.17

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Tonya Tarte - (259-4330)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Award Bid No. 2025-001 (Transportation Fuel and Unleaded Gasoline) to L.V. Hiers, Inc. Effective July 1, 2025 - June 30, 2026.

ATTACHMENTS:
07.21.2025 Approval of Transportation Fuel Bid_T.Tarte.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Purchasing & Warehousing
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

Phone: (904) 259-4330 June 25, 2025 Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

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

RE: AWARD OF BID: Transportation Fuel and Unleaded Gasoline, BID No.2025-001

DATE: June 25, 2025

On June 16, 2025 bids were solicited for Transportation Fuel and Unleaded Gasoline. Bids were sent to the following companies for response:

R. H. Davis Oil Company, Macclenny, FL
L. V. Hiers. Inc., Macclenny, FL

This bid was also posted on the school board website for potential bidders.

At bid opening on June 25, 2025, one bid was received.

Attached is the tabulation for Bid No. 2025-001. I recommend that this bid be awarded to L.V. Hiers Inc. as highlighted on the tabulation attachment.

Thank you for your time and consideration of this recommendation.

attachment (1 page)

cc: melanie watson

BAKER COUNTY SCHOOL BOARD
Bid Tabulation
Transportation Gasoline and Diesel Fuel Bid No: 2025-001
June 25, 2025, 10:00 A.M.

LV Hiers, Inc.	Fixed Mark-Up per gallon
Unleaded Gasoline 87 Octane, E-10	$0.0375
Dyed Diesel Fuel No.2 (Highway use)	$0.0375

RH Davis Oil Co. Inc.	Fixed Mark-Up per gallon
Unleaded Gasoline 87 Octane, E-10	NO Response
Dyed Diesel Fuel No.2 (Highway use)	NO Response

The term for this agreement shall be from July 1, 2025 through June 30, 2026 and may be extended by mutual agreement of Baker County School Board and awarded Vendor for a period not to exceed two (2) years through June 30, 2028.

Signature: _____

Signature: _____

Date: _____

AGENDA ITEM NO. 8.18

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Grant
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Grant Proposal for Improving Student Outcomes in Mathematics Instructional Materials in the Amount of $16,864.90. New/ State / No Matching

ATTACHMENTS:
07.21.2025 Approval of the Improving Student Outcomes in Mathematics-Instructional Materials_C.Dopson.pdf

GRANT PROPOSAL SUMMARY
REQUEST FOR BOARD APPROVAL

Board Approval Status

(MUST BE TYPED)

NAME OF GRANT PROPOSAL	*Improving Student Outcomes in Mathematics-Instructional Materials*

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

CONTACT PERSON:	*Carrie Dopson*

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

AMOUNT REQUESTED:	*$16,864.90*

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. This grant will fund a scope of work that include the purchase of state examined and approved instructional materials designed to address the significant math deficiencies among elementary students

HOW WILL FUNDS BE USED *(If additional space is needed, attachments may be used)*
1. Baker County School District will purchase the K-4 Mathematics Intervention Program on the State Examined and Approved List of Intervention Programs available on the FDOE website.

SUBMITTED BY: ***Carrie Dopson*** **DATE:** ***6/26/2025***

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT
Baker County School District

2 PROJECT NUMBER
020-94630-5D001

3 PROJECT/PROGRAM TITLE
Improving Student Outcomes in Mathematics - Instructional Materials

TAPS 25A471

4 AUTHORITY
L. I. 64 General Appropriations Act
USDE or Appropriate Agency

5 AMENDMENT INFORMATION
Amendment Number:
Type of Amendment:
Effective Date:

6 PROJECT PERIODS
Budget Period: 07/01/2024 - 08/29/2025
Program Period:07/01/2024 - 08/29/2025

7 AUTHORIZED FUNDING

Current Approved Budget:	$16,864.90
Amendment Amount:	
Estimated Roll Forward:	
Certified Roll Amount:	
Total Project Amount:	$16,864.90

8 REIMBURSEMENT OPTION
As Specified in the Terms and Conditions

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 08/29/2025
- Date that all obligations are to be liquidated and final disbursement reports submitted: 09/05/2025
- Last date for receipt of proposed budget and program amendments: 07/29/2025
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:

10 DOE CONTACTS
Program: Jennifer Infinger
Phone: (850) 245-0762
Email: Jennifer.Infinger@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.
- 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: **Recipients shall utilize and submit the DOE399 Project Disbursement Report to request payment. Recipients may report disbursements or obligations for purchases. Obligations for purchases must be described in column 3 on the DOE399, including when and how the obligation was made. Payment will be issued in a lump sum amount based on what is requested on the DOE399. Recipients will maintain records to support the payment requests and refund any unused funds after reconciliation.**

12 APPROVED:

Patricia Duncan
Authorized Official on behalf of the Commissioner of Education

6.20.25
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. (Additional space provided on Page 2 of 2 if needed.)

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

DOE-200
Revised 07/15

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program 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	Improving Student Outcomes in Mathematics Instructional Materials **TAPS NUMBER: 25A471**	Date Received 03/03/2025
B) Name and Address of Eligible Applicant: **Baker County School District** **392 South Blvd East** **Macclenny, FL 32063**		**Project Number (DOE Assigned)** 020-94630-5D001

C) Total Funds Requested:	D) Applicant Contact & Business Information	
$16,864.90	Contact Name: **Carrie Dopson** Fiscal Contact Name: **Mary Teri Ambrose**	Telephone Numbers: **CD: 904-259-0404** **TA: 904-259-6251**
DOE USE ONLY **Total Approved Project:** $ 16,864.90	Mailing Address: 392 S Blvd East Macclenny, FL 32063	E-mail Addresses: Carrie.dopson@bakerk12.org Teri.ambrose@bakerk12.org
	Physical/Facility Address: 270 S Blvd East Macclenny, FL 32063	UEI number: ***MJG4ULGMPKE7*** FEIN number: 59-6000509

CERTIFICATION

I, **J. Wyatt Milton,** as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application 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.

E)	Superintendent	2/28/2025
Signature of Agency Head	Title	Date

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Baker will purchase the K-4 Mathematics Intervention Program on the State Examined and Approved List of Intervention Programs available on the FDOE website. The program is published by Curriculum Associates and is a K-4 series of materials.
pjd

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	**Baker County School District**
B) DOE Assigned Project Number:	020-94630-5D001
C) TAPS Number:	**25A471**

(1) FUNCTION	(2) OBJECT	(3) Account Title and Narrative	(4) FTE POSITION	(5) AMOUNT	(6) % Allocated to This Project
5100	520	Textbooks: K-4 mathematics intervention materials	0	$ 16,864.90	100%
		D) TOTAL	**$ 16,864.90**	**100%**	

DOE ATTESTATION (Program and Grants Management)

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Project Performance Accountability Form

Definitions

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

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
This grant will fund a scope of work that will include the purchase of state examined and approved instructional materials designed to address significant mathematics deficiencies among elementary students. Instruction utilizing the selected resources will provide targeted, research-based interventions aligned to the B.E.S.T. Standards to support skill development and improve student academic outcomes. Implementation will include progress monitoring to ensure effective use and measurable student growth.	K-4 mathematics intervention materials off the state examined and approved list	~~FAST Progress Monitoring 1, 2, and 3~~ Purchase Order Paid Invoice	June 30, 2025	$16,864.90

DOE 900D May 2022

Florida Department of Education
General Assurances, Terms, and Conditions for Participation in Federal and State Programs

Authority for Data Collection: 20 USC 1232e (a)

Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e), stipulate that "[e]ach local education agency which participates in an applicable program under which federal funds are made available to such agency through a state agency shall submit, to such an agency, a general application containing the assurances set forth in subsection [1232e] (b)." The application shall cover the participation by the local education agency and all other organizations participating in state and federal programs administered by the Florida Department of Education. These assurances are set forth below in the "General Assurances" section.

Instructions: These general assurances will be in effect for the duration of the project it covers. The state agencies or boards administering the projects covered by the application shall not require the submission or amendment of such an application unless required by changes in federal or state law, or by other significant change in the circumstances affecting an assurance in such application. The superintendent, agency head, or other authorized officer must sign the certification and return it to the following address. No payment for project/grant awards will be made by this agency without a current signed General Assurances form on file. For further information, contact the Florida Department of Education, Bureau of the Comptroller, at (850) 245-0401.

Certification:

I, the undersigned official am legally authorized to bind the named agency/organization of the State of Florida, hereby apply for participation in federally funded and/or state-funded education programs on behalf of the named agency/organization below. I certify that the agency will adhere to and comply with the General Assurances, Terms, and Conditions and all requirements outlined in the "Project Application and Amendment Procedures for Federal and State Programs" (Green Book).

Baker County School District	002	J. Wyatt Milton, Superintendent
Typed Agency Name	Agency Number	Typed Name and Title of Authorized Official (Agency Head)

I certify that the agency will adhere to each of the assurances contained in this set of *General Assurances, Terms, and Conditions for Participation in Federal and State Programs* as applicable to the project(s) for which this agency is responsible.

J. Wyatt Milton	2/28/2025	904-259-0401
Signature (must be original)	Date	Area Code/Telephone Number

AGENDA ITEM NO. 8.19

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Budget

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval to Advertise 5.3250 as the Total Millage for the 2025-2026 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. As of today, I have not received the actual Required Local Effort (RLE) millage from the Department of Education. We should have the RLE by July 19, 2025. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0720 (DOE will change this number on or before July 19, 2025.)
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.4210

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

AGENDA ITEM NO. 8.20

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Advertise 3.0770 as the Required Local Effort Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 8.21

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Advertise .7480 as the Basic Discretionary Operating Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 8.22

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Advertise 1.5000 as the Basic Discretionary Capital Outlay Millage for the 2025-26 Budget.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 8.23

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Teri Ambrose - (259-0418)
ITEM TYPE:	Budget
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Advertise the Tentative 2025-2026 Budget Prior to the Special Board Meeting on July 28, 2025.

ATTACHMENTS:
07.21.2025 Approval to Advertise Tentative Budget and Millages_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: July 13, 2025

TO: Wyatt Milton, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: APPROVAL TO ADVERTISE TENTATIVE BUDGET AND MILLAGES

Please request Board approval to advertise the tentative budget and millages prior to the July 28, 2025, School Board Meeting. The correct RLE millage will be advertised in the newspaper according to Florida Statute on July 24, 2025. The tentative millages for fiscal year 2025-2026 are as follows:

Required Local Effort	3.0770
Basic Discretionary Operating	.7480
Basic Discretionary Capital Outlay	1.5000
Total Mills	5.3250

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

Updated July 19, 2025

AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	July 21, 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: July 21, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Agreement

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

SUBJECT: Approval for the Agreement with the University of Florida Board of Trustees for Student Internship Beginning July 21, 2025.

ATTACHMENTS:
07.21.2025 Approval of the Agreement with University of Florida_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

June 25, 2025

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

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the attached agreement between the Baker County School Board and The University of Florida.

This agreement is for student internship beginning July 21, 2025.

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

Sincerely,

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

Docusign Envelope ID: 3949EDB9-F415-41F7-96FD-FB81BE9D3DE4

THE UNIVERSITY OF FLORIDA
AGREEMENT
FOR
STUDENT INTERNSHIP

THIS AGREEMENT FOR STUDENT INTERNSHIP, dated as of July 21, 2025, is entered into by and between the Baker County School Board, the internship site and the University of Florida Board of Trustees, a public body corporate of the State of Florida, for the benefit of its College of Education, the University of Florida, also referenced individually as the "Party" or collectively as the "Parties."

PURPOSE

A. The University has a responsibility to train students in education and requires its students gain practical experience in various disciplines to complete their professional preparation and development.
B. The Site, in support and enhancement of the educational programs of the University, is willing and qualified to provide a practical setting at its facilities for University students to participate in activities designed to enhance their educational experience, commonly referenced as a clinical field placement (the "Internship").
C. The primary benefit of the Internship will be to the student intern.
D. The educational programs of the University will be enhanced through its relationship with the Site and its cooperative efforts.
E. The Site will benefit through the skills and efforts of University student(s) during the internship period.

THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. Term of Agreement. The term of this Agreement shall commence upon the Effective Date and continue until terminated by either Party pursuant to provision 13. of this Agreement ("Term").

2. Student Participation and Assignment. The University shall determine, in its sole discretion, which of its enrolled students are eligible to participate in the Internship. The University shall assign an eligible student(s) for an Internship at the Site. The student is required to provide a minimum of 15 direct service hours per week at the Site during the Internship period. The student assignment schedule shall be set by the Site, in consultation with the student and may be modified by mutual agreement of the Site, the student and the University without formal amendment to this Agreement.

3. Right to Refuse. The Site shall have the right to refuse to accept any student(s) assigned to the Site by notifying the University, in writing, within thirty (30) days of said assignment.

4. Educational Plan. The Site shall allow the student to participate in various activities during the Internship, including but not limited to those activities that will further the educational goals of the student. The objective of the Internship is for the student to have practical

Docusign Envelope ID: 3949EDB9-F415-41F7-96FD-FB81BE9D3DE4

exposure to the course work completed at the University.

5. Educational Program. The University shall plan and administer the educational program for its students and be responsible for the enrollment of its students in University courses, including the Internship.

6. Student Records. The University shall maintain all student educational records and reports relating to the University's educational programs completed by students during the Internship.

7. Student Supervision and Evaluation. The Site shall ensure that its qualified employees supervise the students in the performance of their duties during the Internship and shall evaluate the student(s) performance monthly, using a standard evaluation form provided by the University. The University shall provide a person to serve as its Internship Coordinator to oversee its education program and coordinate program activities with the Site.

8. Student Use of Site Facility. The Site shall permit the students to use its facilities and amenities, including but not limited to office/workspace, cafeteria, restrooms and parking on the same basis utilized by its employees.

9. Site Background Checks. The University does not perform background checks on students. If required by the Site, the Site shall provide the University with a security background information form to be completed by the student(s) and provide a process for fingerprinting and criminal records background check to be performed by the Site or another entity at its discretion and expense. The Site, in its sole discretion, shall determine whether a University student has satisfactorily cleared the security screening.

10. Notification of Site Requirements. The Site shall notify the University, in writing, of any Site specific Internship requirements and/or rules prior to student placement. Upon notification by the Site, the University shall notify the student(s) of any Site-specific Internship requirement(s) as a condition of their participation, including but not limited to background checks, student participation agreements, professional liability insurance and vaccinations. The University shall notify the student(s) of any Site-specific rules and/or policies provided by the Site to the University, and the student's obligation to follow said rules and/or policies in order to successfully complete the Internship.

11. Student Conduct. University students are not employees or agents of the University. Accordingly, the University is not responsible for the conduct of its students during the Internship.

    a. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty. If a student's conduct rises to the level of violation of the University's Student Conduct Code, the Site agrees to promptly notify the University in writing.

    b. The University shall honor any request by the Site to remove a student from the Internship whose conduct or performance is not, in the Site's opinion, professionally acceptable.

Docusign Envelope ID: 3949EDB9-F415-41F7-96FD-FB81BE9D3DE4

12. Safety and Security Information. The Site will provide the student with information regarding any known risk or safety issues surrounding the student's Internship environment, including the parking area and path of travel from the parking area to the Site facility. In addition, the Site will provide the student with applicable safety protocols and training necessary for their safe and successful participation in the Internship.

13. Termination. This Agreement may be terminated by either Party with or without cause upon thirty (30) calendar day's written notice to the other party of its desire to terminate this Agreement.

14. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, and agents thereof while acting within the scope of their employment. The University and the Site further agree that nothing contained herein shall be construed or interpreted as (1) denying to either Party any remedy or defense available to such Party under the laws of the State of Florida; (2) the consent of the University or the State of Florida or its officers, employees, servants, agents and agencies to be sued; and (3) a waiver of sovereign immunity of the University or the State of Florida beyond the limited waiver provided in section 768.28, Florida Statutes.

15. Insurance.

    a. University. The University, as a public body corporate, participates in the State of Florida's Risk Management Trust Fund for purposes of general liability, workers' compensation, and employer's liability insurance coverage, with said coverage being applicable to University's officers, employees, servants, and agents while acting within the scope of their employment or agency. **Students are not officers, employees, servants or agents of the University and are not covered under the University's insurance.**

    b. Site. The Site represents it has obtained and shall keep in force during the Term of this Agreement, at the Site's expense, commercial general liability insurance insuring against bodily injury and property damage liability, with a combined single limit of not less than $1,000,000.00 per injury or occurrence with respect to any insured liability.

16. Professional Liability Insurance. The University does not provide professional liability insurance for students. If such insurance is required by the Site, the University will notify the student that the Site requires the student to purchase professional liability insurance.

17. Non-Discrimination Policy. The Parties agree that in fulfilling their obligations under this Agreement, no person shall be subjected to discrimination based on age, race, color, disability, gender identity, gender expression, marital status, national origin, creed, religion, sex, sexual orientation, political opinions or affiliations, genetic information or veteran status.

18. Compliance with Law. The Parties agree to comply with all applicable state and federal laws and regulations, including but not limited to antidiscrimination laws such as the Americans with Disabilities Act and its amendments. The Site further agrees that it shall be solely responsible for ensuring the Internship, its facilities and equipment are accessible to students with disabilities.

Docusign Envelope ID: 3949EDB9-F415-41F7-96FD-FB81BE9D3DE4

19. Public Records. This Agreement is and any other documents made or received by the University in connection with this Agreement are public records, which must be made available to the public upon request in accordance with Chapter 119, Florida Statutes, unless otherwise deemed confidential and/or exempt from disclosure.

20. Representatives. The following Party representatives are the primary point of contact for the Internship and are designated as follows:

a. University: Dr. Lori Dassa
Director of Clinical Experiences and Partnerships
1023A Norman Hall Gainesville, FL 32601
ldassa@coe.ufl.edu
(352) 273-2051

b. Site: Mrs. Joy Sirk
Executive Secretary to the Director of Teaching and Learning
270 South Blvd East Macclenny, FL 32063
Joy.Sirk@bakerk12.org
(904) 259-0404

In the event that different representatives are designated by either Party after execution of this Agreement, the name and contact information of the new representatives shall be furnished in writing to the other Party.

21. Notices. All notices required or permitted pursuant to this Agreement shall be in writing and sent via email to the Party Representatives listed in provision 20.

22. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any litigation between Parties shall be commenced and maintained exclusively in the United States District Court for the Northern District of Florida or the state courts in and for Alachua County, Florida.

23. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

24. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

25. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

26. Severability. This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue in full effect.

Docusign Envelope ID: 3949EDB9-F415-41F7-96FD-FB81BE9D3DE4

27. Waiver. The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

28. Assignment. This Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other party.

29. Independent Contractor. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or agency relationship between the parties. Neither shall be bound by the acts or conduct of the other.

30. Counterparts. This Agreement may be executed in counterparts. The signature page of this Agreement may be delivered by facsimile or other electronic transmission and the signatures thereon shall be deemed effective upon receipt by the intended receiving party.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the date first above written.

FOR THE BAKER COUNTY SCHOOL BOARD

By: _____

Name: Tiffany McInarnay

Title: Board Chairperson

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

FOR THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES:

By: Joseph Glover

Name: Joseph Glover

Title: Interim Provost

Date: 6/23/2025 | 11:42 AM EDT

Recommended By:

Name: Lori Dassa

Title: Director of Clinical Experiences and Partnerships

Date: _____

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Thomas Hill - (259-0429)
ITEM TYPE:	Plan
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 Baker County School District Volunteer Handbook.

ATTACHMENTS:
07.21.2025 Approval of the 2025-2026 Volunteer Handbook_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

July 8, 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 Baker County School District Volunteer Handbook for the 2025-26 school year. This new document is designed to facilitate the implementation of Senate Bill 676 which necessitated changes to the volunteer processes our district follows.

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

BAKER COUNTY
SCHOOL DISTRICT

VOLUNTEER HANDBOOK

This handbook delineates the three categories of participation for families of students and community members

2025 - 26 SCHOOL YEAR

Prepared By :

Office of Human Resources

bakerk12org/departments/human-resources

Purpose

This document has been created to facilitate the Baker County School District's implementation of SB 676 as well as other legislative revisions which govern the volunteer background screening process for school volunteers. Volunteers are generally considered any nonpaid person appointed by the Baker County School Board, including bust not limited to parents, senior citizens, students, and other who assist teacher or other members of Board staff.

The following section of this handbook delineates three categories of participation for prospective volunteers: visitor, school volunteer working under the direct supervision of staff, and school volunteer who is cleared for the supervision of students. Volunteers should determine their level of participation in school activities in order to decide which, if any, background screening process to complete.

For additional information beyond the contents of this document, please contact Mr. Thomas Hill at thomas.hill@bakerk12.org or (904) 259-6251.

Level of Participation

Visitor

A visitor is considered a family or community member who:

- is attending a school event, presentation, party, etc.
- is eating lunch with their own child or family member.
- is attending a parent conference.

The previous examples are not intended to be a comprehensive list of activities.

School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer)

School Volunteer Working under the Direct Supervision of Staff (Level 1 Volunteer) is a family or community member who:

- attends a field trip with his/her child.
- listens to individual students or small groups read aloud to practice fluency and comprehension. The teacher would provide the reading materials and specific goals for the session.
- works with a small group of students on a specific task assigned by the teacher, such as practicing math facts with flashcards, completing a worksheet, or working on a writing prompt.
- provides extra help to a student who may be struggling with a particular concept, as directed by the teacher.
- oversees a station or center in the classroom where students are engaged in a specific activity, ensuring they stay on task and understand the directions.

- assists the teacher with tasks like making photocopies, laminating, cutting out materials for a craft, or assembling learning packets.
- helps to organize the classroom library, sort student work into folders, or tidy up learning areas.
- assists the teacher in creating or putting up classroom displays and bulletin boards.
- helps to set up, serve food, and supervise activities during classroom celebrations or special events, all under the teacher's guidance.
- assists staff in the cafeteria by helping students open containers, cleaning up spills, and encouraging positive behavior.
- assists the librarian or media specialist during the school's book fair with tasks like setting up displays, helping students find books, and processing payments.
- helps to organize students, ensure they are ready for their photos, and assisting the photographers as needed.
- mans a station at an event like a field day, school carnival, or fun run. This could involve explaining the rules of a game, keeping score, or handing out water, all while under the supervision of school staff.

The previous examples are not intended to be a comprehensive list of activities. The key criteria is that the volunteer work of Level 1 individuals does not constitute providing supervision or being alone with students.

School Volunteer Who Is Cleared for the Supervision of Students (Level 2 Volunteer)

School Volunteer Who Is Cleared for the Supervision of Students (Level 2 Volunteer) is a family member or community member who:

- chaperones a field trip. This means that the volunteer is providing supervision for a group of children on the trip.
- volunteers to coach or assist in the coaching of District athletic teams. This includes helping with practices, traveling with the team, and supervising student-athletes before, during, and after games.
- has been assigned to lead a small group of students through a museum, theme park, or other field trip location without a teacher being present with their specific group at all times.
- chaperones multi-day trips, such as band competitions, academic team events, or trips to destinations like St. Augustine or Washington D.C. All volunteer chaperones must have Level 2 clearance. They assume 24-hour responsibility for student safety and conduct.
- mentors and/or tutors one-on-one with a student in a designated but potentially less public space, such as a breakout room, a corner of the library, or a guidance office. This allows for focused academic help or mentorship without the constant presence of a teacher.
- is leading or assisting with an after-school club (e.g., Beta Club, Youth Power, First Lego Robotics Club) where they may be the sole adult supervisor for periods of time.
- monitors a specific area during a school event without direct faculty oversight. For example, supervising a station at a school carnival or field day, monitoring a hallway during a school dance, or overseeing the student section at a football game.

- helps with drama, band, or chorus programs in roles that might take them away from the direct supervision of the teacher, such as managing a group of students backstage during a performance or overseeing a sectional practice in a separate room.
- manages a concession stand or ticket booth where student helpers are involved, which includes overseeing both the students and the handling of cash.
- performing duties in the front office or library that could potentially place them in unsupervised contact with students who are also in that area.

The previous examples are not intended to be a comprehensive list of activities. In every case, while direct supervision by a teacher may not be required, the Level 2 volunteer is still acting under the authority of the school principal and must adhere to all Board policies and procedures. They are chosen for these roles because they have passed the rigorous screening necessary to be entrusted with greater responsibility for student safety and well-being.

Policies and Procedures

Volunteers are valuable assets to our schools. Volunteers might be parents, grandparents, students, retired educators, business partners, or other community members. They can share their expertise with students, provide an extra set of eyes and hands for teachers, assist students with academics, chaperone field trips, answer phones, and convey to students that everybody cares about their education.

Volunteers *are* representatives of the school and the Board. The following guidelines have been established by the Superintendent and should be shared with volunteers and staff working with volunteers:

- School volunteers work only at the request/discretion of the school principal.
- The Raptor system will be used to screen volunteers and log their time on campus. Therefore, ALL volunteers must log in AND out with each visit. All visitors on any District school site will be scanned using a government-issued identification.
- The school retains the right to accept or reject the services of a volunteer.
- All volunteers must complete a yearly volunteer form.
- Level 2 volunteers will be required by the principal to complete the volunteer application form that includes fingerprinting.
- Volunteers who work one-on-one with students or who may not be under the direct supervision of an employee are subject to background checks in compliance with the Jessica Lunsford Act and will need to obtain Level 2 clearance.
- Florida Retirement System retirees may not volunteer until six months past their retirement date. See Board policy for exceptions. The obligation for Florida Retirement System retirees to verify their eligibility to serve as a volunteer is on each individual volunteer.
- The school volunteer coordinator should maintain records of volunteer service hours, duties, and training for the annual report to the Florida DOE.

Approval/Non-approval information will be given to the site for which you have applied to volunteer. They will contact you with the information. If you are a Level 2 volunteer, you may pick up your badge from your school site.

The Baker County School Board reserves the right to deny volunteer privileges to individuals and to re-check criminal history as necessary.

Determine Your Volunteer Level

The District has created the three classifications to help clarify who needs a background check, what type of background check is required, and whether the individual must be monitored by a staff member:

- **Visitors** — No volunteer form required. Visitors must be monitored by a staff member at all times and follow the process to sign in and sign out through the school's front office.
    - This process includes being screened through the Raptor VisitorSafe Visitor Management System.
- **Volunteer (Level 1)** — A background check of Level 1 and an approved volunteer application is required every year.
    - Volunteer (Level 1) MUST always be under the direct supervision or line-of-sight of a BCSD employee.*
    - Level 1 volunteers must obtain clearance through the Raptor VisitorSafe Visitor Management System each time they enter the campus or volunteer.
    - Approval will be given to the school/site from the District's Office of Human Resources.
- **Volunteer (Level 2)** — An annual approved volunteer application is required. In addition, upon initial application and every five years after, a Level 2 fingerprinting background check is required to conduct a State and National background clearance. Fingerprints are valid for five years.
    - Volunteers (Level 2) are NOT required to be under the direct supervision or line-of-sight of a Board employee at all times.
    - Potential volunteers will be notified by the school if fingerprint registration is necessary based on the type of field trip or activity.
    - **Fingerprinting is done at the cost of the volunteer**. Fingerprints are only required every five years. To obtain and renew the Level 2 clearance, please register as a volunteer and follow directions for the Level 2 process.
    - A Level 2 Volunteer Badge will be issued by the District's Office of Human Resources.
    - Level 2 volunteers must obtain clearance through the Raptor VisitorSafe Visitor Management System each time they enter the campus or volunteer.

*In the event of a "field trip" or off-campus activity, it is understood that due to the size and nature of certain venues that Level 1 Volunteers may not always be under the direct supervision of an employee. In these cases, the volunteer should only be providing supervision for their own family member.

Identification & Sign In

Volunteers are provided District-issued badges or name tags depending on the volunteer type. The identification must be worn at all times when volunteering. A $10 replacement fee will be charged to replace lost identification badges. Volunteers are required to sign in and out through Raptor at the front desk in the main school/site office. A government-issued ID is required (driver's license, passport, etc.). Your cooperation enables us to locate you in case of an emergency.

Volunteer Responsibilities

Volunteers Must:

- Be screened through the Raptor system each time they enter campus or volunteer.
- Always work under the supervision of a teacher or administrator unless the volunteer has received Level 2 clearance.
- Show a government-issued photo ID and sign in and out in the school's front office for each visit/event. This is important for the following reasons:
    - Our students' safety and campus security are of the utmost importance. This supports knowing who is on campus at all times.
    - Individual volunteers may be recognized for their dedication and service to our schools.
    - Schools are eligible for annual state awards based on their volunteer hours.
    - Your school and the District would like the opportunity to thank you for your service.
- Maintain strict confidentiality with all school or classroom information to which they may have access.
- Follow School Board policy on personal communication devices and the use of Social Media (BCSD Board Policy 6.430).
- Serve as positive role models.
- Dress professionally and appropriately for the work environment.
- Work within all guidelines and policies established by the Superintendent and School Board.
- Have a clear understanding of all state and District instructional practices and policies relevant to volunteer responsibilities.
- Follow staff directions in the event of a fire drill, lockdown, or evacuation.

Volunteers May NOT:

- Establish educational objectives or evaluate student progress.
- Discuss students or teachers, or classroom information outside of the school setting or in the school setting with people whom the information does not pertain.
- Be left alone with a child or with a class unless they have Level 2 clearance.
- Take pictures or video of students (other than their own) or BCSD employees.
- Have individual contact with students outside of school hours. This includes social media contact.
- Give medication to students.
- Discipline students. The volunteer should refer the matter to the supervising teacher.
- Engage in communication with students regarding personal religious or political beliefs.
- Have access to the files or permanent records of students.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Have access to permanent student records, student grades, or any other confidential materials or information.
- Conduct duties or tasks that belong to teachers, such as grading papers.
- Bring preschool or other children who are not registered at the school where they volunteer.
- Use cell phones except in case of emergency or urgent need. Your attention should be on students at all times unless otherwise directed.

Protecting Our Students & Mandatory Reporting of Child Abuse

Section 39.201 (1)(a), Florida Statutes, states: A person is required to report immediately to the central abuse hotline established in s. 39.101, in writing, through a call to the toll-free telephone number, or through electronic reporting, if he or she knows, or has reasonable cause to suspect, that any of the following has occurred:

a. Child abuse, abandonment, or neglect by a parent or caregiver, which includes, but is not limited to, when a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare or when a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide such supervision and care.

b. Child abuse by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare. The central abuse hotline must immediately electronically transfer such reports to the appropriate county sheriff's office.

Any person who knows, or has reasonable cause to suspect, that a child is the victim of sexual abuse or juvenile sexual abuse shall report such knowledge or suspicion to the central abuse hotline, including if the alleged incident involves a child who is in the custody of or under the protective supervision of the department.

Abuse Hotline: 1-800-962-2873

Report Online: ABUSE ONLINE REPORT LINK

Other Important Information

- School volunteers who witness bullying (teasing, social exclusion, threats, stalking, physical violence, sexual, religious, or racial harassment, public humiliation) or destruction of property must report the incident immediately to school staff.
- Volunteers may NOT have individual contact with students outside of school hours including social media contact.
- Volunteers do NOT take pictures or videos of students without appropriate staff permission.
- Tobacco, Vaping, Alcohol & Illegal Drug use are prohibited anywhere, anytime, by anyone on campus during all school-sponsored events, whether they occur before, after or during regular school hours
- **IMPORTANT NOTE:** There are certain individuals who are classified as "exempt volunteers" because they have already undergone a Level 2 background screening. Exempt volunteers include: District staff, law enforcement officers, college students screened through the District's Office of Human Resources, and any individual currently screened through the Agency for Health Care Administration (AHCA) Clearinghouse.

Required Fees

- **Visitors** = No Cost.
- **Volunteer (Level 1)** = No Cost. Annual Application Required.
- **Volunteer (Level 2)** = $75 (Approximate and subject to change costs are $75 for the state and company fingerprint fees to complete the required background checks via Fast Fingerprint and AHCA online clearinghouse). Fingerprints are valid for five years. Annual Volunteer Application Form is required yearly at no charge. Volunteers are only charged for fingerprinting or badge replacement.

School Board Policy 3.130

School volunteers shall be subject to background screenings before volunteering that may include a criminal history background check and fingerprinting with the costs paid as determined by the District. Volunteers who will be working with students without direct supervision from school personnel, whether on or off campus—including during day trips or overnight trips—must meet Level 2 screening requirements found in Section 435.04, Florida Statutes. All volunteer athletic coaches are required to have a Level 2 screening.

Volunteers working under the direct supervision of school personnel shall, at a minimum, undergo background screenings to include:

(1) a search of the volunteer's name and/or other identifying information through databases approved by the Superintendent, which may include, but are not limited to, the Dru Sjodin National Sex Offender Public Website and the registration information regarding sexual predators and sexual offenders maintained by the Florida Department of Law Enforcement (FDLE), and

(2) a search of the (CCIS) Comprehensive Case Information System database for any criminal history.

Additional Volunteer Program Stipulations

- No person registered as a sexual predator or sexual offender on the FDLE database shall be allowed to volunteer in any school or at any school function.
- No person registered on CCIS that has an open criminal case shall be allowed to volunteer in any school or at any school function.
- In the event of a “field trip” or off-campus activity, it is understood that due to the size and nature of certain venues that Level 1 Volunteers may not always be under the direct supervision of an employee. In these cases, the volunteer should only be providing supervision for their own family member.
- A person who has been arrested for and is awaiting final disposition of, has found guilty of, regardless of adjudication, or entered a plea of nolo contender or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for, any offense listed in Section 435.04(2) or (3), Florida Statutes, shall not be eligible to be a school volunteer.
- A school volunteer is any nonpaid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education rules.
- The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers that are consistent with Florida Statutes, State Board of Education Rules, and School Board rules.
- Pursuant to 1012.315 F.S., applicants having been convicted of a crime involving moral turpitude shall not be employed (volunteer) in any position requiring direct contact with students. Otherwise, an applicant shall not be disqualified from employment (volunteering) solely because of a prior conviction for a crime. Nevertheless, a person

may be denied employment (volunteering) pursuant to 1012.32(2)(a) and 1012.465 F.S., by reason of a prior conviction if the crime was a felony or first-degree misdemeanor and directly related to the position of employment (volunteering) sought.

- As provided by Florida State School Board Rules, the principal of the school shall ensure that each volunteer and the supervising teacher or coordinator possess a clear understanding of state and Board rules and policies relevant to volunteer responsibilities.

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Plan

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

SUBJECT: Approval of the 2024-2025 Update for Submission to the Office of Equal Educational Opportunity Mandated by the Florida Department of Education.

ATTACHMENTS:
07.21.2025 Approval of the 2024-2025 Equal Educational Opportunity_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

July 8, 2025

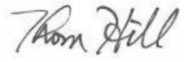
Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
Baker County Schools
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request School Board approval of the Baker County School District Equal Educational Opportunity Update Report for the 2024-25 school year. This report serves the purpose of documenting and demonstrating how the District is ensuring compliance with federal and state laws related to equal access and nondiscrimination in education.

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

Florida Department of Education
Office of Equal Educational Opportunity (OEEO) Update Template
2024-25

Table of Contents

DISTRICT CONTACT INFORMATION 2
PART I: PROCEDURAL REQUIREMENTS 3
PART II: INCOMPLETE ITEMS OR PENDING ACTIONS 4
PART III: STUDENT PARTICIPATION 5
PART IV: ATHLETICS COMPLIANCE VERIFICATION 7
2024-25 Interscholastic Sports Participation Form 8
Athletic Compliance Verification Form 9
Corrective Action Plan 10
PART V: SINGLE-SEX CLASSES 11
Single-Sex Evaluation Verification Form 12
PART VI: PREGNANT AND PARENTING STUDENTS 13

DISTRICT CONTACT INFORMATION

Annual Update Contact

District Name:	Baker County
Title:	Associate Superintendent of Human Resources
Email:	thomas.hill@bakerk12.org
Phone Number:	9042590427

Please provide the following contacts if different from the Annual Update Contact identified above:

District Title VI Contact

■ Same as Annual Update Contact

District Name:	Baker County
Title:	Associate Superintendent of Human Resources
Email:	thomas.hill@bakerk12.org
Phone Number:	9042590427

District Title IX Contact

■ Same as Annual Update Contact
■ Same as Title VI Contact.

District Name:	Baker County
Title:	Associate Superintendent of Human Resources
Email:	thomas.hill@bakerk12.org
Phone Number:	9042590427

District Section 504 Contact

☐ Same as Annual Update Contact
☐ Same as Title VI Contact
☐ Same as Title IX Contact

District Name:	Baker County
Title:	Director of Exceptional Student Education and Student Services
Email:	alice.schmitges@bakerk12.org
Phone Number:	9042590444

PART I: PROCEDURAL REQUIREMENTS

A. Changes to Nondiscrimination and Anti-Harassment Policies or Grievance Procedures as required by the U.S. Department of Education (USED)

Indicate below and submit any policies or procedures revised since the last district update in 2024 into your designated ShareFile folder. Please select from the following:

- ☐ Updated district Nondiscrimination Policy has been uploaded to district's ShareFile.
- ☐ Updated district Anti-Harassment Policy has been uploaded to district's ShareFile.
- ☐ Updated district Grievance Procedures have been uploaded to district's ShareFile.
- ■ No updates since the district's 2024 submission.

B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notice

1. **Annual Notification of Nondiscrimination for Vocational Education Programs**

   This notification is required and must be published once a year, prior to the beginning of each school year. Submit the requested evidence below to show you have met this requirement:

   - The annual notification of nondiscrimination was published indicating the summary of Career and Technical Education (CTE) offerings at the district's high schools.
   - The annual notification of nondiscrimination that was published indicating the summary of CTE offerings for the district's operated technical center(s).
     - All published annual notifications of nondiscrimination must include publication date and contact information for the district's point of contact and the person(s) designated to coordinate Title IX and Section 504 compliance activity, if different, for complainant(s) to file a complaint of discrimination and/or harassment, should the need arise.
     - In addition to the internet, notification can be done on radio, television or newspaper for those areas that have little to no access to the internet.

   ■ Evidence of compliance has been uploaded to district's ShareFile.

   ☐ No evidence supporting compliance was uploaded to district's ShareFile.

2. **Continuous Notification of Nondiscrimination**

   This notification is required and must be continuously published and posted throughout the year in district and school publications. Posting only on the district or school website is insufficient. Submit the requested evidence below to show you have met this requirement:

   - Submit copies of materials that include the continuous notification of nondiscrimination and contact information for Title IX, Section 504, and district point of contact, if different.
     - Identify documents with the continuous notification of nondiscrimination and **only submit the page(s)** that includes the statement (school newsletters, school handbooks, application forms, brochures, district's publications available to students, parents, staff and the general public, etc.).

   ■ Evidence of compliance has been uploaded to district's ShareFile.

   ☐ No evidence supporting compliance was uploaded to district's ShareFile.

3. **Notice for Availability of Reasonable Accommodations to Applicants for Employment**

- Submit copies of webpages or printed materials for applicants for employment that include the notice that reasonable accommodations are available for qualified applicants with disabilities during the application and interview process. The notices should also include contact information for requesting accommodations. Submit the requested evidence below to show you have met this requirement:

  ■ Evidence of compliance has been uploaded to district's ShareFile.
  ☐ No evidence supporting compliance was uploaded to district's ShareFile.

PART II: INCOMPLETE ITEMS OR PENDING ACTIONS

A. If the district currently has a Voluntary Compliance Plan (VCP), please review and complete the following:

☐ Updates have been uploaded to the district's ShareFile for the district's VCP.
☐ No updates for the district's VCP since the district's 2024 submission.
■ Not applicable – the district does not have a VCP.

B. If the district has current or past Monitoring Work Plan (MWP), please review and complete the following:

■ Updates have been uploaded to the district's ShareFile for the district's MWP.
☐ No updates for the district's MWP since the district's 2024 submission.
☐ Not applicable – the district does not have any current or past MWP.

PART III: STUDENT PARTICIPATION

EVALUATION OF METHODS AND STRATEGIES:

Grades 9-12, Advanced International Certificate of Education (AICE), Advanced Placement (AP), Dual Enrollment and International Baccalaureate (IB)

Evidence of Progress

Evaluate the progress the district has made in increasing access to enrollment for all the accelerated courses for all students in the district, with a focus on subgroups as required by USED in which the district has demonstrated less enrollment than other enrolled subgroups. Please consider the time period from 2024-25.

Please provide an update on the Evidence of Progress for identified subgroup(s):
AP Coursework The overall student participation rate in International Baccalaureate (IB), Advanced International Certificate of Education (AICE), and Advanced Placement (AP) program is quite small in the Baker County School District' s one high school. Neither IB nor AICE programs are offered. AP offerings have actually declined due to staff retirements and an increased offering of online dual enrollment opportunities. Since 2022, there has been a 38.5% decline in the participation of white students (only 2.4% of the white population have taken an AP course) while Black students have remained static at a very low 1.1% of that subgroup's population. Other subgroups are similarly static or have such limited numbers that the percentage data is skewed. A chart of student subgroup participation has been uploaded as part of the evidence included with this report. Dual Enrollment The overall student participation rate in dual enrollment coursework has decreased over the last four years; however, every subgroup (Black, Hispanic, white male, Black male, Hispanic male, and ELL) showed an increase in student participation. In particular the Hispanic subgroup showed an increase from 8.2% of the subgroup to 12.4% participating in dual enrollment coursework. As with AP Coursework, when numbers are less than 10, percent gains can be misleading, but having each subgroup have an increase in participation while the white population decreased shows an increase in the access of dual enrollment courses for students in these subgroup populations. All Level 3 Courses (AP, DE, and Honors) Student participation in all advance coursework is perhaps the greatest area of success for the district associated with this report. During the 2021-22 school year, only 12.8% of whites, 5.1% of Blacks, 6.1% of Hispanics, and 0% of ELL students participated in honors (or AP/dual enrollment) coursework. During the 2024-25 school year, 68.3% of whites, 50.9% of Blacks, 67.3% of Hispanics, and 30.8% of ELL students participated in honors (or AP/dual enrollment) coursework. While that represents a 432% increase for the white population, the reduction in the gap associated with access to advanced coursework has been drastically reduced for all subgroups. For instance, the increase for the Black population was 888% over that same four-year period. Black males had an increase of 740%.

Methods and Strategies

Identify the methods and strategies the district is using to increase enrollment for the subgroups in the district. Strategies should include specific action steps taken by the district and schools.

Please provide an update on the Methods and Strategies for identified subgroup(s):
AP Coursework Discussions with the high school administration in the spring of 2025 led to the creation of four new sections of AP Human Geography and two new sections of AP Government being built into the master schedule for the upcoming school year. These new opportunities will be advertised on the district's website and online app. In addition to the public messages, individual students will be identified for personal communication in an effort to build subgroup participation in AP coursework. The actions mentioned in this section will be implemented by the building principal and guidance staff of the high school. Dual Enrollment As with AP participation, making students and families aware of the advanced coursework options available is crucial to increasing subgroup participation. The District is releasing a new online app for smartphones called, Baker ConnectED. In conjunction with new district social media platforms, these means of communication will be specifically tailored to reach subgroups with custom messages encouraging student enrollment in these course offerings. School administrators and guidance staff will follow up the communication efforts with individual contacts of students and families that have been identified from successful Level 3 coursework participation. All Level 3 Courses (AP, DE, and Honors) Strategic scheduling has been utilized to create more opportunities for all students to participate in honors coursework. Courses such as Agriculture Foundations and other Level 3 courses have been made available to larger percentages of students in the subgroups. An area of work for the school administration and guidance staff is to identify the students in these subgroups who have been successfully participating in honors coursework and provide the encouragement and support for those same students to be successful in AP and dual enrollment coursework. This will be done through the communication measures already mentioned in this section and the intentional planning of meetings with students and their families.

Accountability Measure and Timeline

Provide accountability measures and timelines for increasing enrollment for the subgroups in the district. Timelines may be over multiple years but specify increases for each year.

Please provide an update on the Accountability Measures and Timeline for identified subgroup(s):
AP Coursework The expectation is for an increase of all subgroups in participation in AP classes. Again, the extremely limited participation that occurred during the 2024-25 school year makes setting specific goals challenging. As requested, the district has set a goal of increasing each subgroups participation by at least 5% during the 2025-26 school year. This means at least 7.4% of all white students will participate. 6.1% of Black students will participate. 11.1% of Hispanic students will participate. 7.3% of white males will participate. 5.0% of Black males will participate. 13% of Hispanic males will participate, and 5 % of ELL students will participate in AP coursework. Dual Enrollment Again, the district has set a goal of at least a 5% increase in dual enrollment participation in all subgroups. During the 2025-26 school year, goals of 8.4% of Black students, 17.2% Hispanic, 14.5% white male, 8.4% Black male, 17.0% Hispanic male, and 12.7% ELL student participation in dual enrollment coursework have been set. All Level 3 Courses (AP, DE, and Honors) The same threshold for success has been identified for student subgroup participation in all Level 3 courses. The District has set a goal of a 5% increase in subgroup participation. During the 2025-26 school year, goals of 55.9% of Black, 72.3% Hispanic, 52.2% of Black male, 69.0% Hispanic male, and 35.8% of ELL student participation in Level 3 coursework have been set.

PART IV: ATHLETICS COMPLIANCE VERIFICATION

A. Upload the **Interscholastic Sports Participation Form** for **2024-25** for each school with an interscholastic athletics program.

B. Upload the **Compliance Verification Form** for the district (only one for the district, **not** one for each school), signed by the Superintendent, into the district's ShareFile.

C. If the Compliance Verification Form indicates the district is not in compliance with all components, then each school that is out of compliance must also submit a **Corrective Action Plan**, signed by the principal into the district's ShareFile.

D. If district staff submitted Corrective Action Plans as part of the 2022-24 Office of Equal Educational Opportunity (OEEO) Update, the district should upload updated Corrective Action Plans to show the current status/progress of the corrective actions and evidence of completion into the district's ShareFile.

2024-25 Interscholastic Sports Participation Form

Download the Excel spreadsheet and fill out a row for schools with grades 9-12 within your district. Ensure all columns are filled with data.

- **Sports** refers to distinct sports such as football, basketball, soccer, swimming and tennis. Intramural sports and sideline cheerleading should not be included.
- **Teams** refers to the competitive level teams of each sport such as freshman team, junior varsity team and varsity team.
- **Athletes** means those students who are participating in school-sponsored sports, are participating in organized practice sessions and other team meetings and activities on a regular basis, and are listed on the eligibility or squad lists maintained for each sport. Participation is not contingent upon the actual playing of a game.

DIST. #	DISTRICT NAME	SCHOOL #	SCHOOL NAME	Does School Offer Single-Sex Athletics?	Number of Male-Only Sports	Number of Male-Only Teams	Number of Male Athletes	Number of Female-Only Sports	Number of Female-Only Teams	Number of Female Athletes	Number of Sports for All Students	Number of Teams for All Students
02	Baker	0012	Baker Cty Sr High	Yes	10	13	276	12	16	219	17	29

After filling out the information, upload the 2024-25 spreadsheet into your ShareFile and label districtname-sportsparticipation-2025.

District: Baker

Athletic Compliance Verification Form

1. Sports and levels of competition effectively accommodate the interests and abilities of members of both sexes. [Section 1000.05(3)(d)2.a., Florida Statutes (F.S.); Rule 6A-19.004(2), Florida Administrative Code (F.A.C.); Title IX: 34 Code of Federal Regulations (C.F.R.) section (§) 106.41(c)(1)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

2. Equipment and supplies are provided in a non-discriminatory manner to female and male teams. [Section 1000.05(3)(d)2.b., F.S.; Rule 6A-19.004(4), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(2)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

3. Scheduling of games and practice times are provided in a non-discriminatory manner for male and female teams. [Section 1000.05(3)(d)2.c., F.S.; Rule 6A-19.004(5), F.A.C.; Title IX: 34 C.F.R § 106.41(c)(3)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

4. Travel and per diem allowances are provided for athletes in a non-discriminatory manner. [Section 1000.05(3)(d)2.d., F.S.; Rule 6A-19.004(6), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(4)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

5. Opportunities to receive coaching and academic tutoring are provided in a non-discriminatory manner. [Section 1000.05(3)(d)2.e., F.S.; Rule 6A-19.004(7), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(5)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

6. Locker rooms, practice facilities and competitive facilities are of comparable quality for male and female teams. [Section 1000.05(3)(d)2.g., F.S.; Rule 6A-19.004(8), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(7)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

7. Medical and training facilities and services, including insurance, are provided in a non-discriminatory manner. [Section 1000.05(3)(d)2.h., F.S.; Rule 6A-19.004(9), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(8)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

8. Publicity for, and promotion of, athletic programs support equal opportunity for male and female teams. [Section 1000.05(3)(d)2.j., F.S.; Rule 6A-19.004(10), F.A.C.; Title IX: 34 C.F.R. § 106.41(c)(10)]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

9. Support services, including administrative and clerical assistance, are provided in a non-discriminatory manner to male and female teams.
   [Rule 6A-19.004(11), F.A.C.]

   ■ IN COMPLIANCE ☐ NOT IN COMPLIANCE

I hereby verify that the district is in compliance with the identified components of our athletics program, as required by Title IX, section 1000.05, F.S., and Rule 6A-19.004, F.A.C.

J. Wyatt Mitton
Superintendent Signature

7/8/2025
Date

Corrective Action Plan

District: Baker

School Name: Baker County Senior High School

If the district is out of compliance, please answer the following questions:

How is your school out of compliance with athletics requirements in the Athletic Compliance Verification Form?

The percentage of female students participating in athletics is less than the percentage of female students compared to the whole student population. At Baker County Senior High School, there are 666 (48.7%) females enrolled with a total population of 1,368. There are 219 (44.2%) female athletes compared to the total of 495 student athletes.

What are the planned actions to address the deficiencies found in athletics?

In an effort to create a better feeder program from the middle school, girls flag football was added at the middle school. This will hopefully increase the number of female athletes participating in high school flag football in the coming years. In addition, female athletics are promoted throughout the school with both signage and video promotions. In the coming year, video testimonials of student athletes will be pushed out on social media the district online app, Baker ConnectED.

What is the timeline for addressing the deficiencies found in athletics?

The District has set a goal of improving the participation gap between student athletes by one percent a year until the gap has been eliminated. The specific goal for the 2025-26 school year is that the percentage of female student athletes will increase by one percent to 45.2 percent. If that same growth is maintained in female athletic participation, then the participation gap will be completely closed by the 2027-2028 school year.

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.

Principal Signature — 7/8/2025 Date

Superintendent Signature — 7/8/2025 Date

PART V: SINGLE-SEX CLASSES

1. Does the district operate single-sex classes in English/Language Arts, Mathematics, Science or another subject? ☐ **Yes** ■ **No**

If you have selected 'yes', please complete the 2024-25 Single-Sex Classes spreadsheet.

Download the Excel spreadsheet (2024-25) and enter the number of classes (not courses) for which single-sex classes were offered at co-educational schools in the district. This must be completed for each co-ed school.

- **Mathematics** includes general mathematics courses as well as college-preparatory mathematics courses such as Algebra I, Geometry, and Algebra II.
- **English/reading/language arts** includes general English/reading/language arts courses as well as college-preparatory English/reading/language arts courses.
- **Science** includes general science courses as well as college preparatory science courses such as Biology, Chemistry and Physics.
- **"Other academic subjects"** includes history, social studies, foreign languages and computer science.

2024-25 Single-Sex Classes			
School Name: Baker County Senior High School	**Number of Classes for Males Only**	**Number of Classes for Females Only**	**Total Single-Sex Classes**
Mathematics			
English/reading/language arts			
Science			
Other academic subjects			

After filling out the information, upload the 2024-25 spreadsheet to the district's ShareFile and label districtname-singlesex-classes-2025.

PART VI: PREGNANT AND PARENTING STUDENTS

To ensure that pregnant and parenting students are treated in compliance with the requirements of Title IX, 34 C.F.R. § 106.21(c), 106.40 and Section 1003.54, F.S., districts are asked to respond to the following questions regarding programs for pregnant and parenting students:

(1) How does the district make provisions for pregnant and parenting students to complete the coursework necessary to earn a high school diploma? How are ancillary services (such as childcare, health care, parent education and transportation) provided?

All courses are available to all students, including our pregnant and parenting students. A personal education plan will be written for each student based on their needs and goals. A guidance counselor is assigned to each student who is pregnant or has a child. These students can choose to participate in regular classes at BCHS and can be approved for maternity leave when necessary. We do have the option for students to participate in accelerated programs. This will be completed online and in a lab setting. If a student has a medical condition that prohibits them from being in the traditional school setting, a homebound program is an option available. In this option, students will receive their instruction from a homebound teacher who assists them in completing coursework. Additionally, there are other opportunities for students to complete Parenting Education classes through Florida Virtual School. This program assists students in the area of health care, social services, and child care. The district also provides bus transportation to and from school for each student.

(2) If the district operates a separate program for pregnant and parenting students, how are students informed of the different curricula, services or other options available through the program versus what is available at their home schools? (Upload documentation used to inform pregnant and parenting students of their educational options and label as districtname-pregnantparenting-2025.)

NA

(3) How are school counselors and administrators trained to effectively advise pregnant or parenting students of their options to participate in regular classroom activities or enroll in a special program?

School counselors take on the crucial role of advising pregnant or parenting students on their options. Each student has an individual meeting with the guidance counselor and parent, if applicable. The counselor outlines that options for that individual student, including general education classes, as well as virtual and online options for the student. The counselor will then consult with the administrator in getting student enrolled in courses.

(4) How are school counselors and administrators advising pregnant or parenting students about their access to curricular, extracurricular and ancillary service programs?

Counselors work with the school nurse to assist students who are pregnant or are parents. Counselors meet with each student and change their schedules based on needs. The nurse communicates regularly with teachers who have been assigned these students and trains them on how to properly handle and monitor their educational progress. The counselor may assist the student in establishing routines for online courses in order to meet the student graduation requirement. The counselor oversees the students and ensures they have access to all available services to successfully meet any specific needs they may have. Curricular, extracurricular, and ancillary services are always made available to this specific student population.

Baker County School District Subgroup Performance

Advanced Placement (AP, IB, AICE)									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	39	3.8%	12	1.1%	40	3.6%	24	2.4%	-38.5%
Black	2	1.1%	0	0%	5	2.5%	2	1.1%	0.0%
Hispanic	0	0.0%	0	0%	1	2.1%	3	6.1%	
White Male	16	3.0%	5	0.8%	12	2.1%	12	2.3%	-25.0%
Bleck Male	1	1.1%	0	0%	2	2.0%	0	0.0%	-100.0%
Hispanic Male	0	0.0%	0	0%	0	0%	2	8.0%	
Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	39	3.8%	12	1.10%	40	3.6%	24	2.4%	-38.5%
ELL	0	0%	0	0%	0	0%	0	0%	

Enrollment in Dual Enrollment Courses									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	137	13.50%	141	12.5%	118	10.7%	132	13.0%	-3.6%
Black	4	2.30%	2	1.1%	4	2.0%	6	3.4%	50.0%
Hispanic	4	8.20%	4	11.1%	2	4.3%	6	12.2%	50.0%
White Male	46	8.70%	53	8.9%	43	7.6%	49	9.5%	6.5%
Bleck Male	2	2.20%	1	1.0%	2	2.0%	3	3.4%	50.0%
Hispanic Male	2	8.00%	3	15.8%	0	0%	3	12.0%	
Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	137	13.50%	141	12.5%	118	10.7%	132	13.0%	-3.6%
ELL	0	0%	1	*	0	0%	1	7.7%	

All Level 3 Courses (AP, DE, and Honors)									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	130	12.8%	316	28.0%	498	45.1%	692	68.3%	432.3%
Black	9	5.1%	30	16.0%	50	25.3%	89	50.9%	888.9%
Hispanic	3	6.1%	13	36.1%	22	46.8%	33	67.3%	1000.0%
White Male	61	11.6%	166	27.9%	264	46.7%	340	65.6%	457.4%
Black Male	5	5.5%	15	15.1%	25	24.8%	42	47.2%	740.0%
Hispanic Male	0	0%	2	10.5%	10	41.7%	16	64.0%	
Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	130	12.8%	316	28.0%	498	45.1%	692	68.3%	432.3%
ELL	0	0%	1	*	3	30.0%	4	30.8%	

OFFICE OF EQUAL EDUCATIONAL OPPORTUNITY
2024-25 MONITORING PLAN BASED ON THE 2022-24 FEEA UPDATE
***AGENCY:* BAKER**

PART I: PROCEDURAL REQUIREMENTS
All districts are required by the United States Department of Education to submit any policy or procedure revisions to the state for review.

Description of Requirements and Applicable Actions	Governing Citation	Monitoring Record of Documents Provided
A. Changes to Nondiscrimination and Anti-Harassment Policies or Grievance Procedures as required by the U.S. Department of Education (USED) ☐ Revised Nondiscrimination policy was provided. ☐ Revised Anti-Harassment policy was provided. ☐ Revised Grievance procedures were provided. **Recommendation/Action Required:** N/A	Rule 6A-19.010(1)(f and h) and 19.008, Florida Administrative Code (F.A.C.) 2020 Title IX: 34 Code of Federal Regulations (C.F.R.) §106.9, §106.8(b) and §106.31 Section 504: 34 C.F.R. §104.8 and §104.7(b) ADA: 28 C.F.R. §35.106 Title VII: 29 C.F.R. §1604.11 and §1606.8 Vocational Guidelines: 34 C.F.R. §100, Appendix B Age Discrimination Act: 34 C.F.R. §110.10 and §110.25(c)	
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notice **1.** Annual Notification of Nondiscrimination for Vocational Education Programs ☒ District submitted published notification indicating CTE offerings at high schools. Notification includes: ☐ Contact information for person(s) responsible for Title IX and Section 504 compliance/coordination. ☒ Evidence showcasing the publication date. ☐ District submitted published notification indication offerings for CTE for district-operated technical centers. ☐ Requirements and date are same as high school. **Action Required:** The Annual Notification did not include contact information for Title IX or Section 504. The notification must be updated to include information and evidence of this update must be included in the 2024-25 Annual Update. The district does not have a technical center/college.	Vocational Guidelines: 34 C.F.R. §100, Appendix B **Completed**	• Printout of Baker County Public Schools (BCPS) website pages: Vocational Program Nondiscrimination • Baker County High School (BCHS) Handbook and Planner • BCPS Student Code of Conduct (2022-23, 2023-24) • BCPS Student Progression Plan (2022-23, 2023-24)
2. Continuous Notification of Nondiscrimination ☒ District submitted notification. ☒ District submitted contact information for Title IX and Section 504. ☒ District submitted document pages containing the notification. ☐ District did not submit notification.	Rule 6A-19.010(1)(f and g), F.A.C. Title IX: 34 C.F.R. §106.8(b) and §106.9 Section 504: 34 C.F.R. §104.8	• Printout of BCPS website page: Notices and Publications • BCPS Continuous Notification (2022-23, 2023-24) • BCHS Handbook and Planner • BCPS Student Code of Conduct (2022-23, 2023-24) • BCPS Student Progression Plan (2022-23, 2023-24)

PART I: PROCEDURAL REQUIREMENTS
All districts are required by the United States Department of Education to submit any policy or procedure revisions to the state for review.

Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
Recommendation/Action Required: N/A	ADA: 28 C.F.R. §35.106 and §35.107(a) Age Discrimination Act: 34 C.F.R. §110.25(b) Boy Scouts Act: 34 C.F.R. §108.9	• BCPS School Board Policy • BCPS Sexual Harassment Brochure (2022-23, 2023-24) • BCPS Employee Handbook (2022-23, 2023-24)
3. Notice of Availability of Reasonable Accommodations to Applicants for Employment ☒ District submitted copies of webpages/printed materials for applicants for employment which include: ☒ Reasonable accommodations that are available for qualified applicants with disabilities during the application and interview process. ☒ Contact information for requesting accommodations. ☐ District did not submit requested documentation. **Recommendation/Action Required:** N/A	ADA: 29 C.F.R. §1630.4 and § 1630.9	• Sample of BCPS position description • Sample of BCPS position posting

PART II: INCOMPLETE ITEMS OR PENDING ACTIONS		
Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
A. Voluntary Compliance Plan (VCP) ☐ VCP updates have been provided. ☐ No VCP updates have been provided. ☒ Not Applicable – District has no VCP. **Recommendation/Action Required:** N/A	Vocational Guidelines: 34 C.F.R. §100, Appendix B	
B. Monitoring Work Plan (MWP) ☒ MWP updates have been provided. ☐ No MWP updates have been provided. ☐ Not Applicable – District has no MWP. **Action Required:** The district did not provide updates to the 2022-23 MWP and there was no substantial documentation that demonstrated all action required items were addressed. The district must provide updates to the 2022-23 MWP in the 2024-25 Annual Update.	Rule 6A-19.010, F.A.C. **Completed**	• 2022-23 MWP • 2022-24 OEEO Update

PART III: EVALUATION OF METHODS AND STRATEGIES		
Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
Grades 9-12, Advanced International Certificate of Education (AICE), Advanced Placement (AP), Dual Enrollment (DE) and International Baccalaureate (IB) **Evidence of Progress** ☒ Evaluation has been provided. ☐ Evaluation has not been provided. **Recommendation/Action Required:** N/A	Rule 6A-19.010(1)(c), F.A.C.	
Methods and Strategies ☒ Identified methods and strategies have been provided and includes: ☒ Specific action steps taken by the district and schools. ☐ Identified strategies have not been provided. **Recommendation/Action Required:** N/A	Rule 6A-19.010(1)(c), F.A.C.	
Accountability Measures and Timeline ☐ Accountability measures and timelines have been provided. ☒ Accountability measures and timelines have not been provided. **Action Required:** The district did not provide accountability measures or timelines for increasing participation in advanced courses. The district must provide an update with goals and timelines in the 2024-25 Annual Update.	Rule 6A-19.010(1)(c), F.A.C. **Completed**	

PART IV: ATHLETIC COMPLIANCE VERIFICATION		
Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
A. Interscholastic Sports Participation Form for each school with an interscholastic athletics program ☒ Interscholastic Sports Participation Form submitted for 2022-23. ☒ Interscholastic Sports Participation Form submitted for 2023-24. ☐ No documents were submitted for either reporting cycle. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.41 Rule 6A-19.004, F.A.C.	• Interscholastic Sports Participation forms: 2022-23 and 2023-24
B. District Compliance Verification Form ☒ District submitted a signed/dated Compliance Verification Form. ☐ District did not submit a signed/dated Compliance Verification Form. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.41 Rule 6A-19.004, F.A.C.	

C. District Corrective Action Plan
 	
☒ District submitted a signed/dated Corrective Action Plan.
☐ District did not submit a signed/dated Corrective Action Plan.
☐ Not Applicable – District in compliance/Corrective Action Plan not necessary.
 	
Action Required: The district must provide an update to the Corrective Action Plans in the 2024-25 Annual Update.
	2020 Title IX: 34 C.F.R. §106.41
	
	Rule 6A-19.004, F.A.C.
		• Corrective Action Plans:
		  ○ Baker County High School
		  ○ Baker County Middle School

D. 2021-22 Corrective Action Plan Updates ☐ Updates submitted. ☒ Updates not submitted. ☐ Not Applicable – District did not have a Corrective Action Plan in 2021-22. **Action Required:** The district did not provide updates from the 2021-22 Athletic Corrective Action Plans. The documentation indicates consistent noncompliance related to sports participation. The district must provide an update demonstrating progress toward compliance in the 2024-25 Annual Update.	2020 Title IX: 34 C.F.R. §106.41 Rule 6A-19.004, F.A.C. **Completed**	• 2022-21 Corrective Active Plans • 2022-24 Corrective Action Plans

PART V: SINGLE SEX CLASSES		
Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
Does the district operate single-sex classes in English/Language Arts, Mathematics, Science or other subjects? ☐ Yes. The district operates single-sex classes in English/Language Arts, Mathematics, Science or other subjects. ☒ No. The district does not operate single-sex classes in English/Language Arts, Mathematics, Science or other subjects. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.34 Section (s.) 1002.311, Florida Statutes (F.S.) (Repealed effective July 1, 2024.)	
If the district operates single-sex classes, what documentation was submitted for review? ☐ District submitted the 2022-23 Single-Sex Classes Spreadsheet. ☐ District submitted the 2023-24 Single-Sex Classes Spreadsheet. ☒ Not Applicable - District does not offer single-sex classes. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.34 s. 1002.311, F.S.	
Single-Sex Evaluation Verification Form ☐ District submitted signed/dated form. ☐ District did not submit signed/dated form. ☒ Not Applicable - District does not offer single-sex classes. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.34 s. 1002.311, F.S.	

PART VI: PREGNANT AND PARENTING STUDENTS		
Description of Requirements and Applicable Actions	**Governing Citation**	**Monitoring Record of Documents Provided**
1. How does the district make provisions for pregnant and parenting students to complete the coursework necessary to earn a high school diploma? How are ancillary services (such as childcare, health care, social services, parent education and transportation) provided? ☒ District responded to the above question. ☐ District did not respond to the above question. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.21(c) and §106.40 s. 1003.54, F.S.	
2. If the district operates a separate program for pregnant and parenting students, how are students informed of the different curricula, services, or other options available through the program versus what is available to students not in the program? Please attach the brochure(s) used to inform pregnant and parenting students of their educational options. ☐ District responded and provided brochure(s). ☒ District responded but did not provide brochure(s). ☐ District did not respond to the above question. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.21(c) and §106.40 s. 1003.54, F.S.	
3. How are school counselors and administrators trained to effectively advise pregnant or parenting students of their options to participate in regular classroom activities or enroll in a special program, and their access to curricular, extracurricular, and ancillary service programs? ☒ District responded to the above question. ☐ District did not respond to the above question. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.21(c) and §106.40 s. 1003.54, F.S.	
4. How are school counselors and administrators advising pregnant or parenting students about their access to curricular, extracurricular and ancillary service programs? ☒ District responded to the above question. ☐ District did not respond to the above question. **Recommendation/Action Required:** N/A	2020 Title IX: 34 C.F.R. §106.21(c) and §106.40 s. 1003.54, F.S.	

2022-23
MONITORING WORK PLAN
FOR
COMPLIANCE WITH THE FLORIDA EDUCATIONAL EQUITY ACT (FEEA)

The attached has been developed to assist you in planning and implementing corrective actions or in evaluating the methods and strategies identified as a result of the review of your 2021-22 FEEA Update. The topics listed in the first column are those identified during the review process and reflect the requirements specified in section 1000.05, Florida Statutes, and Rules 6A-19.001 – 6A-19.010, Florida Administrative Code.

Column 1. ***Description of Agency Action Needed or Clarification Requested***

- When a submitted method or strategy does not appear to address the identified under-representation, the district is requested to develop and implement targeted methods and strategies specific to the program.
- When a submitted method or strategy does not contain clear action steps, implementation timelines or accountability measures, a recommendation is made for the omitted information to be submitted.

Column 2. ***Date Due***

- Specifies timelines when the information requested in Column 1 should be submitted to the Office of Equal Educational Opportunity (OEEO).

Column 3. ***Contact Person***

- Identifies the person responsible for each action listed in Column 1; this should be the person you want us to contact as we monitor implementation.

Column 4. ***Monitoring Record***

- This column is used by OEEO to monitor implementation.

MODIFICATIONS TO ITEMS INCLUDED IN THE WORK PLAN SHOULD BE SENT TO

Lydia Southwell
Educational Policy Development Director
Office of Equal Educational Opportunity (OEEO)
325 West Gaines Street, Suite 644C
Florida Department of Education
Tallahassee, Florida 32399-0400
Telephone: 850-245-9556

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
PART I: PROCEDURAL REQUIREMENTS A number of procedural requirements to ensure equal educational opportunities are included in federal and state civil rights rules, regulations, and guidelines. These requirements include the annual and continuous notices of nondiscrimination; the designation of person(s) to coordinate compliance with federal and state regulations prohibiting discrimination and notification of the identity of, and contact information for, the person(s); and the adoption and availability of grievance or complaint procedures for use by students, employees, and applicants for admission and employment.			**Statutes and regulations that establish the policy and procedure requirements:**
A. The following policies and procedures were submitted to OEEO. Please notify OEEO of any changes to these policies.			
The district revised policies 2.160 – Prohibiting Discrimination, Including Sexual & Other Forms of Harassment, Policy 5.380 – Discrimination Complaint Resolution Procedure, and Policy 5.020 – Non-Discriminatory Admission reflecting implementation of the 2020 Title IX regulations. The district should ensure that the following requirements are met to be in compliance with the 2020 Title IX requirements:			
1. **Policy of Nondiscrimination & Notification** Policy 2.160, Prohibiting Discrimination, Including Sexual and Other Forms of Harassment.			Rule 6A-19.010(1)(f), F.A.C.; Title IX: §106.9; Section 504: §104.8; ADA: §35.106; Vocational Guidelines: §IV-A; and Age Discrimination Act: §110.10.
Action Required: The district should continue to train staff on the implementation of its nondiscrimination policies.	8/8/2025	Thomas Hill	
2. **Grievance or Complaint Procedure(s)** Policy 2.160, Prohibiting Discrimination, Including Sexual and Other Forms of Harassment, includes complaint procedures; Policy 6.500, Complaint Procedure for Personnel, can also be utilized by employees and applicants for complaints of alleged discrimination and Policy 5.380, Discrimination Complaint Resolution Procedure, is available to students or applicants for complaints of alleged discrimination.			Rule 6A-19.010(1)(h), F.A.C.; Title IX: §106.8(b); Section 504: §104.7(b); ADA: §35.107(b); and Age Discrimination Act: §110.25(c).
Action Required: The district should continue to ensure that the grievance procedures are published and made available to students, parents, employees, and the general public.	8/8/2025	Thomas Hill	
3. **Harassment Policy** Policy 2.160, Prohibited Discrimination, Including Sexual and Other Forms of Harassment; and Policy 5.101, Bullying, Threats, and Harassment.			Rule 6A-19.008, F.A.C.; Title IX: §106.31; Title VII: §1604.11 and §1606.8; and Age Discrimination Act: §110.10.
Action Required: The district should continue to train staff on the implementation of its grievance and harassment policies.	8/8/2025	Thomas Hill	

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
B. The following nondiscrimination notices were submitted by the district. **1. Annual Notification of Nondiscrimination for Vocational Education Programs** The annual notice of nondiscrimination is published on the district's website. The annual notice includes a summary of CTE program offerings, admission requirements, contact information for the person responsible for receiving complaints of discrimination and harassment, and a statement of assurance that the lack of English language skills will not be a barrier to participation in CTE programs, and provided the contact information for the Title IX and 504 coordinators. The district provides the option for users to select and translate information on its website in other languages.			Vocational Guidelines: §IV-O.
Action Required: The district should continue to ensure that the annual notification is published and disseminated annually to students, employees, parents, legal guardians, and the general public prior to the beginning of the school year as required by the Vocational Guidelines: §IV-O. In addition, if the district services a community of minority persons with limited English language skills, the district should publish the annual notice in that language.	**2024-25 Equity Update**	Thomas Hill	
2. Continuous Notification of Nondiscrimination The continuous notice of nondiscrimination is published on the district's website. The district also provided copies of brochures, application forms, newsletters, promotional/recruitment materials, and/or postings at schools and district facilities to show evidence of the continuous notice publication.			Rule 6A-19.010(1)(f-g), F.A.C.; Title IX: §106.8(b) and §106.9; Section 504: §104.8; ADA: §35.106 and §35.107(a); Age Discrimination Act: §110.25(b); and Boy Scouts Act: §108.9.
Action Required: The district should continue to ensure that the continuous notice is published in all district documents and distributed regularly to students, parents, employees, and the general public as outlined in the 2020 Title IX requirements.	**2024-25 Equity Update**	Thomas Hill	
C. Notice for Availability of Reasonable Accommodations to Applicants for Employment The district's employment application includes the reasonable accommodations statement and contact information for qualified applicants with disabilities to request assistance during the application and interview process. **Action Required:** The district should continue to ensure that the notice for reasonable accommodations is published in areas accessible to applicants.			
PART II: INCOMPLETE ITEMS OR PENDING ACTIONS N/A.			

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
PART III: STUDENT PARTICIPATION **EVALUATION OF METHODS AND STRATEGIES:** Rule 6A-19.010(1)(c), F.A.C., requires institutions to develop and implement methods and strategies to increase participation in designated programs and courses for students from underrepresented groups. Data for Part III – Student Participation is collected by the Florida Department of Education data warehouse. To provide meaningful results and to protect the privacy of individual students, data are displayed only when the total number of students in a group is at least 10 and when the performance of individuals would not be disclosed. Data for groups less than 10 are displayed with an asterisk (*). • **Grades 9-12: Advanced Placement (AP, IB and AICE)** The state conducted an analysis of student enrollment in Advanced Placement, IB and AICE courses from 2017-18 to 2021-22. **Enrollment Data Submitted:** Yes. Overall enrollment remained at 3 percent. **Evidence of Success:** Enrollment in AP, IB, AICE Courses Group | 2017-18 | 2021-22 | Change in Enrollment Gap White | 3% | 4% | Black | 0% | 1% | Remained at 3 percentage points Hispanic | 3% | 9% | No current gap White M | 4% | 3% | Black M | 0% | 1% | Decreased from 4 to 2 percentage points Hispanic M | 6% | 13% | No current gap Group | 2017-18 | 2021-22 | Change in Enrollment Gap White | 3% | 4% | ELL | * | * | Data too small to analyze **Strategies Submitted:** The district submitted strategies to increase students' enrollment in AP, IB, and AICE courses for the 2022-23 school year.	2024-25 Equity Update	Thomas Hill	

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
Accountability Measures: The district's goal is to increase the enrollment for Black, Hispanic and ELL students by 1 student for each group by the end of the 2022-23 school year. • **Grades 9-12: Dual Enrollment (DE)** The state conducted an analysis of student enrollment in Dual Enrollment (DE) courses from 2017-18 to 2021-22. **Enrollment Data Submitted:** Yes. Overall enrollment decreased from 14 percent to 8 percent. **Evidence of Success**			

Enrollment in Dual Enrollment Courses			
Group	2017-18	2021-22	Change in Enrollment Gap
White	15%	9%	
Black	7%	1%	Remained at 8 percentage points
Hispanic	13%	21%	Decreased from 2 percentage points to no current gap
White M	14%	7%	
Black M	9%	0%	Increased from 5 to 7 percentage points
Hispanic M	0%	19%	Decreased from 14 percentage points to no current gap
Group	2017-18	2021-22	Change in Enrollment Gap
White	15%	9%	
ELL	*	*	Data too small to analyze

Strategies Submitted: The district submitted strategies to increase student enrollment in dual enrollment courses for the 2022-23 school year **Accountability Measures:** The district's goal is to increase the enrollment of Black, Hispanic and ELL students by 1 student for each group by the end of the 2022-23 school year.	2024-25 Equity Update	Thomas Hill	

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
• **Grades 9-12: All Level 3 courses (including AP, IB, AICE, DE and honors)** The state conducted an analysis of student enrollment in all advanced courses, including DE, AP, IB, AICE and other Level 3 courses from 2017-18 to 2021-22. **Enrollment Data Submitted:** Yes. Overall enrollment increased from 59 percent to 75 percent. **Evidence of Success**			

Enrollment in All Advanced Courses			
Group	2017-18	2021-22	Change in Enrollment Gap
White	62%	68%	
Black	41%	42%	Increased from 21 to 26 percentage points
Hispanic	45%	73%	Decreased from 17 percentage points to no current gap
White M	65%	68%	
Black M	44%	43%	Increased from 21 to 25 percentage points
Hispanic M	50%	81%	Decreased from 15 percentage points to no current gap
Group	2017-18	2021-22	Change in Enrollment Gap
White	62%	68%	
ELL	*	*	Data too small to analyze

Strategies Submitted: The district submitted strategies for students' enrollment in Level 3 courses for the 2022-23 school year.

Accountability Measures: The goal is to increase the enrollment of Black, Hispanic and ELL students by 1 student for each group by the end of the 2022-23 school year.

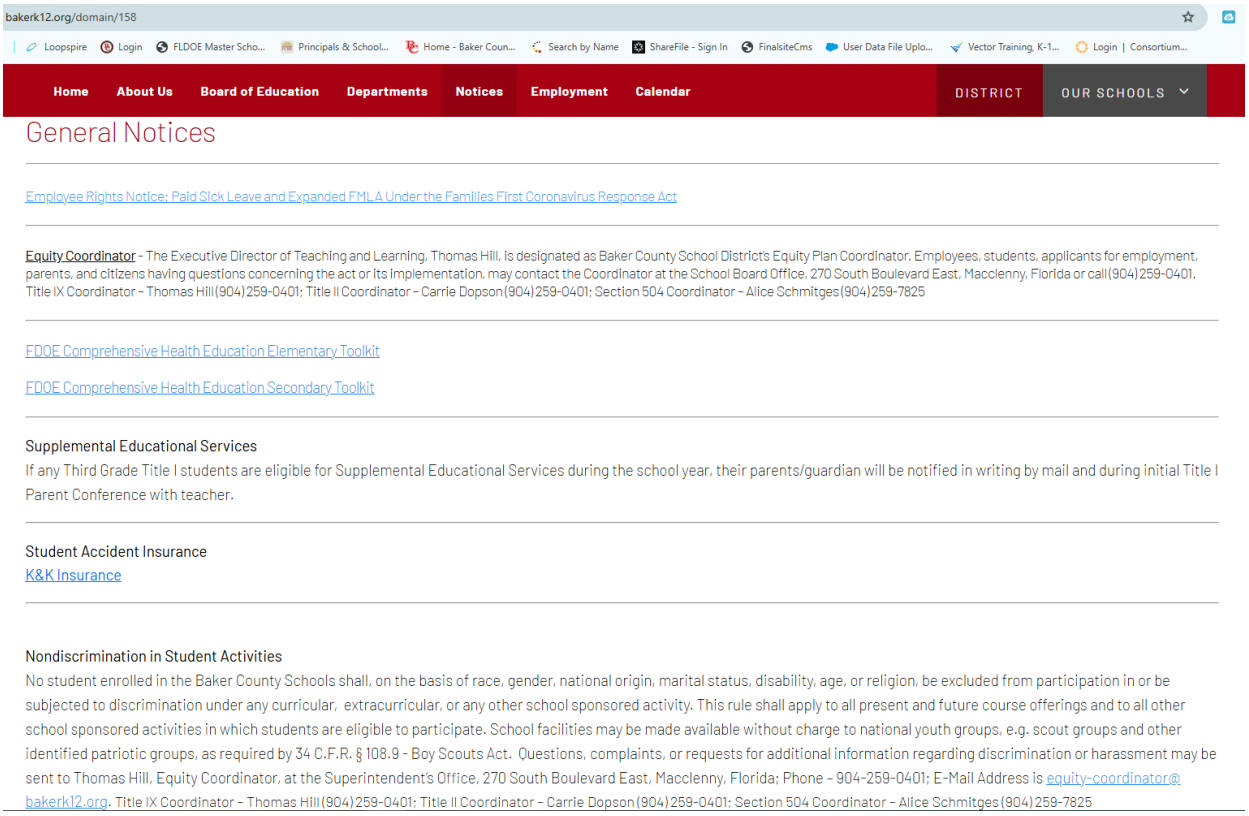
Action Required for Part III: The district has shown an increase in minority enrollment for some advanced courses, however, as student enrollment increases, the gaps continue to persist. If all students are increasing at the same rate of students, the gap that already exists will reduce or close. The district should continue to implement intentional targeted strategies and accountability measures to ensure that they are effective at closing enrollment gaps as enrollment increases for all students. Updated strategies and accountability measures should be submitted to OEEO in the 2022-23 Equity Update.

2024-25 Equity Update	**Thomas** Hill	

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
PART IV: GENDER EQUITY IN ATHLETICS 2020 Title IX and Rule 6A-19.004, F.A.C., require schools to provide equitable equipment and supplies, scheduling, travel, coaching, facilities, training, publicity and promotion, support services, funding, and opportunities for proportionate participation in interscholastic sports. **Athletics Compliance Verification** The 2021-22 Annual Update included the Compliance Verification Form signed and dated by the superintendent, indicating that the district is in compliance with the 2020 Title IX requirements regarding female participation in athletics. The district submitted athletic participation forms for Baker Middle School and Baker High School. **Corrective Action Plans:** The district submitted corrective action plans to address underrepresentation of females in athletics at Baker Middle School and Baker High School. **Action Required:** The district should monitor progress of the corrective action plan and submit an update in the 2022-23 Equity Update.	**2024-25 Equity Update**	**Thomas Hill**	
PART V: EMPLOYMENT EQUITY Title VI and the Florida Educational Equity Act allow school districts to implement affirmative actions to overcome the effects of prior discrimination or conditions which resulted in limiting participation by persons of a particular color, race, or national origin. OEEO reviewed 2021-22 employment data for the district's administrative and instructional positions to identify underrepresentation of minority employees. **Employment Data Submitted:** Yes. According to the district, the data revealed minority employees compared to the student population are underrepresented in administrative and faculty positions. **Strategies to Address Underrepresentation:** The district submitted strategies to address the identified issues. **Action Required:** The district should continue to implement strategies to address the identified issues and report progress in the 2022-23 Equity Update.	**2024-25 Equity Update**	**Thomas Hill**	

Description of Agency Action Needed or Clarification Needed	Due Date	Contact Person	MONITORING RECORD: Include contact date, person contacted, materials reviewed, and evaluation
PART VI: SINGLE-SEX SCHOOLS AND CLASSES In accordance with Section 1002.311, F.S., the district must ensure that student participation in single-sex education is voluntary, and that it makes available substantially equal single-sex classes or programs to students of the other gender, and substantially equal coeducational programs **Does the district offer single-sex classes or schools?** No. **Action Required:** N/A. **PART VII: PREGNANT AND PARENTING STUDENTS** The district was asked to provide information regarding educational access for pregnant and parenting students to ensure that they are provided comparable educational services in compliance with the requirements of 2020 Title IX and Section 1003.54, Florida Statutes. **Does the district operate off-campus programs for pregnant/parenting students?** No. Pregnant or parenting students may take regular classes at their home school or participate in an accelerated program at the Opportunity School. The district provides ancillary services and transportation for all pregnant and parenting student **Action Required:** The district should continue to ensure that pregnant and parenting students at the Opportunity School have access to the same curricular and extra-curricular activities and programs as other students, including access to career and technical education programs.	**2024-25 Equity Update**	**Thomas Hill**	

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs
Item: Notice of Nondiscrimination of Vocational Education Programs
Source: 2024 – 2025 Baker County High School (BCHS) Website



bakerk12.org/domain/158

Loopspire | Login | FLDOE Master Scho... | Principals & School... | Home - Baker Coun... | Search by Name | ShareFile - Sign In | FinalsiteCms | User Data File Uplo... | Vector Training, K-1... | Login | Consortium...

Home | About Us | Board of Education | Departments | Notices | Employment | Calendar | DISTRICT | OUR SCHOOLS

General Notices

Employee Rights Notice: Paid Sick Leave and Expanded FMLA Under the Families First Coronavirus Response Act

Equity Coordinator - The Executive Director of Teaching and Learning, Thomas Hill, is designated as Baker County School District's Equity Plan Coordinator. Employees, students, applicants for employment, parents, and citizens having questions concerning the act or its implementation, may contact the Coordinator at the School Board Office, 270 South Boulevard East, Macclenny, Florida or call (904) 259-0401. Title IX Coordinator – Thomas Hill (904) 259-0401; Title II Coordinator – Carrie Dopson (904) 259-0401; Section 504 Coordinator – Alice Schmitges (904) 259-7825

FDOE Comprehensive Health Education Elementary Toolkit

FDOE Comprehensive Health Education Secondary Toolkit

Supplemental Educational Services

If any Third Grade Title I students are eligible for Supplemental Educational Services during the school year, their parents/guardian will be notified in writing by mail and during initial Title I Parent Conference with teacher.

Student Accident Insurance

K&K Insurance

Nondiscrimination in Student Activities

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups, as required by 34 C.F.R. § 108.9 - Boy Scouts Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone - 904-259-0401; E-Mail Address is equity-coordinator@bakerk12.org. Title IX Coordinator – Thomas Hill (904) 259-0401; Title II Coordinator – Carrie Dopson (904) 259-0401; Section 504 Coordinator – Alice Schmitges (904) 259-7825

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs
Item: Notice of Nondiscrimination, Grievance Procedures, and Contact Information
Source: 2024 – 2025 Baker County School District (BCSD) Website

NOTICE

The Florida Educational Equity Act, Chapter 1000.05, F.S., requires that public education agencies regularly notify staff, students, applicants for employment, parents, collective bargaining units, and the general public of its policies of nondiscrimination. The information below is posted for compliance with the Equity Act.

Nondiscrimination in Employment - The employment policies of the Baker County School District shall be applied to all qualified applicants in a sense of equity without regards to race, gender, national origin, marital status, disability, age, or religion. Preference in appointment will be given to veterans and spouses of veterans.

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, including Career and Technical/Vocational Education courses, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. The lack of English language skills will not be a barrier to admission and participation in the CTE programs. Robin Mobley is the designee for inquiries regarding the nondiscrimination policies (see detail contact information at bottom of this page). School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups, as required by 34 C.F.R. § 108.9 - Boy Scouts Act.

Grievance Procedures for Employees Excluded from Bargaining Units** - The Board and the Superintendent recognize good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. This procedure can also be used for complaints of discrimination as set forth in Policy 6.500.

1) **Definitions**
   a) "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.
   b) "Complainant" shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
   c) "Employer" shall mean the School Board or its representatives.
   d) "Day" Shall mean a working day.

2) **Time Limits**-The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

3) **Released Time**-The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

4) **Complaint Procedure:**
   a) **Informal discussion**-If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor or the District Equity Coordinator within sixty (60) days of the occurrence of the alleged violation.
   b) **Level one**-If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her immediate supervisor. The Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints, involving more than one (1) supervisor and complaints involving an administrator above the building level, may be filed by the complainant at level two.
   c) **Level two**-If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall indicate his/her disposition in writing to the complainant.
   d) **Board appeal**-If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

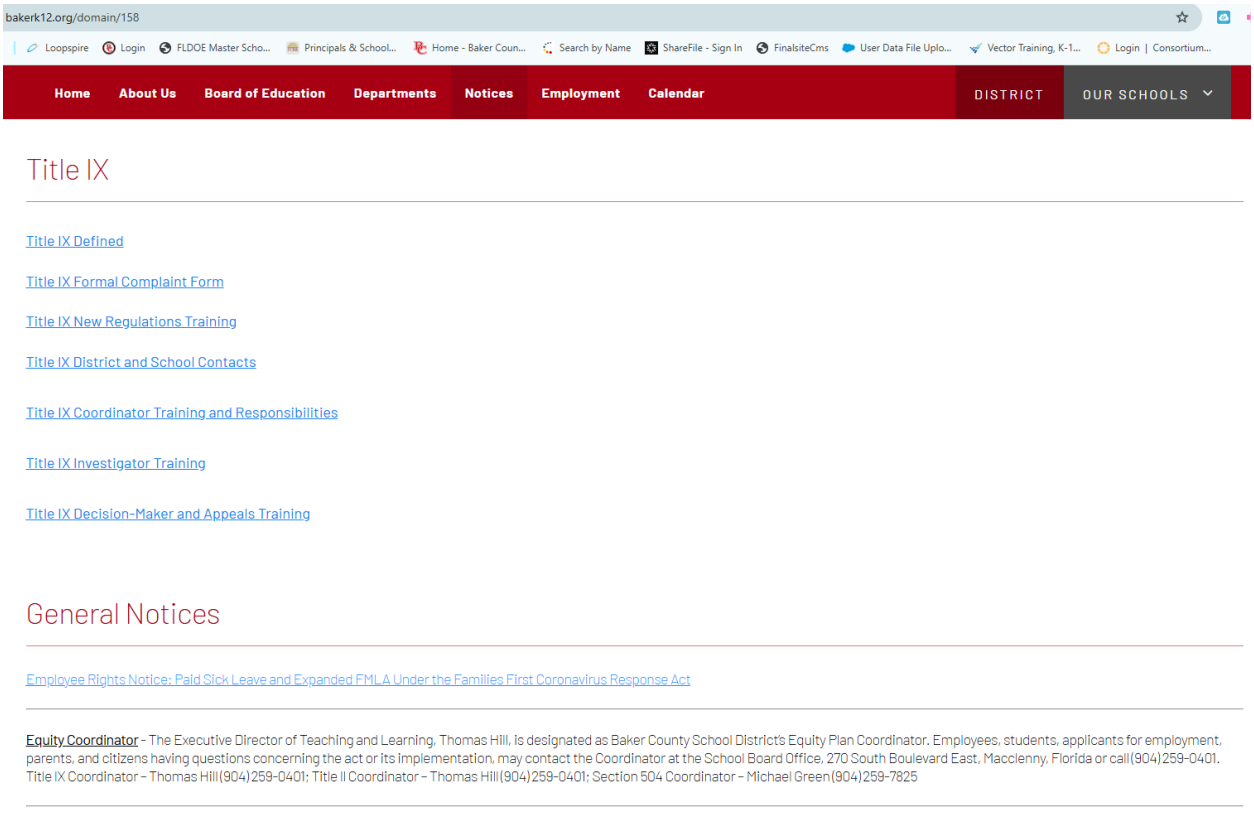
5) **Right to Confidentiality and Prohibition of Retaliation**
   a) Both the complainant and the accused will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations to take corrective action when this conduct has occurred.
   b) Retaliation against an individual for filing a complaint or against an individual providing information regarding such a complaint is prohibited.
   c) The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

**A grievance filed by an employment applicant shall proceed directly to the Associate Superintendent (see Level 1).

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Plan Coordinator. Employees, students, applicants for employment, parents, and citizens having questions concerning the act or its implementation, may contact the Coordinator at the School Board Office, 270 South Boulevard East, Macclenny, Florida or call (904) 259-6251. Title IX Coordinator – Thomas Hill (904) 259-6251; Title II Coordinator – Thomas Hill (904) 259-6251; Section 504 Coordinator – Michael Green (904) 259-7825

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs
Item: Notice of Contact Information for Concerns Related to Discrimination
Source: 2024 – 2025 BCSD Website

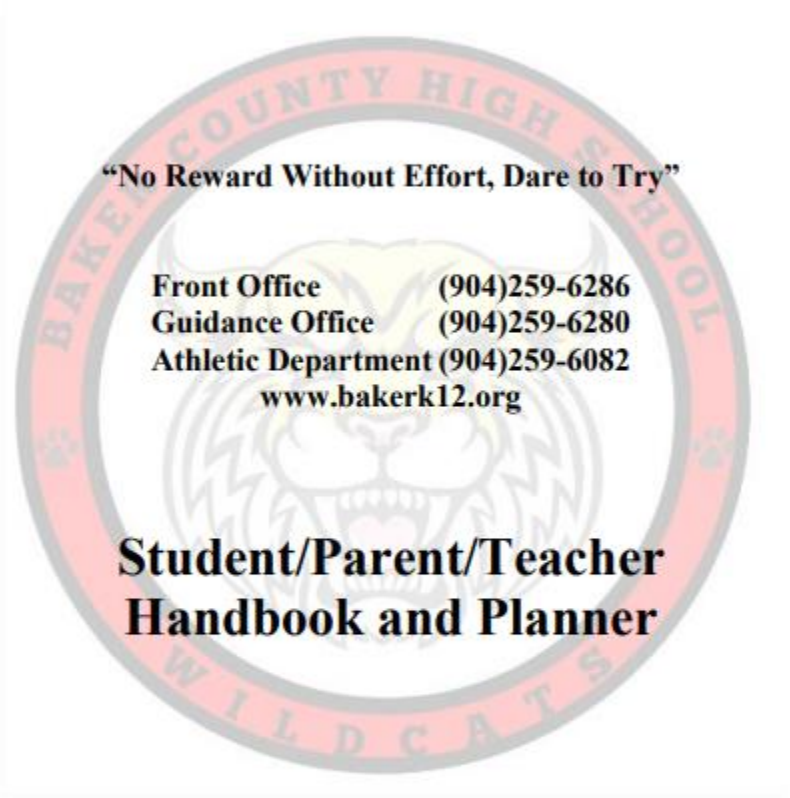


Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

Item: Notice of Nondiscrimination
Source: 2024 – 2025 BCHS Student Planner

Baker County High School
1 Wildcat Drive
Glen St. Mary, FL 32040



"No Reward Without Effort, Dare to Try"

Front Office (904)259-6286
Guidance Office (904)259-6280
Athletic Department (904)259-6082
www.bakerk12.org

Student/Parent/Teacher Handbook and Planner

The Baker County School District prohibits any policy or procedure which results in discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or legally-protected characteristic in its programs and activities including employment opportunities.

1

Documentation retrieved from websites on 4/23/2025.

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCHS Student Planner

MEDICATION ADMINISTRATION
All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school using the following guidelines:

PRESCRIPTION MEDICATION ONLY-

- Medications must be in a labeled bottle with the child's name, medication name, time and dosage to be given. Your pharmacist will be happy to supply you with a duplicate bottle if needed.
- Prescription medication must be provided by the parent in appropriate amounts.

Medication must be delivered by an adult to the school in a prescription bottle with the correct labeling noting student's name, name of medication, time medication is to be given and name of doctor. All medications must be picked up from school by an adult.

NON-PRESCRIPTION MEDICATION-

- May be given with a doctor's note **ONLY**.
- A permission form must be signed by a parent or legal guardian at the school clinic.

Non-prescription drugs may not be given unless prescribed by your physician.

NONDISCRIMINATION IN STUDENT ACTIVITIES - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Equity Coordinator - The Associate Superintendent, Allen Murphy, is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-0428, or via e-mail everett.murphy@bakerk12.org.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Student Progression Plan

APPEAL PROCESS

Any request regarding a review, a modification, and/or an appeal of the Baker County School District's Student Progression Plan, and/or the consequences thereof, shall be initiated at the first level of responsibility and may progress to other levels if deemed necessary.

STATEMENT OF NONDISCRIMINATION

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule

shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill **is designated as Baker County School District's Equity Coordinator**. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act, or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail, equity-coordinator@bakerk12.org

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Student Progression Plan

Completion and submission of the Classroom Transfer Request Form is required for a parent to make such a request. Forms are available at the principal's office and must be submitted to the principal's secretary.

Classroom transfer requests will be granted or denied based on schedule availability, state mandates pertaining to class size, team teaching assignments, and principal discretion. The student's school principal shall grant the request or provide an explanation in writing of the denial within two weeks of submission of this form.

School Financial Reports

The following chart provides the per full-time expenditures at each school site. Additional school financial information is available on the district website at: www.bakerk12.org/domain/168

School Site	Average Amount of Money Expended per Student
Baker County Pre-Kindergarten/Kindergarten Center	$9,192.00
Macclenny Elementary School	$8,506.00
Westside Elementary School	$9,788.00
J. Franklyn Keller Intermediate School	$6,529.00
Baker County Middle School	$8,566.00
Baker County High School	$7,967.00

Legacy Elementary School will not have numbers until the 2023-2024 report is completed. Class size requirements, teacher experience, program cost factors, and other expenses associated with operating the school will cause the per student expenditure amount to fluctuate annually.

Nondiscrimination in Student Activities

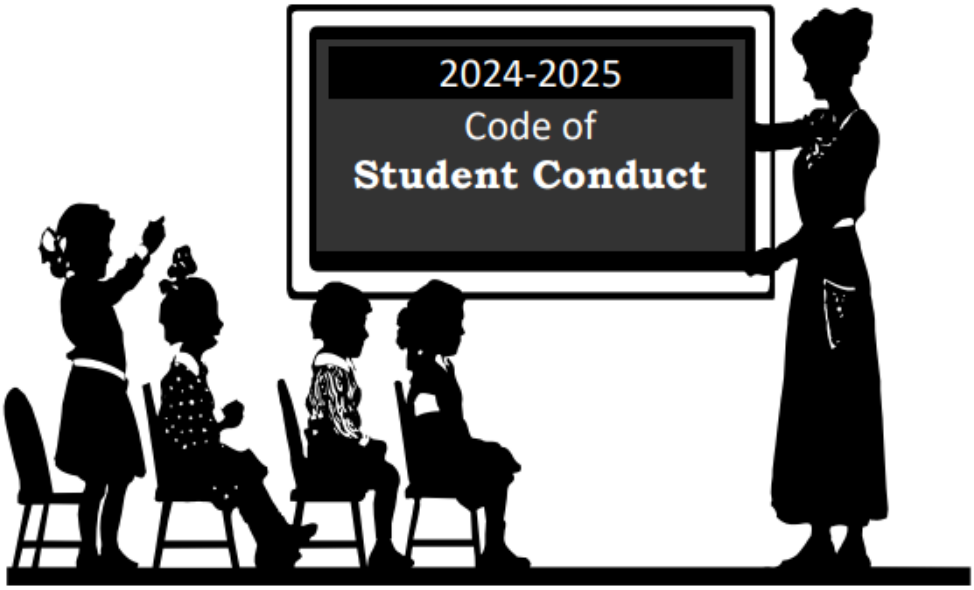
No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Code of Student Conduct

BAKER COUNTY SCHOOL DISTRICT



It is the policy of the Baker County School District that admissions or access to or treatment or employment in its programs and activities are done so without discrimination on the basis of race, color, sex, national origin, marital status, disability, age or religion.

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Code of Student Conduct

STATEMENT OF NONDISCRIMINATION

The provisions of the Code of Conduct of the Baker County School District shall be applied to all students in a sense of equity without regard to race, color, sex, national origin, marital status, disability, age, or religion, unless modified through an Individual Education Plan for that specific student.

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail equity-coordinator@bakerk12.org

SECTION 504 OF THE REHABILITATION ACT OF 1973

For Section 504 purposes, parents, adults, students, and guardians have certain procedural safeguards. This Code also serves to comply with Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504, the district's grievance coordinator (compliance officer) is Mr. Michael Green, Director of Student Services, 290 Johnathan Street East, Macclenny, Florida, 32063, and telephone (904) 259-7825.

ENGLISH LANGUAGE LEARNER

No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English.

SCHOOL HEALTH SERVICES

The Baker County School District has a School Health Program, which provides for a Registered Nurse to be staffed at each school on a daily basis. The following areas of health services are provided, once a parent/guardian consent is obtained:

1. First aid, evaluation and referral of injuries and illnesses;
2. State and locally mandated health screenings, unless a parent/guardian requests exemption in writing;
3. Classroom instruction on current health issues;
4. Identification of student health problems, follow-up, referral and home visits, when necessary;
5. Administration of medication(s) with written parental permission;
6. Provision of medical procedures as ordered by a physician (catheterizations, breathing treatments, etc.);
7. Health counseling.

Please contact the nurse regarding any questions or health concerns about your child. If you have any objections, comments, questions, or do not wish your child to participate in any of the above services, notify the principal in writing.

Florida Statute 1002.23 (2) (a5) (h) (7) (e) information will be provided to parents on the importance of student health and available immunizations and vaccinations.

Medication Administration

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medication). First dosage of any new medication shall not be administered during school hours because of the possibility of an adverse reaction.

27

Documentation retrieved from websites on 4/23/2025.

Part 1: Procedural Requirements
B. Annual Notification of Nondiscrimination for Vocational Education programs and Continuous Notification 1. Annual Notification of Nondiscrimination of Vocational Education Programs

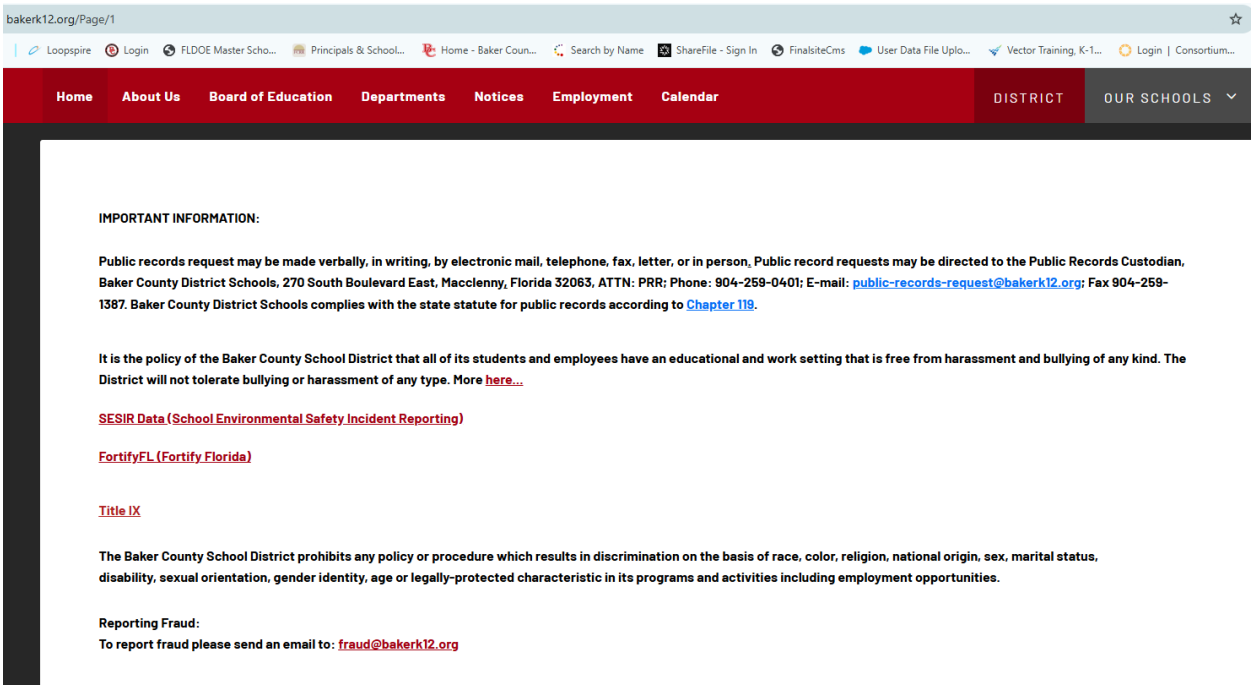
Additional Information:

The district does not have a technical center.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: General Notification of Non-discrimination
Source: 2024 – 2025 BCSD (home page) Website



Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination, Grievance Procedures, and Contact Information
Source: 2024 – 2025 Baker County School District (BCSD) Website

NOTICE

The Florida Educational Equity Act, Chapter 1000.05, F.S., requires that public education agencies regularly notify staff, students, applicants for employment, parents, collective bargaining units, and the general public of its policies of nondiscrimination. The information below is posted for compliance with the Equity Act.

Nondiscrimination in Employment - The employment policies of the Baker County School District shall be applied to all qualified applicants in a sense of equity without regards to race, gender, national origin, marital status, disability, age, or religion. Preference in appointment will be given to veterans and spouses of veterans.

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, including Career and Technical/Vocational Education courses, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. The lack of English language skills will not be a barrier to admission and participation in the CTE programs. Robin Mobley is the designee for inquiries regarding the nondiscrimination policies (see detail contact information at bottom of this page). School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups, as required by 34 C.F.R. § 108.9 - Boy Scouts Act.

Grievance Procedures for Employees Excluded from Bargaining Units** - The Board and the Superintendent recognize good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. This procedure can also be used for complaints of discrimination as set forth in Policy 6.500.

1) **Definitions**
   a) "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.
   b) "Complainant" shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
   c) "Employer" shall mean the School Board or its representatives.
   d) "Day" Shall mean a working day.

2) **Time Limits**-The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

3) **Released Time**-The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

4) **Complaint Procedure:**
   a) **Informal discussion**-If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor or the District Equity Coordinator within sixty (60) days of the occurrence of the alleged violation.
   b) **Level one**-If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her immediate supervisor. The Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints, involving more than one (1) supervisor and complaints involving an administrator above the building level, may be filed by the complainant at level two.
   c) **Level two**-If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall indicate his/her disposition in writing to the complainant.
   d) **Board appeal**-If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

5) **Right to Confidentiality and Prohibition of Retaliation**
   a) Both the complainant and the accused will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations to take corrective action when this conduct has occurred.
   b) Retaliation against an individual for filing a complaint or against an individual providing information regarding such a complaint is prohibited.
   c) The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

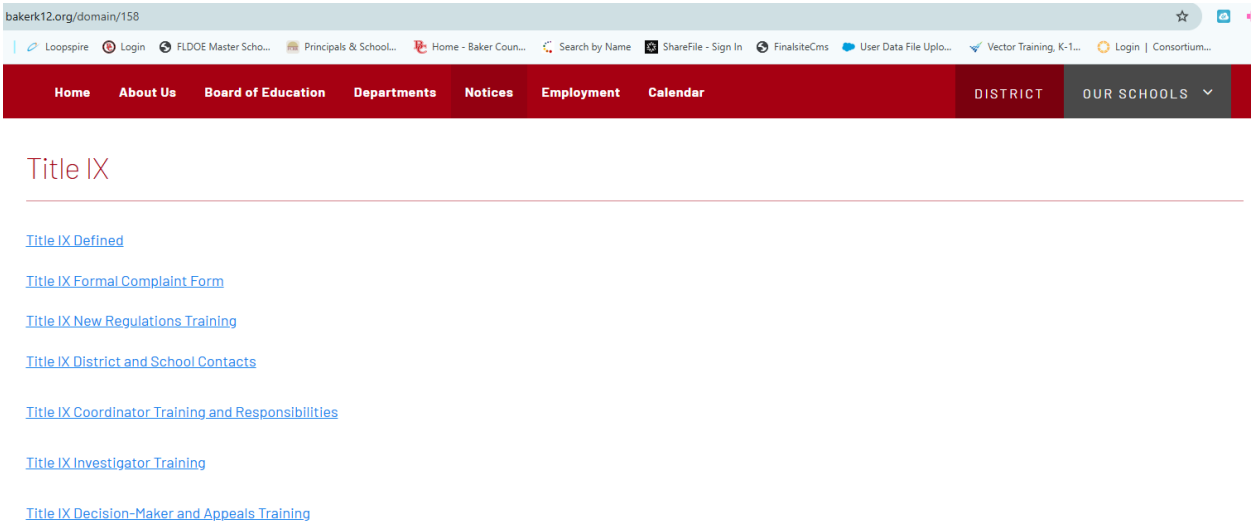
**A grievance filed by an employment applicant shall proceed directly to the Associate Superintendent (see Level 1).

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Plan Coordinator. Employees, students, applicants for employment, parents, and citizens having questions concerning the act or its implementation, may contact the Coordinator at the School Board Office, 270 South Boulevard East, Macclenny, Florida or call (904) 259-6251. Title IX Coordinator – Thomas Hill (904) 259-6251; Title II Coordinator – Thomas Hill (904) 259-6251; Section 504 Coordinator – Michael Green (904) 259-7825

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Contact Information for Concerns Related to Discrimination
Source: 2024 – 2025 BCSD Website



Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination
Source: 2024 – 2025 BCHS Student Planner

Baker County High School
1 Wildcat Drive
Glen St. Mary, FL 32040

"No Reward Without Effort, Dare to Try"

Front Office (904)259-6286
Guidance Office (904)259-6280
Athletic Department (904)259-6082
www.bakerk12.org

Student/Parent/Teacher Handbook and Planner

The Baker County School District prohibits any policy or procedure which results in discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or legally-protected characteristic in its programs and activities including employment opportunities.

1

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination
Source: 2024 – 2025 Baker County Middle School (BCMS) Student Planner

Documentation retrieved from websites on 4/23/2025.

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCHS Student Planner

MEDICATION ADMINISTRATION
All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school using the following guidelines:

PRESCRIPTION MEDICATION ONLY-

- Medications must be in a labeled bottle with the child's name, medication name, time and dosage to be given. Your pharmacist will be happy to supply you with a duplicate bottle if needed.
- Prescription medication must be provided by the parent in appropriate amounts.

Medication must be delivered by an adult to the school in a prescription bottle with the correct labeling noting student's name, name of medication, time medication is to be given and name of doctor. All medications must be picked up from school by an adult.

NON-PRESCRIPTION MEDICATION-

- May be given with a doctor's note **ONLY**.
- A permission form must be signed by a parent or legal guardian at the school clinic.

Non-prescription drugs may not be given unless prescribed by your physician.

NONDISCRIMINATION IN STUDENT ACTIVITIES - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Equity Coordinator - The Associate Superintendent, Allen Murphy, is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-0428, or via e-mail everett.murphy@bakerk12.org.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Student Progression Plan

APPEAL PROCESS

Any request regarding a review, a modification, and/or an appeal of the Baker County School District's Student Progression Plan, and/or the consequences thereof, shall be initiated at the first level of responsibility and may progress to other levels if deemed necessary.

STATEMENT OF NONDISCRIMINATION

Nondiscrimination in Student Activities - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule

shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill **is designated as Baker County School District's Equity Coordinator**. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act, or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail, equity-coordinator@bakerk12.org

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Student Progression Plan

Completion and submission of the Classroom Transfer Request Form is required for a parent to make such a request. Forms are available at the principal's office and must be submitted to the principal's secretary.

Classroom transfer requests will be granted or denied based on schedule availability, state mandates pertaining to class size, team teaching assignments, and principal discretion. The student's school principal shall grant the request or provide an explanation in writing of the denial within two weeks of submission of this form.

School Financial Reports

The following chart provides the per full-time expenditures at each school site. Additional school financial information is available on the district website at: www.bakerk12.org/domain/168

School Site	Average Amount of Money Expended per Student
Baker County Pre-Kindergarten/Kindergarten Center	$9,192.00
Macclenny Elementary School	$8,506.00
Westside Elementary School	$9,788.00
J. Franklyn Keller Intermediate School	$6,529.00
Baker County Middle School	$8,566.00
Baker County High School	$7,967.00

Legacy Elementary School will not have numbers until the 2023-2024 report is completed. Class size requirements, teacher experience, program cost factors, and other expenses associated with operating the school will cause the per student expenditure amount to fluctuate annually.

Nondiscrimination in Student Activities

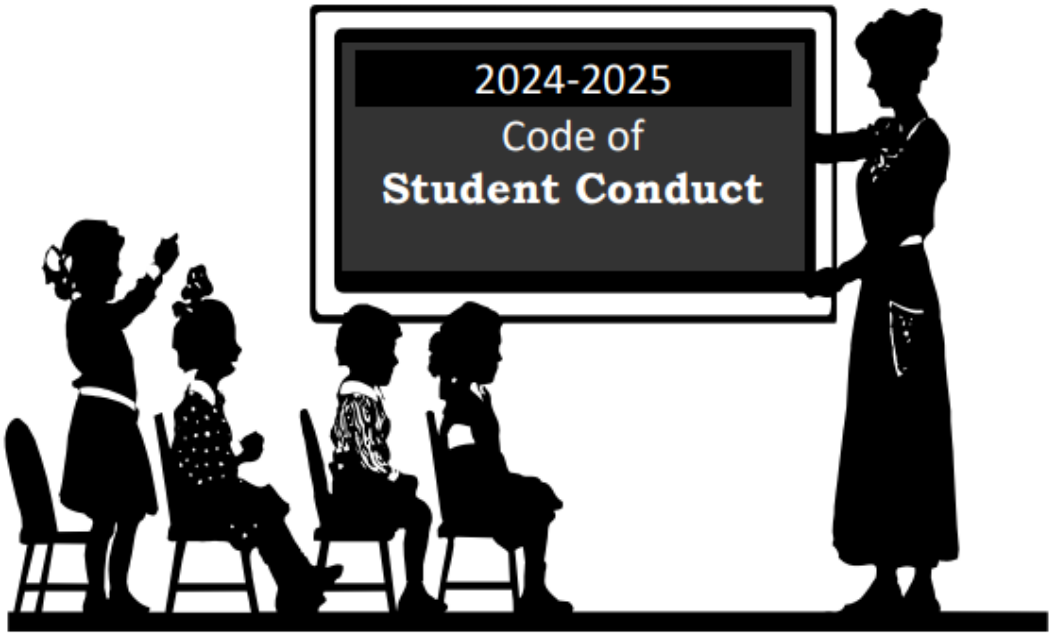
No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Thomas Hill, Equity Coordinator, at the Superintendent's Office, 270 South Boulevard East, Macclenny, Florida; Phone – 904-259-6251; E-Mail Address is equity-coordinator@bakerk12.org

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Code of Student Conduct

BAKER COUNTY SCHOOL DISTRICT



It is the policy of the Baker County School District that admissions or access to or treatment or employment in its programs and activities are done so without discrimination on the basis of race, color, sex, national origin, marital status, disability, age or religion.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Notice of Nondiscrimination in Student Activities
Source: 2024 – 2025 BCSD Code of Student Conduct

STATEMENT OF NONDISCRIMINATION

The provisions of the Code of Conduct of the Baker County School District shall be applied to all students in a sense of equity without regard to race, color, sex, national origin, marital status, disability, age, or religion, unless modified through an Individual Education Plan for that specific student.

No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate.

Equity Coordinator – Thomas Hill is designated as Baker County School District's Equity Coordinator. Employees, employment applicants, students, parents, and citizens having questions concerning the Florida Educational Equity Act or its implementation, may contact the Equity Coordinator at the Baker County School District Superintendent's Office, 270 South Boulevard East, Macclenny, FL 32063, or by phone (904) 259-6251, or via e-mail equity-coordinator@bakerk12.org

SECTION 504 OF THE REHABILITATION ACT OF 1973

For Section 504 purposes, parents, adults, students, and guardians have certain procedural safeguards. This Code also serves to comply with Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504, the district's grievance coordinator (compliance officer) is Mr. Michael Green, Director of Student Services, 290 Johnathan Street East, Macclenny, Florida, 32063, and telephone (904) 259-7825.

ENGLISH LANGUAGE LEARNER

No national origin minority or limited English proficient student shall be subjected to any disciplinary action because of their use of a language other than English.

SCHOOL HEALTH SERVICES

The Baker County School District has a School Health Program, which provides for a Registered Nurse to be staffed at each school on a daily basis. The following areas of health services are provided, once a parent/guardian consent is obtained:

1. First aid, evaluation and referral of injuries and illnesses;
2. State and locally mandated health screenings, unless a parent/guardian requests exemption in writing;
3. Classroom instruction on current health issues;
4. Identification of student health problems, follow-up, referral and home visits, when necessary;
5. Administration of medication(s) with written parental permission;
6. Provision of medical procedures as ordered by a physician (catheterizations, breathing treatments, etc.);
7. Health counseling.

Please contact the nurse regarding any questions or health concerns about your child. If you have any objections, comments, questions, or do not wish your child to participate in any of the above services, notify the principal in writing.

Florida Statute 1002.23 (2) (a5) (h) (7) (e) information will be provided to parents on the importance of student health and available immunizations and vaccinations.

Medication Administration

All medication, prescription and non-prescription, must be given to and administered only by the school nurse or designee.

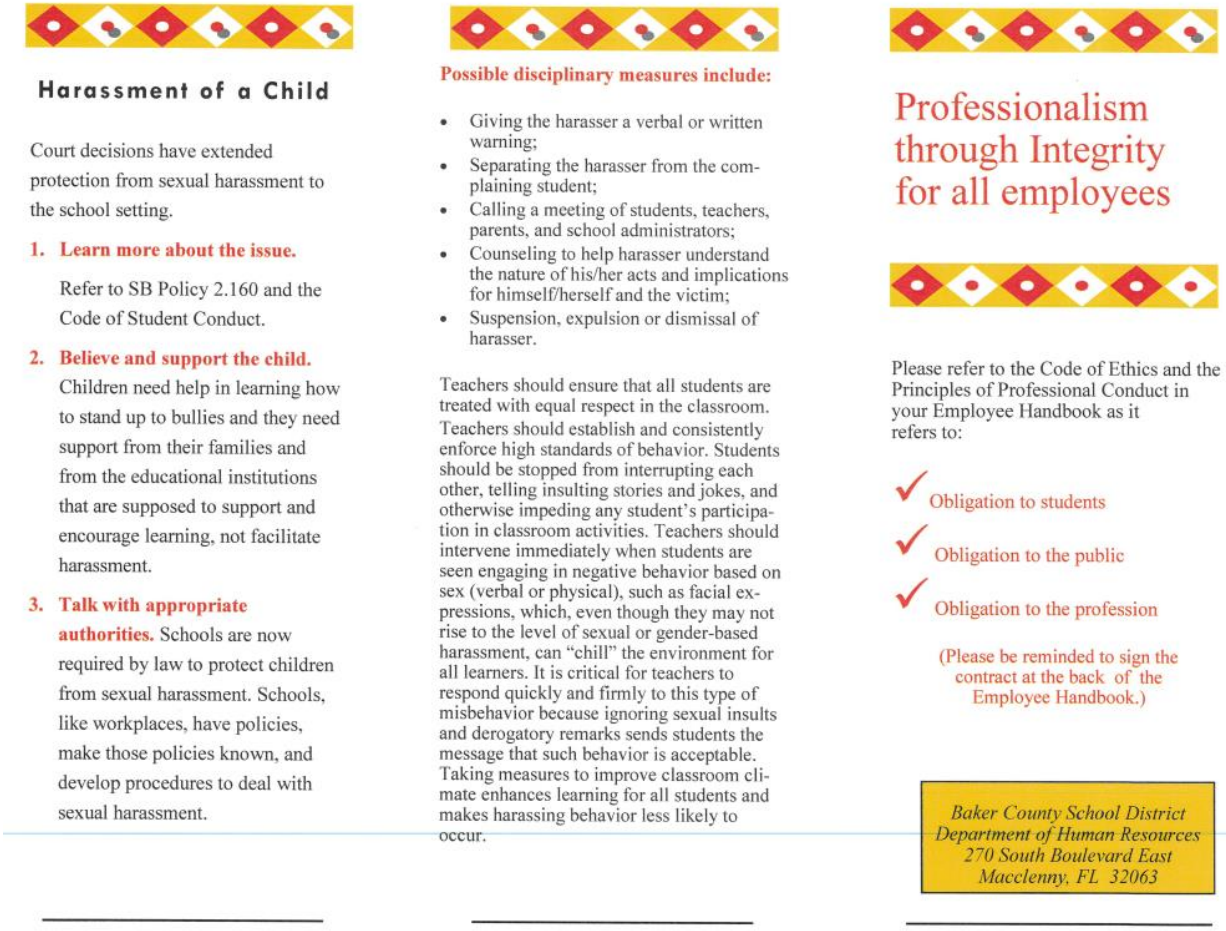
Parents are encouraged to talk with their doctor about arranging medication schedules outside school hours. However, medication may be given at school if it is ordered by a doctor and with written permission from the parent (this includes over-the-counter medication). First dosage of any new medication shall not be administered during school hours because of the possibility of an adverse reaction.

27

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Professionalism through Integrity for All Employees – page 1
Source: 2024 – 25 Opening Faculty Meetings



Harassment of a Child

Court decisions have extended protection from sexual harassment to the school setting.

1. **Learn more about the issue.**
   Refer to SB Policy 2.160 and the Code of Student Conduct.
2. **Believe and support the child.** Children need help in learning how to stand up to bullies and they need support from their families and from the educational institutions that are supposed to support and encourage learning, not facilitate harassment.
3. **Talk with appropriate authorities.** Schools are now required by law to protect children from sexual harassment. Schools, like workplaces, have policies, make those policies known, and develop procedures to deal with sexual harassment.

Possible disciplinary measures include:

- Giving the harasser a verbal or written warning;
- Separating the harasser from the complaining student;
- Calling a meeting of students, teachers, parents, and school administrators;
- Counseling to help harasser understand the nature of his/her acts and implications for himself/herself and the victim;
- Suspension, expulsion or dismissal of harasser.

Teachers should ensure that all students are treated with equal respect in the classroom. Teachers should establish and consistently enforce high standards of behavior. Students should be stopped from interrupting each other, telling insulting stories and jokes, and otherwise impeding any student's participation in classroom activities. Teachers should intervene immediately when students are seen engaging in negative behavior based on sex (verbal or physical), such as facial expressions, which, even though they may not rise to the level of sexual or gender-based harassment, can "chill" the environment for all learners. It is critical for teachers to respond quickly and firmly to this type of misbehavior because ignoring sexual insults and derogatory remarks sends students the message that such behavior is acceptable. Taking measures to improve classroom climate enhances learning for all students and makes harassing behavior less likely to occur.

Professionalism through Integrity for all employees

Please refer to the Code of Ethics and the Principles of Professional Conduct in your Employee Handbook as it refers to:

- ✓ Obligation to students
- ✓ Obligation to the public
- ✓ Obligation to the profession

(Please be reminded to sign the contract at the back of the Employee Handbook.)

Baker County School District
Department of Human Resources
270 South Boulevard East
Macclenny, FL 32063

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Professionalism through Integrity for All Employees – page 2
Source: 2024 – 25 Opening Faculty Meetings

What is Sexual Harassment?
The Legal Context

The basic definition of sexual harassment comes from the United States Equal Employment Opportunity Commission (EEOC):

Sexual harassment is a legal concept developed originally to address a particular type of sexual discrimination. Briefly, sexual harassment is unwelcome behavior of a sexual nature that makes someone feel uncomfortable or unwelcome in the workplace by focusing attention on their gender instead of on their professional qualifications. The concept applies now to both women and men, to adults and to children.

Sexual harassment is usually defined as behavior by someone higher in status or power toward someone lower in status or power, although harassment by peers or customers is also recognized as a problem. The unequal balance of power is an intrinsic element of the legal definition of sexual harassment.

The EEOC requires all organizations with more than 15 employees to develop a sexual harassment policy and train employees in issues of sexual harassment.

If you're not sure whether or not you're being sexually harassed, talk to someone in the Human Resources Department of your organization.

Prevention is the best policy!

If you are experiencing sexual harassment, there are a variety of steps you can take. Ignoring sexual harassment does not make it go away. The harasser may interpret a lack of response as encouragement! You may want to do more than one of these things……

1. **Know your rights.** Sexual harassment is illegal. Find out what your rights are and what procedures are in place to help you.
2. **Speak up at the time.** Be sure to say "NO" clearly, firmly and without smiling.
3. **Report sexual harassment to the appropriate person in the school district.** Schools and employers are required to have policies and procedures for dealing with sexual harassment. You can use those policies and procedures to make an informal or formal complaint against the person who harasses you.

SEXUAL HARASSMENT

- It's illegal
- It "chills" the learning environment
- We have obligations (SB Policy 2.160, Prohibition Against Harassment)
- Take prompt and appropriate action.

The Price Tag of Leadership—
Self Discipline
Be responsible……..
for who you are;
for what you do;
for what you have received;
to those you lead.

For further information contact:

Allen Murphy
Associate Superintendent for Human Resources
(904) 259-0427

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.020 – Non-Discriminatory Admission
Source: BCSD School Board Policy on district website

CHAPTER 5.00 – STUDENTS

NON-DISCRIMINATORY ADMISSION **5.020**

The School Board shall admit students to District schools and programs without regard to race, sex, national origin, marital status, handicap, or religion.

STATUTORY AUTHORITY: **1001.41, F.S.**

LAWS IMPLEMENTED: **1000.05, 1003.21, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/95, 04/05/04
FORMERLY: 4.05

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION AND OTHER FORMS OF HARASSMENT 2.16*

I. Policy Against Discrimination

A. The School Board of Baker County, Florida prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the District's programs, activities and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to race (including anti-semitism), color, religion, gender, age, ethnicity, national origin, marital status, pregnancy, sexual orientation, disability, political or religious beliefs, or genetic information. Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination. The School Board of Baker County, Florida also prohibits sexual harassment, and this form of discrimination is governed by Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District Schools, programs, and classes without regard to race (Including anti-semitism), color, religion, gender, age, national or ethnic origin, marital status, sexual orientation, political or religious beliefs, disability, handicap or any other distinguishing physical or personality characteristics.

D. The School Board prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associate or in connection with this policy.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

E. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity (Professional Standards), Student Support Services or the Equity Coordinator at each school/district office. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

1. For Employee - Office of Civil Rights and Equity Compliance at Associate Superintendent of Human Resources/Superintendent's Office at 904-259-0401.

2. For Students – Student Support Services at Director of Student Services and Exceptional Student at 904-259-0435.

3. Job applicants with disabilities requesting accommodations under the American with Disabilities Act (ADA) may contact Human Resources at Superintendent's Office at 904-259-0401.

4. Current School District employees with disabilities requesting accommodations under the ADA may contact Professional Standards at Associate Superintendent of Human Resources/Superintendent's Office at 904-259-0401.

F. The Superintendent shall submit an annual equity report addressing the district's educational and employment practices as required by Florida's Educational Equity Act.

II. Policy Against Harassment Prohibited by Law Other than Sexual Harassment or Sexual Discrimination

A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids any form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate any form of illegal harassment by any of its employees, students, volunteers, or agents.

B. The prohibition against discrimination and illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

C. Sexual harassment and sexual discrimination definitions, policies, and procedures are set forth in Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

III. Definition of Forms of Prohibited Harassment Other than Sexual Harassment or Sexual Discrimination

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race (including ant-semitism), color, religion, national or ethnic origin, age, disability, marital status, political or religious beliefs, citizenship, pregnancy or genetic information, or any other distinguishing physical or personality characteristic protected by law and that

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

2. Has the purpose or effect of interfering with an individual's work or academic performance; or

3. Otherwise adversely affects an individual's employment or academic performance.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping; or

2. Threatening, intimidating or hostile acts, such as physical acts of aggression against a person or his property; or

3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

IV. Procedures for Filing Complaint of Discrimination or Illegal Harassment Other than Sexual Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on marital status, race, color, national or ethnic origin, religion, age, disability, political

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

or religious beliefs, pregnancy or anyother distinguishing physical or personality characteristics by an employee, volunteer, agent, or student of the School District should file a written complaint detailing the alleged harassment or discrimination with the School Principal, Site Administrator, or Supervisor within sixty (60) calendar days of alleged occurrence. The complaint should set forth a description of the alleged discriminatory actions or harassment, the time frame in which the alleged discrimination or harassment occurred, the person or persons involved in the alleged discriminatory actions or harassment, and any witnesses or other evidence relevant to the allegations in the complaint.

2. Complaints filed with the Principal, Site Administrator, or Supervisor must be forwarded to the District's Equal Employment Opportunity (EEO) Officer, hereinafter referred to as the Director of Human Resources (when made by an employee or other adult) or the District Equity Officer (when made by a student) no later than five (5) business days of the filing of the complaint. If the complaint is against the Principal, or Site Administrator, or Supervisor, the complaint may be filed directly with the Director of Human Resources (when made by an employee or other adult) or District Equity Officer (when made by a student).

3. If the complaint is against the Director of Human Resources, the District Equity Officer, the Superintendent, or a member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints of Harassment Other than Sexual Harassment

1. Complaints filed against persons other than the Superintendent or a School Board Member:

a. Upon receipt of the written complaint, the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigation may be conducted by school personnel or a third party designated by the School District. The investigationwill be conducted within thirty (30) business days. The investigator shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures mayinclude, but are not limited to, separating the accused and the complainant. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources;

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) as to whether there is reasonable cause to believe a violation of the District's anti-discrimination policyhas occurred. Copies of documents, evidence, and witness statements which were considered in the investigation must be sentto the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) along with the summary and recommendation.

b. If the complaint is against the Director of Human Resources or District Equity Officer (Professional Standards Coordinator), the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section IV.B.1.a.

c. The investigation, summary, relevant documents, witnesses' statements, and recommendation should be completed and forwarded to the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) within thirty (30) business days, or to the School Board Attorney within thirty (30) business days if the complaintis against the Director of Human Resources or District Equity Officer (Professional Standards Coordinator). The Director of Human Resources or District Equity Officer (Professional Standards Coordinator), or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) business days whether there is reasonable cause to believe a discriminatory practice or harassment occurred.

d. If the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney determines thereis reasonable cause to believe a violation of the non-discriminatory policy occurred, he or she shall within ten (10) business days provide notice of the reasonable cause finding to the complainant and the accused. The Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

e. If the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney determines, after a review of the investigation, summary, recommendation, andother evidence, that there is no reasonable cause to believe a discriminatory practice or harassment occurred, he or she shall provide within ten (10) business days notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request that a no reasonable cause finding by the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney be reviewed by the Superintendent within ten (10) business days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney to present his or her position. The Superintendent and Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) business days of the meeting make a final determination as to whether there is reasonable cause to believe a discriminatory practice or harassment occurred.

g. If review by the Superintendent is not timely requested, the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) business days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings and address any facts, statements, or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney to present his or her position. The Superintendent and the Director of Human

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney must within ten (10) business days of the meeting prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. If review by the Superintendent is not timely requested, the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney's determination of no reasonable cause shall be final.

j. After providing the opportunity for an informal hearing as referenced in section IV.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations, and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) business days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the Director of Human Resources or District Equity Officer (Professional Standards Coordinator).

k. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

l. Employees may choose to pursue their complaints through the relevant employee grievance procedure instead of the complaint procedure in this policy.

2. Complaints against the Superintendent or a School Board Member:

a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) business days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

basis of a protected status.

b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) business days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice or harassment may have occurred.

c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) business days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of officeoccurred. The Governor's office will be responsible for takingany necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendentis appointed by the Board.

d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney shall be final. In compliance with Florida Statutes, the investigation file shall become public record and the Superintendent or School Board Member shall answer to their constituency.

V. Penalties for Confirmed Discrimination or Harassment

A. Student - A substantiated allegation of discrimination or harassmentagainst a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct*.

B. Employee or Volunteer - A substantiated allegation of discriminationor harassment against an employee may result in disciplinary actionsincluding termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referralmay be made to appropriate law enforcement authorities.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

VI. Limited Exemption from Public Records Act and Notification of Parents of Minors

A. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigation and take corrective action may supersede an individual's right to privacy.

B. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) business days of receipt of a complaint.

VII. A notice relating to non-discriminatory practices shall appear in a prominent location at each work center and in District publications. The notice shall be available to School Board employees, potential employees, the general public, and students.

VIII. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's anti-discrimination policy or illegal harassment policy or who participates in the investigation of a discrimination or harassment complaint is prohibited.

B. Retaliation may include, but is not limited to, any form of intimidation, reprisal, or harassment based upon participation in the investigation of, or filing a complaint of discrimination or harassment.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 2.16 – Prohibiting Discrimination and Other Forms of Harassment
Source: BCSD School Board Policy on district website

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

STATUTORY AUTHORITY: 120.54, 1001.41, 1001.42, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.51, 119.07, 760.01 *et seq.*, 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L.110-233

STATE BOARD OF EDUCATION RULE(S): 6A-19.001 *et seq.*

HISTORY: ADOPTED: REVISION DATE(S): 1/99, 04/05/04, 11/07/05, 11/18/08, 07/21/14, 11/17/2020, 09/20/2021 FORMERLY: 1.10, 5.02, 3.66, 6.04

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

CHAPTER 5.00: STUDENTS

BULLYING AND HARASSMENT 5.101*

I. Statement Prohibiting Bullying and Harassment:

A. It is the policy of the Baker County Public School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

B. The District upholds that bullying or harassment of any student or school employee is prohibited

1. During any education program or activity conducted by a public K-12 educational institution;

2. During any school-related or school-sponsored program or activity;

3. On a school bus of a public K-12 educational institution;

4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or

5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions:

A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

CHAPTER 5.00: STUDENTS

B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;
2. Social Exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Cyberstalking;
7. Physical violence;
8. Theft;
9. Sexual, religious, anti-semetic or racial harassment;
10. Public or private humiliation; or
11. Destruction of property

The term *bullying* shall include cyberbullying whether or not specifically stated.

C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

F. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

4. Has the effect of substantially disrupting the orderly operation of a school.

G. Bullying, Cyberbullying/Cyberstalking and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

a. Incitement or coercion
b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
c. Acting in a manner that has an effect of bullying or harassment

III. **Behavior Standards:**

A. The Baker County Public School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

of school facilities and equipment.

B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

C. Refer to the Code of Conduct for specific behavior expectations.

IV. Consequences:

A. Committing an act of bullying or harassment:

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
3. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment:

1. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
2. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment:

A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.
D. The principal of each school in the district shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon.
E. The alleged victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
I. Reporting may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

VI. Investigation of a Report of Bullying or Harassment:

A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
B. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.

C. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
D. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
E. The investigator shall collect and evaluate the facts including, but not limited to:

1. Description of incident(s) including nature of the behavior;
2. Context in which the alleged incident(s) occurred;
3. How often the conduct occurred;
4. Whether there were past incidents or past continuing patterns of behavior;
5. The relationship between the parties involved;
6. The characteristics of parties involved i.e., grade, age;
7. The identity and number of individuals who participated in bullying or harassing behavior;
8. Where the alleged incident(s) occurred;
9. Whether the conduct adversely affected the student's education or educational environment;
10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

F. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include:

1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
2. A written final report to the principal.

G. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
H. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District:

1. If it is within scope of the District, a thorough investigation shall be conducted.
2. If it is outside the scope of the District, and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
3. If it is outside the scope of the District, and determined not a criminal act, the principal or designee shall inform parents/legal guardians of all students involved.

C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.

1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (Every Student Succeeds Act, Title VIII, Part F, Subpart 2, Section 8532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling:
When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist,) to determine the severity of the concern and appropriate steps to address the concern. The teacher may request that the involved students' parents or legal guardian are included.

B. School personnel or parent/legal guardian may refer a student to the school intervention team or equivalent school- based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend:

1. Counseling and support to address the needs of the victims of bullying or harassment;
2. Research-based counseling/interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management); and/or
3. Research-based counseling/interventions which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment:

A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.

1. SESIR definitions:
   a. Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
   b. Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
3. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:

   a. Alcohol
   b. Arson
   c. Battery
   d. Breaking and Entering
   e. Disruption on Campus
   f. Drug Sale/Distribution Excluding Alcohol
   g. Drug Use/Possession Excluding Alcohol
   h. Fighting
   i. Homicide
   j. Kidnapping
   k. Larceny/Theft
   l. Robbery
   m. Sexual Battery
   n. Sexual Harassment
   o. Sexual Offenses
   p. Threat/Intimidation
   q. Trespassing
   r. Tobacco
   s. Vandalism
   t. Weapons Possession
   u. Other Major (Other major incidents that do not fit within the other definitions)

C. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

also have the incident basis (sex, race or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment:

A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, other non-teaching staff such as bus drivers, custodians, cafeteria workers, school librarians; parents/legal guardians; and students.

B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the district's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying or harassment in schools.

C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim:

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act o f1974 (FERPA).

XIII. Publicizing the Policy:

A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons

Documentation retrieved from websites on 4/23/2025.

Item: BCSD School Board Policy 5.101 – Bullying and Harassment
Source: BCSD School Board Policy on district website

responsible for the welfare of a student of the district's student safety and violence prevention policy.

B. Each district school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks, and through other reasonable means.

C. The Superintendent shall also make all contractors contracting with the district aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.

E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S. 20 USC 1232g**

STATE BOARD OF EDUCATION RULE(S): **6A-10.081**

HISTORY: **ADOPTED: 11/07/05**
REVISION DATE(S): 07/07/14, 05/15/17, 12/02/19, 06/15/2020
FORMERLY: NEW

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.380 – Discrimination Complaint Resolution Procedure
Source: BCSD School Board Policy on district website

CHAPTER 5.00 – STUDENTS

DISCRIMINATION COMPLAINT RESOLUTION PROCEDURE 5.380

(1) The procedures outlined below shall be used for the processing of complaints due to alleged discrimination of students or applicants in educational programs or services. The active process is initiated by the complainant and must begin within sixty (60) days of the occurrence.

(a) Level one – The complaint may be discussed initially with the person(s) directly responsible for the area of concern on an informal basis, with an appropriate administrator present (within sixty (60) days of occurrence). As an alternative, the complainant may request a meeting with the Equity Coordinator or a designee for initial discussion of the alleged discrimination (within sixty (60) days of the occurrence).

(b) Level two – If a complaint is not satisfactorily handled at the informal level, the complainant should complete the requested information on the Discrimination Complaint Form and submit the form to the Principal, Guidance Counselor or Equity Coordinator (within five (5) days of the occurrence if no informal discussion was held). Mail to:

Equity Coordinator
School Board of Baker County
392 South Boulevard East
Macclenny, FL 32063

(c) Level three – Upon receipt of the Discrimination Complaint Form, the Equity Coordinator shall conduct an investigation, and the persons involved shall be questioned. Requests for written documentation may also be made during this investigation (within ten (10) days of the receipt of the form).

The Equity Coordinator shall complete Level III of the form and secure the complainant's signature (at the conclusion of the investigation).

(d) Level four – Upon receipt of the Discrimination Complaint Form, the Superintendent shall review all pertinent information. The Superintendent shall inform the complainant of the results of the review (within ten (10) days of the receipt of the form).

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: BCSD School Board Policy 5.380 – Discrimination Complaint Resolution Procedure
Source: BCSD School Board Policy on district website

CHAPTER 5.00 – STUDENTS

2. Discrimination Complaint Forms may be obtained from the building Principal in each location, from the Guidance Counselor or from the Equity Coordinator. All references to time limits are to workdays, not calendar days, weekends, or holidays. This procedure shall in no way prohibit any person from seeking redress from other available resources.

STATUTORY AUTHORITY: **1001.41, F.S.**

LAWS IMPLEMENTED: **1001.41, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 4.41

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Employee Handbook – Includes Non-Discrimination clause, Title IX, and 504 point of contact
Source: BCSD district website

BAKER COUNTY PUBLIC SCHOOLS

2024 – 2025 EMPLOYEE HANDBOOK

Wyatt Milton, Superintendent
270 South Boulevard East
Macclenny, Florida 32063
(904) 259-0401 (904) 259-1387 Fax
www.bakerk12.org

The Baker County School District prohibits any policy or procedure which results in discrimination on the basis of race, color, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or legally-protected characteristic in its programs and activities including employment opportunities.

The District's Equity Coordinator, Thomas Hill, can be contacted at 270 South Boulevard East, Macclenny, Florida 32063 or by phone (904) 259-6251.

Documentation retrieved from websites on 4/23/2025.

Part 2: Continuous Notification of Nondiscrimination
B. Annual Notification of Nondiscrimination for Vocational Education Programs and Continuous Notification 2. Continue notification of Nondiscrimination

Item: Employment Practices – Non-Discrimination clause, Title IX, and 504 point of contact
Source: BCSD Employee Handbook from District Website



The Baker County School Board selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion, and other conditions of employment are provided without regard to race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as defined by the Americans with Disabilities Act, or marital status. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment.

The Baker County School District does not discriminate on the basis of disability in admission to its programs, services, or activities, access to them, treatment of individuals with disabilities, or in any aspect of their operations. The Baker County School District also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title 11 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to:

Michael Green
420 South Eighth Street
Macclenny, Florida 32063
(904) 259-7825 (Office)
(904) 259-9099 (Fax)

If you believe that you have been discriminated against in any way, please contact:

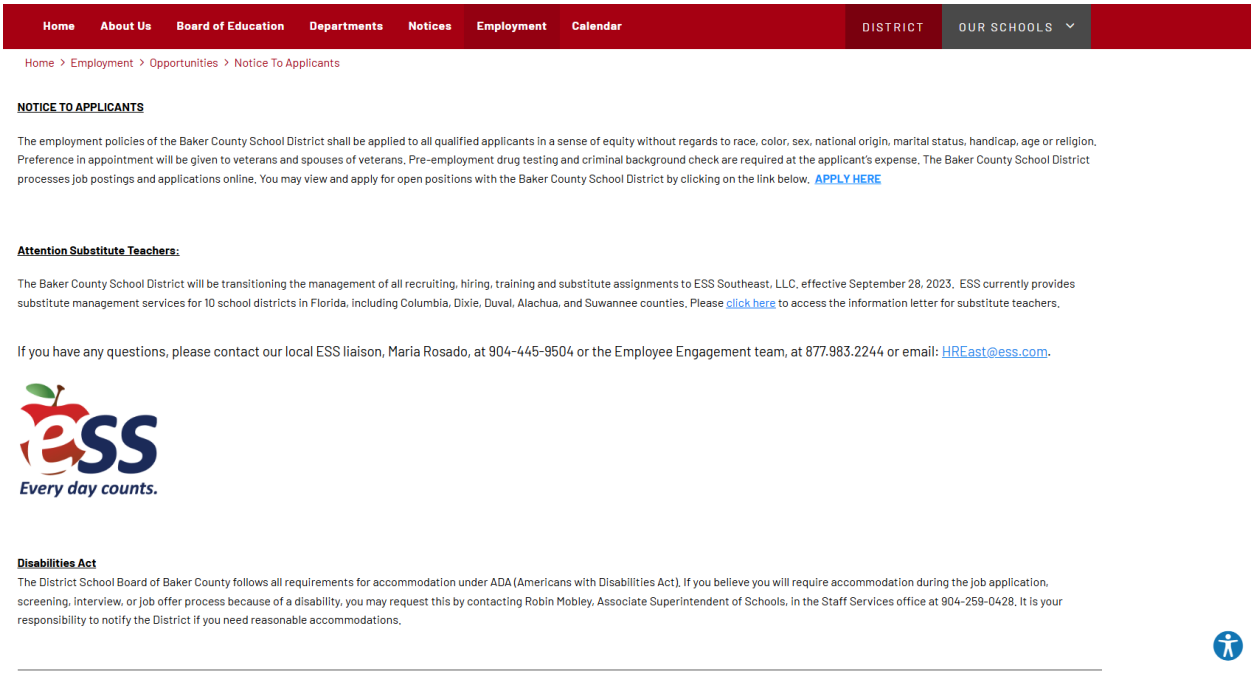
Thomas Hill, Equity Coordinator
270 South Boulevard East
Macclenny, Florida 32063-2799
904-259-0427 (Office)
904-259-1387 (Fax)

17

Documentation retrieved from websites on 4/23/2025.

Part 3: Notice of Availability of Reasonable Accommodations to Applicants for Employment

Item: BCSD Job Posting Statement Regarding Available Accommodations
Source: BCSD application page on district website



Home | About Us | Board of Education | Departments | Notices | Employment | Calendar | DISTRICT | OUR SCHOOLS

Home > Employment > Opportunities > Notice To Applicants

NOTICE TO APPLICANTS

The employment policies of the Baker County School District shall be applied to all qualified applicants in a sense of equity without regards to race, color, sex, national origin, marital status, handicap, age or religion. Preference in appointment will be given to veterans and spouses of veterans. Pre-employment drug testing and criminal background check are required at the applicant's expense. The Baker County School District processes job postings and applications online. You may view and apply for open positions with the Baker County School District by clicking on the link below. APPLY HERE

Attention Substitute Teachers:

The Baker County School District will be transitioning the management of all recruiting, hiring, training and substitute assignments to ESS Southeast, LLC, effective September 28, 2023. ESS currently provides substitute management services for 10 school districts in Florida, including Columbia, Dixie, Duval, Alachua, and Suwannee counties. Please click here to access the information letter for substitute teachers.

If you have any questions, please contact our local ESS liaison, Maria Rosado, at 904-445-9504 or the Employee Engagement team, at 877.983.2244 or email: HREast@ess.com.

ESS
Every day counts.

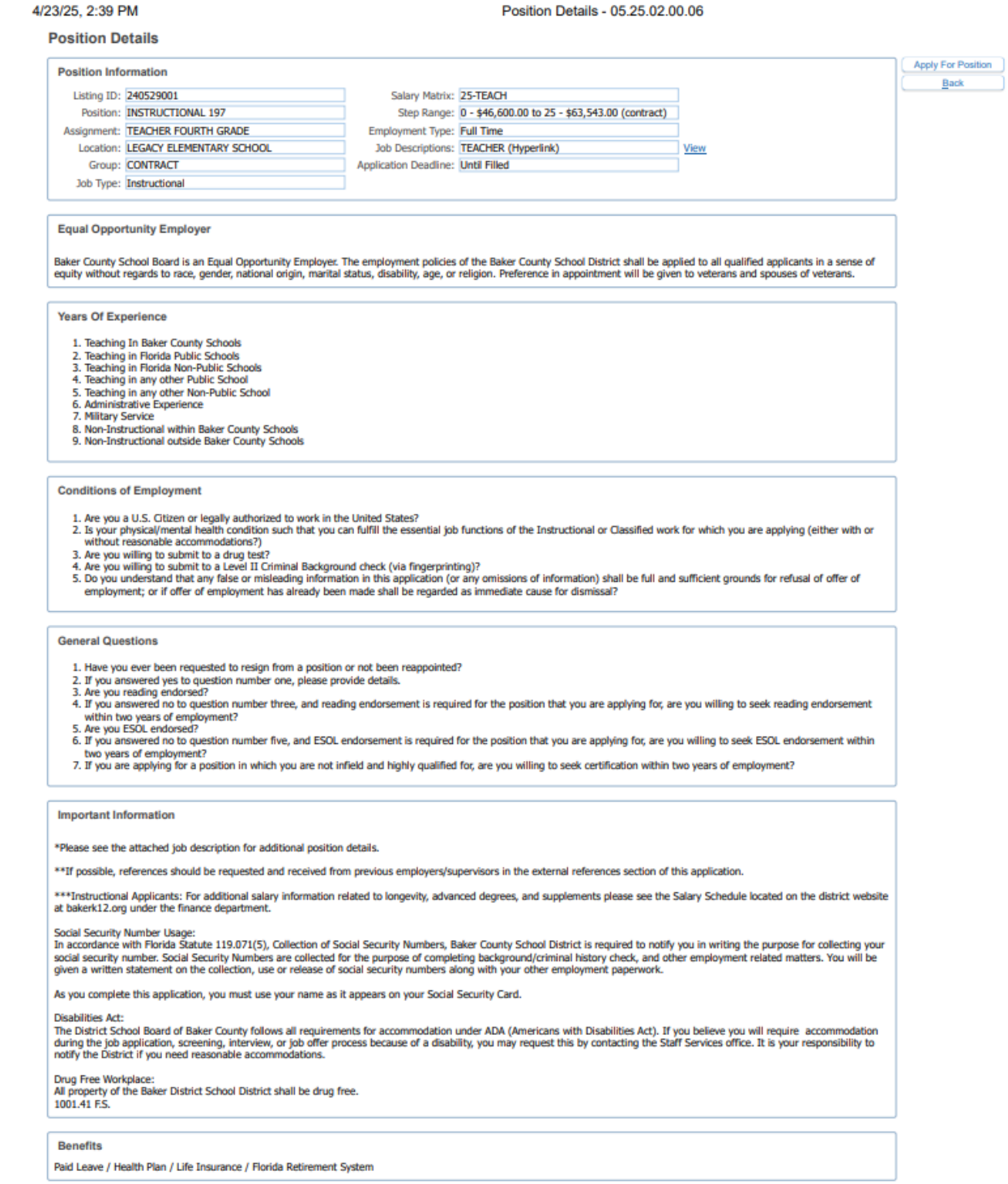
Disabilities Act

The District School Board of Baker County follows all requirements for accommodation under ADA (Americans with Disabilities Act). If you believe you will require accommodation during the job application, screening, interview, or job offer process because of a disability, you may request this by contacting Robin Mobley, Associate Superintendent of Schools, in the Staff Services office at 904-259-0428. It is your responsibility to notify the District if you need reasonable accommodations.

Documentation retrieved from websites on 4/23/2025.

Part 3: Notice of Availability of Reasonable Accommodations to Applicants for Employment

Item: BCSD Job Posting Including the Availability of Accommodations and Statement of Equal Opportunity Employer
Source: BCSD application page on district website



4/23/25, 2:39 PM Position Details - 05.25.02.00.06

Position Details

Apply For Position
Back

Position Information

Listing ID:	240529001	Salary Matrix:	25-TEACH
Position:	INSTRUCTIONAL 197	Step Range:	0 - $46,600.00 to 25 - $63,543.00 (contract)
Assignment:	TEACHER FOURTH GRADE	Employment Type:	Full Time
Location:	LEGACY ELEMENTARY SCHOOL	Job Descriptions:	TEACHER (Hyperlink) View
Group:	CONTRACT	Application Deadline:	Until Filled
Job Type:	Instructional		

Equal Opportunity Employer

Baker County School Board is an Equal Opportunity Employer. The employment policies of the Baker County School District shall be applied to all qualified applicants in a sense of equity without regards to race, gender, national origin, marital status, disability, age, or religion. Preference in appointment will be given to veterans and spouses of veterans.

Years Of Experience

1. Teaching In Baker County Schools
2. Teaching in Florida Public Schools
3. Teaching in Florida Non-Public Schools
4. Teaching in any other Public School
5. Teaching in any other Non-Public School
6. Administrative Experience
7. Military Service
8. Non-Instructional within Baker County Schools
9. Non-Instructional outside Baker County Schools

Conditions of Employment

1. Are you a U.S. Citizen or legally authorized to work in the United States?
2. Is your physical/mental health condition such that you can fulfill the essential job functions of the Instructional or Classified work for which you are applying (either with or without reasonable accommodations?)
3. Are you willing to submit to a drug test?
4. Are you willing to submit to a Level II Criminal Background check (via fingerprinting)?
5. Do you understand that any false or misleading information in this application (or any omissions of information) shall be full and sufficient grounds for refusal of offer of employment; or if offer of employment has already been made shall be regarded as immediate cause for dismissal?

General Questions

1. Have you ever been requested to resign from a position or not been reappointed?
2. If you answered yes to question number one, please provide details.
3. Are you reading endorsed?
4. If you answered no to question number three, and reading endorsement is required for the position that you are applying for, are you willing to seek reading endorsement within two years of employment?
5. Are you ESOL endorsed?
6. If you answered no to question number five, and ESOL endorsement is required for the position that you are applying for, are you willing to seek ESOL endorsement within two years of employment?
7. If you are applying for a position in which you are not infield and highly qualified for, are you willing to seek certification within two years of employment?

Important Information

*Please see the attached job description for additional position details.

**If possible, references should be requested and received from previous employers/supervisors in the external references section of this application.

***Instructional Applicants: For additional salary information related to longevity, advanced degrees, and supplements please see the Salary Schedule located on the district website at bakerk12.org under the finance department.

Social Security Number Usage:
In accordance with Florida Statute 119.071(5), Collection of Social Security Numbers, Baker County School District is required to notify you in writing the purpose for collecting your social security number. Social Security Numbers are collected for the purpose of completing background/criminal history check, and other employment related matters. You will be given a written statement on the collection, use or release of social security numbers along with your other employment paperwork.

As you complete this application, you must use your name as it appears on your Social Security Card.

Disabilities Act:
The District School Board of Baker County follows all requirements for accommodation under ADA (Americans with Disabilities Act). If you believe you will require accommodation during the job application, screening, interview, or job offer process because of a disability, you may request this by contacting the Staff Services office. It is your responsibility to notify the District if you need reasonable accommodations.

Drug Free Workplace:
All property of the Baker District School District shall be drug free.
1001.41 F.S.

Benefits

Paid Leave / Health Plan / Life Insurance / Florida Retirement System

Documentation retrieved from websites on 4/23/2025.

All Level 3 Courses (AP, DE, and Honors)									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	130	12.8%	316	28.0%	498	45.1%	692	68.3%	432.3%
Black	9	5.1%	30	16.0%	50	25.3%	89	50.9%	888.9%
Hispanic	3	6.1%	13	36.1%	22	46.8%	33	67.3%	1000.0%
White Male	61	11.6%	166	27.9%	264	46.7%	340	65.6%	457.4%
Black Male	5	5.5%	15	15.1%	25	24.8%	42	47.2%	740.0%
Hispanic Male	0	0%	2	10.5%	10	41.7%	16	64.0%	

Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	130	12.8%	316	28.0%	498	45.1%	692	68.3%	432.3%
ELL	0	0%	1	*	3	30.0%	4	30.8%	

Advanced Placement (AP, IB, AICE)									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	39	3.8%	12	1.1%	40	3.6%	24	2.4%	-38.5%
Black	2	1.1%	0	0%	5	2.5%	2	1.1%	0.0%
Hispanic	0	0.0%	0	0%	1	2.1%	3	6.1%	
White Male	16	3.0%	5	0.8%	12	2.1%	12	2.3%	-25.0%
Bleck Male	1	1.1%	0	0%	2	2.0%	0	0.0%	-100.0%
Hispanic Male	0	0.0%	0	0%	0	0%	2	8.0%	

Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	39	3.8%	12	1.10%	40	3.6%	24	2.4%	-38.5%
ELL	0	0%	0	0%	0	0%	0	0%	

Enrollment in Dual Enrollment Courses									
Group	2021 - 2022	Percent of Group	2022 - 2023	Percent of Group	2023 - 2024	Percent of Group	2024 - 2025	Percent of Group	Change in Enrollment
White	137	13.50%	141	12.5%	118	10.7%	132	13.0%	-3.6%
Black	4	2.30%	2	1.1%	4	2.0%	6	3.4%	50.0%
Hispanic	4	8.20%	4	11.1%	2	4.3%	6	12.2%	50.0%
White Male	46	8.70%	53	8.9%	43	7.6%	49	9.5%	6.5%
Bleck Male	2	2.20%	1	1.0%	2	2.0%	3	3.4%	50.0%
Hispanic Male	2	8.00%	3	15.8%	0	0%	3	12.0%	

Group	2021 - 2022		2022 - 2023		2023 - 2024		2024 - 2025		Change in Enrollment
White	137	13.50%	141	12.5%	118	10.7%	132	13.0%	-3.6%
ELL	0	0%	1	*	0	0%	1	7.7%	

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 Dual Enrollment Articulation Agreement with Florida Gateway College.

ATTACHMENTS:
07.21.2025 Approval of the 25-26 FGC Dual Enrollment Agreement_C.Dopson.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Career and Adult Education
418 South 8th Street
Macclenny, FL 32063
(904) 259-0403
www.bakerk12.org

Wyatt Milton, Superintendent

June 2, 2025

J. Wyatt Milton
Baker County School District
392 South Blvd East
Macclenny, FL. 32063

Dear Superintendent Milton:

Respectfully, please seek School Board approval for the following 2025-2026 Dual Enrollment Agreement between Baker County School Board and Florida Gateway College. The agreement is a modification of all existing FGC dual enrollment articulation agreements.

Thank you for your favorable approval and assistance.

Sincerely,

Carrie Dopson
Executive Director of Teaching and Learning / Career and Adult Education

FLORIDA GATEWAY COLLEGE
AND
BAKER COUNTY SCHOOL DISTRICT

2025 – 2026
DUAL ENROLLMENT ARTICULATION AGREEMENT

SECTION I

WHEREAS, Florida Gateway College, hereafter referred to as the **College**, and the Baker County School District, hereafter referred to as the **School Board,** subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs, and

WHEREAS, Chapters 1007.27 and 1007.271, Florida Statutes (2020), specifies that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, and §§ 1001.64 – 1001.65, F. S., specify that dual enrollment articulation agreements shall be executed between college boards of trustees and district school boards within each college district, and shall establish an articulation committee, and

WHEREAS, the **College** and the **School Board** desire to implement the above statutes by creating opportunities for high school students to pursue college-level instruction, through an articulated acceleration program.

NOW THEREFORE, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment Program (the **Program**) between the **College** and the respective **School Board**. In implementing this Program, the parties agree to these general principles:

A. COURSE PROGRAM OFFERINGS

1. Articulation acceleration mechanisms shall include, but not be limited to, Academic Dual Enrollment, Career Dual Enrollment, Academic and Career Early Admissions, Advanced Placement, Credit by Examination, the International Baccalaureate Program, and Career Pathways.

    a. **Academic Dual Enrollment**: Students in grades 6 – 12 who qualify are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. Students may be part-time or full-time. The following are ineligible to be counted as Dual Enrollment:

1.) career preparatory instruction;
2.) college preparatory instruction;
3.) other forms of pre-college instruction;
4.) physical education and recreation students who focus on physical execution of skill rather than the intellectual attributes of the activity; and
5.) courses not creditable toward a high school diploma.

Unless the student has successfully completed the entry level examination required by § 1008.30, F. S., the student will be ineligible for enrollment in college credit mathematics or English courses, or any courses for which college credit English, reading or math is a prerequisite.

b. **Career Dual Enrollment**: Students in grades 6 – 12 qualify who are seeking a degree and industry certification through a career education program or course. The student is also earning industry certifications adopted pursuant to §1008.44, F. S., which count toward the high school diploma. Students may be part-time or full-time in Career Dual Enrollment.

c. **Early Admissions**: This is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. Students who qualify will earn both high school and college/career credits for courses completed. Participation in the **Career Early Admission** program shall be limited to students who have a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

d. **Early College Program** allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. Students commit to this program for the four years they are high school students.

e. **Credit by Examination**: Students will be eligible for college credit based on the receipt of a specified minimum score on a nationally standardized general or subject area examination.

f. **The International Baccalaureate Program**: Secondary students will be eligible who are enrolled in a program of studies offered through the International Baccalaureate Office at their high school. College credit will be awarded as determined by the **School Board** and the **College** Board of Trustees.

g. **Career Pathways Program**: Secondary students in grades 9-12 are eligible to participate in the Career Pathways Program. The promotion of the program and the revision of Career Pathways Articulation Agreements is a collaborative effort between all the consortium partners. Guidance counselors register students in an articulated, sequential program of study (including a technical component), which leads to continued study at the postsecondary level. Career Pathways programs consist of four years of high-level academic and technical courses at the high school

level, articulated (or connected) with continued high-tech training in college, often resulting in an industry level certification. Students prepare for postsecondary training by following a program of study as outlined in the Career Pathways Articulation Agreements between the **School Board** and the **College**. Per the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AS Degree in 2022 - 2023, high school students successfully completing the high school portion of the Career Pathways Program can earn college credits which may be used in a declared AS Program of Study through Industry Certification or "credit by examination." They may also receive preferential admission to selective college programs. After a student meets all criteria outlined in the Career Pathways Articulation Agreement, including successful completion of 12 hours of regular college credit (not including prep courses), he/she can request that the credit be added to their college transcript by completing the Request for Career Pathways Credit form and returning it to the Director of Dual Enrollment and Recruitment. Please refer to the Florida Department of Education web site for more information. The **College** Director of Dual Enrollment and Recruitment is the coordinator of the Career Pathways Articulation Agreements.

2. In mutual consideration thereof, both parties to the agreement contained herein agree to the following conditions:

   a. The **College** shall offer college level courses that meet the requirements of §§ 1007.27 and 1007.271, F. S., with the exclusion of physical education and recreation courses, where sufficient high school facilities exist and are made available.

   b. The **College** shall award credit for student completion of a Dual Enrollment and Advanced Placement course based on the stated preference of the student, as either Dual Enrollment or Advanced Placement credit. No student shall claim double credit based on the completion of a single joint Dual Enrollment and Advanced Placement course.

   c. Courses offered for dual credit will be determined by mutual agreement between the **College** and the **School Board** and displayed in this agreement.

   d. Special request courses and the addition of classes offered for each academic year shall be designated in a letter(s) of understanding between the **School Board**, the district **Superintendent** of Schools and the **College** President. The classes will be scheduled whenever possible to assure maximum publicity prior to fall and spring registration.

   e. The **College** courses are complementary to the high school curriculum, and no unnecessary duplication will occur.

   f. The **School Board** shall be responsible for incorporating all Dual Enrollment courses within the District "Student Progression Plan."

   g. Dual Enrollment courses will utilize the common course designation and numbering system approved by the Florida Department of Education (DOE).

   h. The **College** shall determine course content in accordance with the Southern Association of Colleges and Schools Commission on Colleges (**SACSCOC**) criteria

and select instructional materials. The high school will use course syllabi provided by the **College** for all Dual Enrollment courses.

While appropriate for college-level discussions study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

i. Parties to this agreement will certify in writing that courses operated under this agreement will, when successfully completed, be accepted toward high school graduation on the basis that three college credits will equal one-half high school credit, except those designated otherwise by the Articulation Coordinating Committee of the Florida Department of Education and awarded college credits, none of which shall be remedial, preparatory or developmental. The **High School** is responsible to review high school progression and may need to submit documentation to the **College** upon request.

j. Unless prohibited by statute or rule, nothing in this agreement shall prevent students in the districts from enrolling in regular college credit or career certificate classes, which do not carry high school credit, conducted by the **College**. Students in this category shall file regular college admissions applications and shall be responsible for their own tuition, books, and other expenses as a standard student.

k. Pursuant to §1007.271, F.S., Dual Enrollment students may enroll in courses offered by the **College** during school hours, after school hours, and during the summer terms unless prohibited by **School Board** policy. Dual enrollment courses may be available online, on the high school campus, on the college campus, or at the college centers.

l. The **College** shall designate the Director of Dual Enrollment and Recruitment to coordinate the Dual Enrollment Program. The Director, in conjunction with the high school counselor, will ensure that each student will make a selection of courses to meet degree requirements, including approved program prerequisite courses. This effort is to improve articulation and minimize excess credit hours. In addition, pursuant to §1007.23, F.S., a dual enrollment student entering college in 2013 – 2014 and thereafter, seeking an associate of arts degree, will indicate a baccalaureate degree program offered by their institution of interest by the time they have earned 30 semester hours. It is the student's responsibility to be informed of the prerequisites for the baccalaureate degree program offered by their institution of interest.

NOTE: Section 1001.7065, F. S., allows that a preeminent university may require its incoming first-time-in college students to take a 9-credit to 12-credit set of courses specifically determined by the state university. The state university may require that they be taken at the specific state university involved and that credit for any such required courses cannot be fulfilled through any acceleration, transfer, or other similar mechanism.

m. The **College** will provide electronic student transcripts at the end of each term to the respective high school guidance counselors to aid in determining continued student eligibility.

n. The **College** will provide a transcript with a letter grade. Letter grades awarded by the **College** at the end of each semester are: A, B, C, D, F, I, or W. Any letter grade below a "C" will not count as credit toward satisfaction of the Gordon Rule graduation requirement and the requirement in Rule 6A-10.030; however, all grades are calculated in a student's GPA and will appear on the college transcript.

Any student earning a D or F in a course will:

- *Repeat the failed course and only the failed course the next term*
  OR
- *Need to sit out the next term and be required to repeat the course the following eligible term along with any other program related course work*

Any student earning a W in a course will:

- *Only take one course the next term*
  OR
- *Need to sit out the next term and then return the following eligible term and resume with any program related course work*

All grades, including "W" for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission. ***If the student receives a second 'D', 'F' or 'W' in any course, Dual Enrollment eligibility will end. If a student makes the two in one term, eligibility for Dual Enrollment will end.*** No late withdrawals will be accepted if they were not received in the Dual Enrollment office by the deadline stated in the Approved DE Academic Calendar, posted by the **College**.

o. Section 1007.271(18), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

This provision relating to GPA weighting includes <u>all</u> dual enrollment courses, including career education courses. In addition, there should be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the *Dual Enrollment Course—High School Subject Area Equivalency List*.

p. Students taking Dual Enrollment classes taught by **College** faculty are required to follow the **College** Code of Academic Ethics and Code of Conduct outlined in the current electronic *FGC Student Handbook.*

q. The **College** and high school will schedule an information and orientation session to inform students and parents about opportunities to participate in the Dual Enrollment Program. At least two weeks prior, the **College** and high school will collaborate in formulating the agenda for this information session.

B. STUDENT ELIGIBILITY CRITERIA

1. The **School Board** shall identify the students qualified for participation in the Dual Enrollment Program. Students must demonstrate academic capabilities to pursue college level instruction.

2. In order to be eligible for participation in the Dual Enrollment Program, a student must:

   a. be in grades 6 – 12;

   b. no student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19th birthday;

   c. have a minimum ACT/SAT/PERT/TABE test score as established by the **College**. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test score in basic computation (math) and communication (English and reading) skills areas cannot take college credit courses in mathematics and English respectively or any courses for which college credit English, reading or math is a prerequisite. **Eligible test scores for all three (3) sections are required to participate in Dual Enrollment.**

   d. meet with the high school guidance counselor or **Board** designee, complete the Dual Enrollment/Early College Application for Admission form, and be approved to enroll by the Director of Dual Enrollment and Recruitment. Dates will be posted at High Schools and in the Approved DE Academic Calendar, posted by the **College**. Application forms must be approved prior to the published college deadlines.

   e. complete Dual Enrollment/Early College registrations by the end of the Add/Drop period for each term as listed in theApproved DE Academic Calendar published by the **College**

      The **College** will consider a request from the guidance counselors for dropping a course after the first week of classes. This will be done on a case-by-case basis and must be approved by the appropriate **College** vice president. If approved, the result will be a drop for the student, not a withdrawal.

   f. comply with the requirements specified in the County School District's "Student Progression Plan"

3. For the Associate in Arts (A.A.) Degree Program the student must:

   a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale,

      or

      be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College.**

b. register only for required or elective courses in the A.A. Degree Program

4. For the Associate in Science (A.S.) Degree and College Credit Certificate (C.C.C.) programs the student must:

   a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale,
   or
   be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and concurrence of the **College**

   b. meet all program entrance requirements as stated in the **College** catalog

   c. register only for courses in the A.S. degree program or electives approved by the **College** division administrator of the A.S. degree program to which the Dual Enrollment student has been admitted

5. For Technical Certificate Programs and Applied Technology Diplomas (A.T.D.) the student must:

   a. have a minimum 2.0 unweighted GPA based on a 4.0 scale
   or
   be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**

   b. meet all specific program entrance requirements as stated in the **College** catalog

6. For Bachelor Degree Programs:

   a. have successfully completed the associate's degree prior to admission into the Bachelor program

   b. No bachelor level courses can be taken prior to admission into the program. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal, the appropriate **College** division administrator, and Director of Dual Enrollment and Recruitment.

7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative **College** GPA, it is at the discretion of the guidance counselor/designee to allow them one semester to achieve at least a 2.0 cumulative **College** GPA to maintain eligibility in the Dual Enrollment Program.

8. Students will be considered high school students for the purpose of student activities and student body privileges.

9. Dual Enrolled students may be issued a college I.D. and afforded all the privileges thereof.

10. If a student leaves your DE program/school, notify the DE office in writing as soon as possible as the student account will need to be changed. Written notification will be required to have the student continue in the DE program.

C. CALENDAR

1. The **College** shall select and schedule classes eligible for Dual Enrollment using the **College** calendar for classes taught outside the regular school hours.

2. During regular public school hours the **School Board** shall, with the concurrence of the **College**, select and schedule Dual Enrollment classes taught on the high school campus using the public school class and bell schedule and the **College** calendar.

3. The **School Board** and the **College** shall make reasonable efforts to avoid conflicts in scheduling.

4. The **College** agrees to conduct, if possible, Dual Enrollment courses at the high school, using the school class and bell schedule and the **College** calendar.

5. All logistical and scheduling information regarding Dual Enrollment courses taught by high school teachers at the high school must be provided to the **College** Director of Dual Enrollment and Recruitment by the admissions application deadline in the Approved DE Academic Calendar posted by the **College.** Special circumstances will be determined by the appropriate academic vice president. A representative from each high school should contact the **College** with credentialed instructor name(s) and the course(s) each instructor will be teaching, as well as the specific days/times the course(s) will be taught.

D. DUAL ENROLLMENT FACULTY

2. The staff will be selected on approval of the **College** and the high school principals from teachers employed at the high school or the **College**, who have filed college transcripts and applications with the **College**, and who meet the degree and certification requirements of the **College**, and pursuant to **SACSCOC**. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding the credit shall ensure faculty teaching Dual Enrollment courses meet these qualifications. Preference will be given high school faculty as adjunct teachers for Dual Enrollment courses.

3. The **College** shall approve Dual Enrollment faculty and will provide them with a copy of the current faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Faculty will also be provided with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Dual Enrollment faculty shall verify that every student sitting in their college course is listed on their course section roster no later than the second week of each semester. The course section rosters must be signed by Dual Enrollment instructors and then faxed, emailed, or mailed to the **College** by the due date. Verbal confirmation or email confirmation will not be accepted. No student shall be permitted to remain in a college class in which they are not enrolled. Faculty must adhere to the guidelines, rules, and expectations therein that apply to faculty.

   The High Schools will notify the Director of Dual Enrollment and Recruitment of courses they will be offering on their campus for Dual Enrollment students. The course name/days/times will be emailed and the **College** will build the section. The course syllabus will be emailed to the Director of Dual Enrollment and Recruitment which shall include the course calendar identifying assignments, test dates and grading scale.

4. The **College** shall conduct an administrative evaluation of all faculty teaching Dual Enrollment students. This evaluation will be conducted by the appropriate vice president or designee.

5. The **College** shall also conduct student evaluations of Dual Enrollment faculty. This evaluation will be coordinated by the appropriate vice president or designee.

6. At the end of the term, textbooks will be collected according to **School Board** policy, and Dual Enrollment faculty will submit signed final grade rolls as required to the appropriate instructional division or **College Enrollment Services** by the published deadline. The **College** will submit student transcripts to the respective high school guidance counselor.

7. The **College** will provide all faculty members a copy of course plans and objectives for the college course they are teaching, In addition, faculty shall be provided with information on additional requirement relating to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

Faculty members will be required to submit a course syllabus which will be reviewed by the College prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered by the College. The syllabus will be kept on file at the College. Each faculty member should also submit a faculty schedule which will include the days and times the college course(s) will be taught, as well as the faculty member's designated office hours.

8. The following curriculum standards for course content, syllabi, exams, and grades shall apply to college credit Dual Enrollment:

   a. Dual Enrollment classes taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the **College** shall be responsible for developing and providing a comprehensive end-of-course assessment or a series of expected learning outcomes in accordance with **SACSCOC**. Assessments shall be provided to the high school campus in a timely manner to ensure availability prior to scheduled administration dates.

   b. Textbooks and instructional materials used in Dual Enrollment courses must be comparable with those used with other postsecondary courses at postsecondary institutions with the same course prefix and number. The **College** will advise the **School Board** of instructional material requirements as soon as it becomes available, but no later than one term prior to a course being offered.

      Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for non-Dual Enrollment postsecondary students. All faculty teaching Dual Enrollment courses must observe the **College** procedures and deadlines for submission of grades in the appropriate format. All faculty members will be advised of the **College**-wide grading guidelines prior to teaching a Dual Enrollment course.

   c. The **School Board** will ensure there are minimal interruptions of instructional time. A student shall lose eligibility to participate in the Dual Enrollment Program if a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered. Dual Enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, Florida Statutes.

E. COST

1. A student who is enrolled in a dual enrollment or early admission program through a public postsecondary institution or state university is exempt from the payment of tuition and fees, pursuant to §1009.25, F.S. The fee exemption includes application, registration, tuition, and laboratory fees for courses taken through dual enrollment.

2. For dual enrollment courses offered on a public postsecondary institution campus, the **School Board** pays the standard rate of tuition per credit hour from the Florida Education Finance Program (FEFP). Currently, the standard rate of tuition at a public postsecondary

institution is **$71.98** per credit hour. This cost is associated with dual enrollment students taking classes on the **College** campus and/or taking online classes through the **College.**

3. For dual enrollment courses offered on the high school campus by college faculty, the **School Board** must reimburse the **College** for costs associated with the proportion of salary and benefits to provide instruction. When dual enrollment courses are provided on the high school campus by a high school teacher, the **School Board** is not responsible for payment to the **College**.

4. For dual enrollment students enrolled in programs leading to a career certificate or applied technology diploma, the standard rate of tuition currently is **$2.33** per contact clock hour.

5. The **School Board** will only pay the standard rate of tuition from funds provided in the Florida Education Finance Program to the **College** during fall and spring terms. The **School Board** does not pay the **College** the standard rate of tuition during the summer terms, as FEFP funds are not provided to the **School Board** during the summer. This does not preclude the **College** from offering dual enrollment courses during the summer terms. **Beginning Summer 2021, summer enrollment for Dual Enrollment students will be limited to 2 courses.**

6. The Board of Trustees at the **College** shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the Board. When the **College** has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the **College** Board of Trustees.

7. Various sponsors and agencies agree in writing to pay for a student's tuition, fees, books, and/or supplies. These agreements take the form of letters, purchase orders, memos of understandings, formal contracts and/or authorization documents which stipulate the education expense that the agency or sponsor will pay.

8. Students with funding for tuition and fees from sponsoring agencies or organizations must have a written authorization (verbal agreements are unacceptable) from the agency on file with the business office before the student's tuition and fees may be incurred. Once the authorization is on file, tuition, fees and book costs of the student will automatically be applied to the sponsor's account and an invoice generated to the sponsor for payment.

9. Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last day of any registration period up to sixty (60) days but not beyond the end of the class for those students for whom the **College** has received a written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization.

    - Faculty supplied by the **College** will be compensated directly by the **College** in accordance with the appropriate college salary schedule.

- The **School Board** shall provide Dual Enrollment instructional materials, including electronic access codes for textbooks, at the start of classes each semester, and accounting for Dual Enrollment instructional materials shall be accomplished as follows:

    a. All instructional materials purchased under the Dual Enrollment Program shall be administered as provided in § 1007.271, F.S.

    b. Students shall return instructional materials at the end of each term as provided in **School Board** procedures.

    c. Instructional materials will be stored according to **School Board** procedures, and shall be reissued to students during subsequent terms.

    d. The sale of all instructional materials purchased under § 1007.271, F.S., will be in accordance with state guidelines for the disposal of such materials.

    e. The proceeds from the sale of such instructional materials will be used to purchase instructional materials for public school students.

    f. The selection of textbooks and instructional materials for college courses is the responsibility of the full-time **College** faculty. The faculty always seeks to adopt the most effective instructional materials, changing textbooks only to improve these materials. Faculty will have no control over publishers' edition changes and in such cases usually allow students to use the previous edition of the textbook.

    g. Textbooks and associated electronic access codes must be purchased by the **School Board** each term. **College** textbook **vouchers should not be used** to purchase miscellaneous consumable materials or supplies for students. Aware of rising textbook costs, and noting that the average life of a textbook adoption presently approximates three years, the faculty will make every effort to continue to use adopted textbooks as long as they believe them to be the best available. A *Textbook Approval Form* has been adopted so a department and/or instructor can request a change in textbook, which the **College** Textbook Committee will review to approve or disapprove. However, the **College** does not guarantee that an adopted textbook will remain in service for a stated period of years.

    h. Any other financial consideration shall be as required by current state law or as amended as such.

F. ENROLLMENT PROCEDURES

1. The Director of Enrollment Management and Director of Dual Enrollment and Recruitment shall coordinate the admission of Dual Enrollment students.

2. The **College** will provide academic advisement services regarding the **College**'s educational programs to students participating in the Program.

3. All students must complete a **College** Dual Enrollment/Early College Application for Admission form by the dates listed above in Students Eligibility Criteria, B2(d)**.**

4. All students must complete their registrations, with guidance counselor approval, for each term through their MyFGC accounts no later than the published dates in the **College** Academic Calendar.

5. Approval and acceptance of the Dual Enrollment registration by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.

6. Students seeking academic modifications due to a disability are required to register with the Accessibility Services Office (ASO). They should make an appointment to meet with the **College** Director of Testing and Accessibility Services and provide recent, relevant and comprehensive documentation from an appropriate health care provider or professional. While an Individualized Educational Plan (IEP) may be provided, the IEP and the 504 Plan are not generally considered adequate documentation, services may be provided to support accommodations received at the High School. The **College** and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course (i.e., classroom, online, hybrid).

7. The **College** Dual Enrollment course report will be provided to the high schools for textbook review.

8. The student must complete all sections of entry-level examinations required per Section 1008.30, Florida Statutes and the **College**. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students, who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. **Eligible test scores for all three (3) sections are required to participate in Dual Enrollment starting Fall 2020**.

9. Students making any schedule changes must have approval by the high school counselor and the **College** Director of Dual Enrollment and Recruitment. The student must return any books for courses they are not registered in to the individual specified by **School Board** procedure. Note: If a student withdraws from high school courses in their school district, the high school counselor must also complete withdrawal paperwork for any college Dual Enrollment courses in which the student was enrolled. An exception to this could be made if a student requests to continue in the college course(s), and the student's new school district high school principal or his/her designee provides written permission to the **College**. *No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Academic Calendar).*

10. Students who register for classes are responsible for their grades associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from the class by the appropriate published date.

Students who have been reported by their instructor as never attending during the first and second week of the add/drop period should be automatically dropped from their classes when course section rosters are returned to the **College** Enrollment Services Office by the third week of the semester. Therefore, since students may or may not be automatically dropped, it would be in the student's best interest to be responsible for initiating the withdrawal action. Notification of any dual enrollment student dropped by Enrollment Services Office will be sent to the Director of Dual Enrollment and Recruitment, who will then notify the high school guidance counselor immediately. Any student not dropped or withdrawn from a course by the published date will remain officially registered and will be assigned an earned letter grade at the end of the semester.

11. Students will be permitted to use ACT or SAT scores for placement into college-level courses. Students who place into Pre-Calculus (MAC 1140) or higher through ACT or SAT scores are required by the **College** to complete the Math sub-test of the PERT (Postsecondary Education Readiness Test) for placement.

12. Dual Enrollment students shall be subject to all **College** policies and procedures that apply to other students. As with all students, official final high school transcripts must be on file with the **College** Enrollment Services Office prior to students being admitted as standard students. Summer A admission after the students last eligible term as DE will only be granted under certain special circumstances which will be reviewed by the Director of Dual Enrollment and Recruitment. Students will need to complete a Standard Application, Residency Declaration form, and a letter from the High School stating the student will be graduating from High School will need to be brought to Enrollment Services to convert the student for Summer A. Enrollment for Summer A will be granted to those students that will be graduating with a degree after completion of the term. Students not completing a degree will be admitted for Summer B when their official High School transcripts have been received and reviewed.

13. Students must conform to all Dual Enrollment policies and procedures established by their high schools. All statutory requirements must be met prior to any student continuing in the program.

14. Students are not permitted to enroll in independent study courses except for special circumstances. Special circumstances are to be determined by the appropriate **College** Vice-President.

G. INSERVICE

The **College** agrees to cooperate with the **School Board** in offering in-service that will be mutually beneficial to all concerned. This in-service may be conducted at either the **College** campus, District school campus, or other site mutually agreed upon.

H. TRANSPORTATION

The student shall be responsible for providing transportation if the Dual Enrollment instruction is conducted at a facility other than the high school campus.

Dual Enrollment Program Code of Academic Ethics

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.

2. **Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

   In case of dishonesty or plagiarism: The instructor will take academic action consistent with **College** policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program. The student will be required to meet with the Associate Dean for review.

Dual Enrollment Program Code of Conduct

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.

2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.

   - Disruptive behaviors, if they take place on our campus or at our off-campus college centers, may lead to suspension or dismissal from the college.

   - Any of the following violations may constitute a form of disruptive behavior:
     - Cheating in any form
     - Deliberate interference with the rights of others
     - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

SECTION II

DUTIES OF THE ARTICULATION COMMITTEE

1. The Articulation Committee will be composed of school district administrators and guidance counselors representing the five county district area, **College** administrators, and the **College** Director of Dual Enrollment and Career Services.

2. The Articulation Committee shall meet at least twice a year.

3. The committee shall prepare the Dual Enrollment Articulation Agreement.

4. The committee shall develop mechanisms and strategies for reducing the incidence of postsecondary remediation in math, reading, and writing for first-time enrolled recent high school graduates based upon the findings in the Postsecondary Readiness for College Report produced pursuant to § 1008.37, F.S.

5. The committee annually shall analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs.

6. The Committee shall annually present to the **College** Board of Trustees and to the District **School Board** the results of this assessment via the Vice President.

(See Appendix Three for 2025 – 2026 plan of strategies and mechanisms for reducing the incidence of postsecondary remediation in math, reading, and writing for first time enrolled recent high school graduates.)

SECTION III

INITIATION OF COURSES

It is agreed that neither the **College** Board of Trustees nor the District **School Board** shall initiate a program or course that is not part of a program, until such has been incorporated into this Dual Enrollment Articulation Agreement.

SECTION IV

ACCOUNTABILITY & ASSESSMENT

These provisions shall not prevent a **Board** assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another Board or agency, subject to review by the two local education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analyses, and other elements required for the allocation of funds shall be the sole responsibility of the assigned **Board** unless herein indicated.

The following accountability and assessment standards shall apply to college credit Dual Enrollment:

The **College** shall analyze student performance in Dual Enrollment to ensure the level of preparation and future success is comparable with non-Dual Enrollment students. Analyses and recommendations shall be shared and reviewed with the principal and **School Board**.

The **School Board** shall analyze course and instructor evaluations for Dual Enrollment courses on the high school campus. Analyses and recommendation shall be shared and reviewed by both the **College** and **School Board**.

Any course, discipline, college, or system-wide assessment that the **College** requires in non-Dual Enrollment sections of a course shall also be used in all Dual Enrollment sections of the course.

The **College** shall compare student performance, to include final grade and exam, of Dual Enrollment course offerings on the high school campuses and college campuses to ensure that results are comparable to non-Dual Enrollment sections. Results will be made available to the principal, local school district, the **College** president, and DOE.

SECTION V

Administration of the Florida Postsecondary Education Readiness Test to Public High School Students

Purpose of Agreement

The purpose of this Agreement is to establish specifications for a testing program for the purpose of supporting the high school students as allowed by the provisions of Rule 6A-10.0315, FAC, and Title: XLVIII, Chapter 1008.30 (3) FS K-20 Education Code, between the **College** and the **School Board**.

A. PURPOSE OF TESTING PROGRAM

The purpose of the testing program is to provide the high school students with information and materials designed to meet testing needs of the students in preparing them or to determine the need for remedial instruction prior to enrolling in postsecondary education courses, counseling concerning future college and career planning, and eligibility for Dual Enrollment and Gold Seal Scholarships.

Per State Board Rule 6A-10.0315, F.A.C., Florida high schools will administer the PERT. The **College** will provide TABE testing for the high school students at no cost to the student or the **School Board**. The **College** will continue to support this effort by on-line practice tests, learning modules, and e-books for test preparation.

For testing at the high school, the **School Board** will:

1. be responsible for informing students about the test administration
2. make any unusual test site accommodations for disabled students.

For testing at the **College** test center, the **School Board** will:

1. notify students requesting ADA accommodations for TABE testing to contact the Accessibility Services Office (386-754-4219) prior to making a testing appointment.
2. students should schedule testing through FGC Test Center webpage. Test dates for the current term can be found on the DE webpage.
3. provide documentation needed for testing in the **College** test center.
4. Provide Test Voucher from the Guidance Office

B. RETESTING

High school students who do not have the required scores on the ACT or SAT subtests to be placed in college-level courses need to contact their guidance office about taking the P.E.R.T. test and obtain a Test Voucher. If the student elects to take the TABE test at the **College**, they will be required to obtain a Test Voucher from the guidance office certifying they are eligible to test at the **College**. Students are permitted to test two times per term for eligibility.

P.E.R.T. records and test scores are considered confidential educational records under § 1002.221, F.S. The **College** shall accept the test scores from the Public High School transcript as an official record of scores and comply in maintaining confidentiality of these records

SECTION VI

EFFECTIVE DATE

This resolution and the policies and allocation of responsibility shall be effective upon being signed by the District **School Board**, the **Superintendent** and the **College** President, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the **College** President and the District **Superintendent**. Courses and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2025 – 2026 academic school year.

This agreement will be in effect from July 1, 2025 to June 30, 2026 and may be renewed annually upon mutual written consent of both parties.

IN WITNESS WHEREOF, the **School Board** of Baker County, the **Superintendant** of the County School District, and the District Board of Trustees of the **College** have adopted this Agreement and caused it to be executed in accordance with §§1001.64-1001.65, F. S., Dual Enrollment Articulation Agreements.

_____ _____

Date **President**, Florida Gateway College

_____ _____

Date **Chairperson**, Baker County School Board

_____ _____

Date **Superintendent**, Baker County School District

APPENDIX ONE

DUAL ENROLLMENT ADMISSIONS REQUIREMENTS

Florida Statute 1007.271(7) states:

Career Dual Enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to §1008.44, F.S., which count as credits toward the high school diploma. Career Dual Enrollment shall be available for secondary students seeking a degree and industry certification through a career education program or course. More information can be found at Florida Department of Education, Career Dual Enrollment.

DUAL ENROLLMENT APPROVED COURSES

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course—High School Subject Area Equivalency List*, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course—High School Subject Area Equivalency List* may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, the **School Board** is not prohibited from granting subject area credit for those courses not included on the list, if appropriate.

*Note: Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education, physical education skills, and recreation courses, to be offered as dual enrollment courses.

DUAL ENROLLMENT SCHEDULING OF COURSES

The **College** is continuing to be proactive in developing new courses. However, the availability of the **College** programs and course offerings are contingent upon student interest and demand.

DUAL ENROLLMENT APPROVED PROGRAMS

The DE Approved Programs of Study are:

Associate in Arts (A.A.): Freshman and sophomore years of a four-year bachelor degree comprised of general education and elective courses. Intended for students wishing to transfer to an upper division college.

Program	Credits	Program Code	Separate Program App
Associate in Arts, A.A.	60	AAGS	-

Health Sciences – Limited Access Programs: These areas of focus allow for application into a limited access health sciences program. Please check the catalog for specific program information.

Pre-requisites for the following AS programs may be completed within the DE program when declared as an AA student.	Credits	Program Code	Separate Program App
AA – Health Sciences / Emergency Medical Services A.S.	73	AAEM	Yes
AA – Health Sciences / LPN to RN Bridge Fast-Track A.S.	72	AAFD	Yes
AA – Health Sciences / LPN to RN Bridge Traditional A.S.	72	AATD	Yes
AA – Health Sciences / Physical Therapist Assistant A.S.	74	AAPT	Yes
AA – Health Sciences / Registered Nursing A.S.	72	AARN	Yes

Associate in Science (A.S.): Two-year degree designed for students to enter careers in business, health, technical, industrial or public service fields. Some A.S. programs also transfer to colleges and universities for further degree opportunities.

Program	Credits	Program Code	Separate Program App
Biotechnology A.S. *(partnership with SFC)*	42	BIOT	-
Business Administration A.S.	60	BAVM	-
Computer Information Technology A.S.	60	CITN	-
Computer Programming and Analysis A.S.	60	CPVM	-
Criminal Justice Technology A.S.	60	CRJL	-
Digital Media and Design A.S.	60	DMDA	-
Early Childhood Education A.S.	60	EECE	-
Environmental Science Technology A.S.	60	ENST	-
Health Information Technology A.S.	70	HIMT	-
Respiratory Care A.S. *(partnership with SFC)*	19	RCTT	-
Veterinary Technology A.S. *(partnership with SPC)*	22	VETT	-

College Credit Certificate: Programs that are generally one year or less and designed for students wishing to quickly transition from education into work.

Program	Credits	Program Code	Separate Program App
Accounting Technology	28	ACGC	-
Business Management	25	SBMD	-
Child Care Center Management	12	CCCM	-
Computer Office Specialist with Programming	18	COSP	-
Computer Support Specialist with Programming	33	CSSP	-
Emergency Medical Technician – Basic	12	EMBD	Yes
Horticulture	18	HORT	-
Network Infrastructure	21	CSNI	-
Paramedic	42	PARD	Yes
Video Game Design	24	CGAC	-
Water Quality Technician	12	WQTC	-

Occupational Certificate: Clock hour programs that lead to professional licenses or certifications.

Program	Age Restriction	Credits	Program Code	Separate Program App	High School Required
Commercial Heating and Air Conditioning Tech	16	45	ACRV	-	-
Firefighter Minimum Standards	18	14.6	FIRF	Yes	Yes
Welding Technology	16	35	WTVC	-	-

APPENDIX TWO

DUAL ENROLLMENT ELIGIBLE TEST SCORES

Test Type	Reading	Writing	Math
PERT	106+	103+	114+
ACT	19+	17+	19+
SAT	24+	25+	24+
New Digital SAT	490+	490+	480+
CLT	38+	38+	16+

Note:
A student must pass ALL sections of a college placement test (reading, writing and math) to be eligible for the Dual Enrollment program.

TEST OF ADULT BASIC EDUCATION GRADE LEVEL REQUIREMENTS

The students in the following programs must be tested using the TABE and achieve these specified skills levels or be remediated until meeting the required grade level equivalents on retests. The required grade level equivalent on the TABE, which must be achieved for each certificate program, is as follows:

PROGRAM	CODE	Score Requirement			Level
		READ	MATH	LANG	
Air Conditioning & Heating Technology	ACRV	576	627	584	D
Welding Technology Basic Welding Technology Advanced	WTVC AWTC	576	596	584	D
Firefighter / EMT	FFEA	597	627	608	A

APPENDIX THREE

During the 2025 – 2026 school year, the five school districts and the **College** will:

- Schedule a fall and spring meeting of the Articulation Committee to revise the articulation agreement utilized by the **College** and the school districts.

- Expand the **College** "Career Days" activities for secondary school students on campus to include middle school as well as high school students.

- Use the **College** Testing Center to help students access the Test Center web page to download study guides for the PERT.

- Provide the teachers in the **College's** School District through the Education Preparation Institute with:
  *Alternative certification
  *Professional development for recertification or endorsements
  *Hours towards specific certification or certification deemed necessary by State/School District

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Director of Testing and Accessibility Services, at (386) 754-4215. The Accessibility Services Office is located in Building 007, 149 SE College Place, Lake City, Florida 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassandra Buckles, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

FGC is an Equal Access/Equal Opportunity Institution.

AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Chadd Scarborough - (259-5420)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Vehicle Property on the District's Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
07.21.2025 Approval to Remove Property List from Baker County District_C.Scarborough.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Facilities and Maintenance
270 East Jonathan Street Macclenny, FL 32063
(904) 259-5420
www.bakerk12.org
Wyatt Milton, Superintendent

July 21 , 2025

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mr. Milton:

I would like to request School Board review for the removal of inoperable and out of service vehicles from District Property Inventory for the following attached list.

Should you have any questions concerning this request, please feel free to contact me at your earliest convenience.

Sincerely yours,

Chadd W. Scarborough,
Director of Facilities and Maintenance

2024-2025 INVENTORY REMOVAL LIST

VEHICLES NEED TO BE REMOVED FROM INVENTORY - BOARD APPROVAL NEEDED							
COST CENTER	**PROP #**	**TAG#**	**YR OF VEHICLE**	**DESCRIPTION**	**MAKE**	**PURCHASE DATE**	**LOCATION**
3333			1986	CAMOFLAUGE PU TRUCK	CHEVERLOT		MAINTENANCE
3333	8139			ROAD GRADER		6/29/1989	BUS GARAGE
4444	7662		1989	PU TRUCK	CHEVROLET	1/11/1989	GONE
3333	7663		1989	PU TRUCK	CHEVROLET	1/11/1989	MAINTENANCE
3333	5700	86574	1986	TRUCK W/CRANE	GMC	1/7/1986	MAINTENANCE
Not on property list		109327		IMPALA CAR (GOLD)	GMC		MAINTENANCE
6666	16261	135740	1998	V3 WINDSTAR VAN	FORD		MAINTENANCE
6666		135787	1998	WINDSTAR VAN	FORD	5/4/1998	MAINTENANCE
3333	#0197	135733	1997	PAINT/LADDER TRUCK	CHEVROLET		MAINTENANCE
3333	16041		1992	S-10 PU TRUCK	CHEVROLET		WRECKED-GONE 7/7/2020
Not on property List		223326	1992	S-10 PU TRUCK	CHEVROLET		GONE
9001	16047	135822	2002	MALIBU 4DRM SEDAN	CHEVROLET	11/19/2002	BUS GARAGE
6666	16032	135762	2000	FLEETSIDE PU-BASE S-10	CHEVROLET	00/00/2000	KELLER
Not on property list		135822	1999	4 DOOR CAR ILLUMA	CHEVROLET		KELLER
9002	16314	135814	2004	FREESTAR VAN	CHEVROLET	2/8/2004	BUS GARAGE
3333	12197		1997	1/2 TON PU TRUCK	CHEVROLET	1/2/1997	BUS GARAGE
3333	16021	223326	1993	ASTRO VAN	CHEVROLET	11/23/1998	BUS GARAGE
4444	16030			S-10 PU TRUCK	CHEVROLET	00/00/2000	
4444	16029			S-10 PU TRUCK	CHEVROLET	00/00/2000	
Not on property list			1980	BOXTRUCK - DONATED	MERCEDES		BUS GARAGE
3333	462		1969	TRUCK	FORD	2/2/1970	GONE
#0012	3350			TRUCK PU 1/2 TON NON-WORKING	GMC	11/22/1977	BCHS

2024-2025 INVENTORY REMOVAL LIST

2222	3744		1980	TRUCK F-700 REFRIGE	FORD	2/19/1980	SHERIFF OFFICE
1111	11335		1981	GRAND PRIX	PONTIAC	1/6/1994	GONE
1111	11336		1981	TRUCK	FORD	1/6/1994	GONE
#0012	12672			GOLF CART - SMITH - NON WORKING		9/12/1998	BCHS

AGENDA ITEM NO. 9.7

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Tonya Tarte - (259-4330)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to Lease 1 Copier for Title I, State of Florida Contract 44100000-24-NASPO-ACS, Beginning August 1, 2025 - August 1, 2029, for a Total Lease Cost of $10,193.05.

ATTACHMENTS:
07.21.2025 Approval to Lease 1 Copier for Title 1_T.Tarte.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Baker County Purchasing & Warehousing
392 South Boulevard East
Macclenny, FL 32063
(904) 259-0449
www.bakerk12.org

Wyatt Milton, Superintendent

Phone: (904) 259-4330 Fax: (904) 259-2825

TO: Wyatt Milton, Superintendent of Schools

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

RE: Approval for a 48 Month Lease on 1 Copier, Title I

DATE: July 9, 2025

I am requesting approval to lease 1 copier for Title I, State of Florida Contract 44100000-24-NASPO-ACS, beginning August 1, 2025 and ending August 1, 2029 with SHARP Electronics Corporation total lease cost is $10,193.05.

McCrimmon's Office Systems is recommended for Maintenance with Sharp Corporation holding the lease for the machine.

Thank you for your time and consideration of this copier lease, SHARP Electronics Corporation, State contract 44100000-24-NASPO-ACS.

cc Melanie Watson

AGENDA ITEM NO. 9.8

Item Cover Page

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

DATE: July 21, 2025

SUBMITTED BY: Franklin Griffis - (259-2444)

ITEM TYPE: Transportation

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

SUBJECT: Approval to Allow Transportation Department Staff and School Bus Drivers to Detour into Georgia for Emergency Purposes Only With Prior Approval from the Director of Transportation or Transportation Manager.

ATTACHMENTS:
07.21.2025 Approval of Emergency Event Transportation Into Georgia_F.Griffis.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Transportation Department
544 Baker Bus Drive
Macclenny, FL 32063
(904) 259-2444
www.bakerk12.org

Wyatt Milton, Superintendent

July 8, 2025

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Milton,

The purpose of this letter is to request the use of school buses to cross the Florida/Georgia border in times of emergencies. Action will only be taken with prior approval from either the Director of Transportation or the Transportation Shop Supervisor.

If you have any questions concerning this matter, please let me know.

Thank you,

Keith Franklin Griffis
Director of Transportation
Baker County School District

AGENDA ITEM NO. 9.9

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Franklin Griffis - (259-2444)
ITEM TYPE:	Transportation
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 Baker County School District Transportation Department Standard Operating Procedures and Driver's Handbook.

ATTACHMENTS:
07.21.2025 Approval of 25-26 Transportation Operating Procedures and Driver Handbook_F.Griffis.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Transportation Department
544 Baker Bus Drive
Macclenny, FL 32063
(904) 259-2444
www.bakerk12.org

Wyatt Milton, Superintendent

July 8, 2025

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Milton,

The purpose of this letter is to request the *Baker County School District Transportation Department Standard Operating Procedures and Driver's Handbook* be considered for approval by the Baker County School Board.

If you have any questions, please do not hesitate to contact me.

Thank you,

Keith Franklin Griffis
Director of Transportation
Baker County School District

Baker County School District
Department of Transportation

Standard Operating Procedures
and
Driver's Handbook

Mission Statement

The mission of the Baker County School District Department of Transportation is to provide the safest, most cost efficient and convenient transportation service possible. Our drivers, technicians, support, and administrative staff will strive to develop a work environment that is conducive to achieving this mission.

We will always be reminded that our students, parents and schools are our purpose, and we shall conduct our business in a manner that serves them best.

Table of Contents

SECTION A- Statues, State Board Rules, Responsibilities, School Board Policies as it relates to School Bus Drivers	
Laws	12
State Board Rules	13
Responsibilities of School Bus Drivers	13
Responsibilities of Transported Students	16
School Board Policies	17
SECTION B- Bus Driver Qualifications	
School Bus Driver Defined	20
Initial Employment	20
Re-Employment	21
Drivers on Year-to-Year Continuous Service	21
SECTION C- Rules	
Rules and Regulations	24
Work Rules	24
Attendance of Driver Meetings	26
SECTION D- Pre-Trip Inspection	
Pre-Trip Inspection Procedure	28
Pre-Trip Inspection	28
Post-Trip Inspection	30

SECTION E- Routes	
Routes • Assignments • Transfers • Substitute Drivers	31
Route Sheets	31
Driving Routes	31
Bus Route on Private Roads	33
New Stops	34
Temporary Stops	34
Empty Stops	34
General Guidelines	34
SECTION F- Students	
Student Registration Cards	36
Student Passenger List/Stops/Seating Chart	36
Pupil Instruction	37
Discipline Procedures	38
SECTION G- Driving Procedures	
IPDE Method	40

Intersections	41
Following Distance (4 Second Rule)	41
Proper Lane	42
Driving Speeds for Buses	42
Road Courtesies	42
Backing	42
Railroad Tracks	43
Refueling	43
Strobe/Headlight Use	43
Loading-Unloading Students	44
Bus Riders on Visitation	45
SECTION H- F.E.F.P. Reporting	
F.E.F.P. Information Form	48
SECTION I- Driver Information	
Assignment of Substitute Drivers	50
Substitute Driver Regulations	50
Spare Buses	50
Personal Use of School Bus	50

Use of Credit Cards	51
School Line Up	51
Assignment of School Buses	52
Driver Supply Items	52
Vehicle Maintenance Procedures	52
Use of Radios	53
Breakdowns	53
Payroll	54
Bus Condition	54
Bus Seats	55
Gate Keys	55
Confidentiality of Student Information	56
SECTION J- Evacuation Procedures	
Emergency Evacuation Drills	58
General Emergency Evacuation Drill Information	58
Front Door Evacuation	59
Rear Floor-Level Door Evacuation	60
Simultaneous Front and Rear Door Evacuation	62

SECTION K- Accident Information	
General Information	66
Accidents Involving Other Vehicles	67
Accidents Involving Students	68
Accidents Involving Animals	68
Minor Accidents and Body Damage	68
SECTION L- Field Trip Procedures and Special Uses of School Bus	
Participation	70
Substitutes	70
How to Sign Up	70
Scheduling Procedures	70
Administration	71
Compensation	72
Tolls and Parking Fees	73
Lead Driver	73
Cleaning of Bus	73
Extra-Curricular Student Welcome	73
Special Uses of School Buses	74

Summer Program Transportation	77
General Guidelines	77
SECTION M- Communicable Disease/AIDS	
What is AIDS?	80
How is HIV Transmitted	80
High Risk Practices for Transmission of HIV Virus Infection Are	80
HIV Myths	80
Prevention	81
SECTION N- Drug Testing Procedures	
Purpose	84
Definitions	84
Scope	85
General Statements and Rules	85
Testing	87
Testing Notification	88
Testing Procedures	90
Test Results	90
Consequences of Positive Drug and Alcohol Test	90

Payment of Tests and Evaluations	94
SECTION O- Safe Driver Plan	
Introduction	96
Plan	96
Effective Date	96
Application	97
The District Imposed Point System	97
Accumulation of Points for Administrative Action	97
Administration	100
Safe Driving Plan Action Notification Letter	101
SECTION P- District Owned Multi-Purpose Vehicles	
Use of District Owned Multi-Purpose Vehicles	104
Use of Multi-Purpose Vehicles	104
General Guidelines	104
Driver's Requirements for Driving Multi-Purpose Vehicles	105

Section A

Statutes, State Board Rules, Responsibilities, School Board Policies as it Relates to School Bus Driver

Statues, State Board Rules, Responsibilities, School Board Policies as it Relates to School Bus Drives

This document is not all-inclusive. Other language in State Rules, Federal Regulations, Local Policies and Procedures is the responsibility of the bus driver.

1) LAWS

Section 1006.10, Florida Statues- Authority of School Bus Drivers:

A) The principal shall delegate to the school bus operator such authority as may be necessary for the control of pupils being transported to and from school, or school functions, at public expense.

B) Any pupil who persists in disorderly conduct on a school bus shall be reported to the principal by the driver of the bus and may be suspended by the principal of the school he or she attends from being transported to and from school, and school functions, at public expense.

C) The school bus operator shall preserve order and good behavior on the part of all pupils being transported but he or she shall not suspend the transportation of or give physical punishment to any pupil, or put any pupil off the bus at other than the regular stop for that pupil, except by order of the parent or principal in charge of the school the pupil attends; provided, that should an emergency develop due to conduct of pupils on the bus, the bus operator may take the steps as are reasonably necessary to protect the pupils on his or her bus.

2) **STATE BOARD RULES**- Rules 6A-3.017(3):
These responsibilities have been made part of the Baker County District School Board Policy.

A. Responsibilities of the school bus driver:
   a. To pass all required physical examinations and meet such requirements as may be prescribed by laws or rules.

   b. To be clean and neat in appearance, and to refrain from wearing shoes which are not securely held on the foot.

   c. To refrain from use of tobacco/vaping while operating the bus, and to use no profane language in the presence of the students. Drivers shall not use or be under the influence of alcohol, illicit drugs, or any substance that may impair the driver's alertness or performance while on duty. Drivers shall not carry firearms while on school board property.

   d. To prescribe, in cooperation with the principals, the seating arrangements of students on all buses.

   e. Report needed changes in school bus transportation to director or Director of Transportation including bus loads, bus deficiencies, road hazards, routes and schedules.

   f. To study and observe all laws and rules of the State Board and the school board relating to the service of transportation.

3) **RESPONSIBILITY OF SCHOOL BUS DRIVERS:**

A) It shall be the responsibility of the bus driver to perform all duties and responsibilities listed in job descriptions, directives from the Superintendent, Director of Transportation and/or principal and/or their designee.

B) Bus drivers shall also be responsible for being in compliance with Florida Statutes, State Board of Education Administrative Rules, and School Board policy.

C) Bus drivers shall be responsible for all standards and regulations referenced in the State School Bus Driver Handbook and the district's Bus Operations Manual, which by reference are made a part of these rules.

D) Any person driving a district school bus shall be required to always wear a seat belt while the bus is in operation.

E) To attend and participate in conference and training classes for school bus drivers, and be prepared at any time to pass successfully, a reasonable examination concerning traffic laws, state and local transportation regulations and driving skills.

F) To ascertain and insure that transported students observe all regulations prescribed by law and by the state and local boards.

G) To maintain order and discipline, under the direction of the school principal, on the part of every passenger.

H) To permit a student to leave the bus only at a regular stop, except upon written request of the school principal or his/her designee.

I) To instruct students leaving the bus at stops, except where a personal or mechanical traffic control is provided to cross the highway or the park strip on a divided highway in front of the bus, only after approaching vehicles have stopped. At student stops where a traffic control light, a school crossing guard, or traffic officer is directing the movement of traffic, students shall be instructed to wait at a safe distance from the roadway until a signal to cross is given by the person or device directing the flow of traffic.

J) To instruct transported students in safe riding practices. Submit a copy of the Certificate of Pupil Instruction upon completion of instruction.

K) To require all passengers to remain seated and to keep aisles and exits clear.

L) To supervise emergency evacuation drills at least twice a year as directed by the principal and turn in Certificate of Evacuation.

M) To use the bus, if it is publicly owned, only upon specific directions of the superintendent or from principal upon written authorization by the superintendent.

N) To prepare immediately after every accident involving the bus, an accident report to be filed in the office of the superintendent (Director of Transportation).

O) To activate the amber lights at a point approximately two hundred (200) feet from the student stop or at such greater distance as is necessary due to traffic speed and road conditions, as a warning to traffic that the bus is approaching a passenger stop. When the bus has stopped, the stop signal arm supplemented by flashing red lights, shall be displayed as due warning that students are being unloaded. The bus door shall not be opened to unload students until approaching traffic in the immediate vicinity of the bus has stopped.

P) To ascertain and ensure that all students are off the bus before filling fuel tank.

Q) To bring the bus to a stop at least fifteen (15) feet from the nearest rail of railroad grade crossing. The driver shall not proceed across tracks until after looking carefully in each direction, opening the door and listening for the sound of approaching train, and determining that it is safe to proceed. The bus door shall be closed before proceeding across the tracks of the railroad. Under no circumstances is a person driving a district school vehicle that transports students permitted to drive around crossing arm gates when they are in the down position, unless directed to do so by an identified CSX employee or a uniformed law enforcement officer.

R) To always drive at a safe speed, never exceeding the legally posted speed limit. The maximum speed in business and residential districts must be 30 MPH.

S) To cooperate with duly authorized school officials, mechanics, and other personnel in the mechanical maintenance and repair of bus in overcoming hazards that threaten the safety or efficiency of service.

T) To make daily pre-trip inspection of the bus and report any defect affecting safety or economy of operation immediately to authorized personnel (Director of Transportation or Shop Manager).

U) To make post-trip inspection of bus upon completion of each route, checking for interior damage and to make certain that there are no students left on bus. Indicate an empty bus by pushing the "child check mate system" button at the back of the bus before exiting the bus.

V) To always keep the bus clean and neat, and not to affix any stickers or other unauthorized items to the interior or exterior of buses.

W) To prepare reports, keep all records required and otherwise assist school officials in mapping bus routes, planning schedules, and in obtaining information for a continuous study of all phases of transportation.

X) To report immediately to the school principal or other designated school officials, the following:

1. Misconduct on the part of any pupil while on the bus or under his immediate supervision.
2. Complaints requiring the attention of school authorities.
3. Any arising hazards that would offer either an actual or potential threat to the safety of students in their care and causes for failure to maintain school bus time schedule.

Y) To maintain as far as practicable, by patient and considerate treatment of parents, a feeling of security in the safety of students transported.

Z) To refrain from the use of a cell phone or the walkie-talkie feature of a phone unless the bus is secured off of the road.

4) RESPONSIBILITIES OF TRANSPORTED STUDENTS

A student who is eligible to be transported is entitled to free transportation only so long as he/she abides by the rules of safety and personal behavior which are necessary for the operation of the school bus and the transportation service as prescribed in these rules.

A) A student who abuses his/her privilege of riding a school bus through misconduct as provided for in these rules may be suspended from the school bus or may be denied public transportation by action of the School Board. Suspension from bus privileges will not necessarily deny the student the right to attend school, provided that his/her parent or guardian provides his/her transportation.

B) A student may be put off the bus immediately by the driver only in case on an extreme emergency. In such case, the driver shall immediately notify the principal and the Director of Transportation or the Superintendent.

C) Any student riding a school bus on a regular basis or on a special trip shall have the following responsibilities:

1. To occupy the seat assigned by the driver and to always refrain from moving around while the bus is in motion.

2. To observe classroom conduct except for ordinary conversation while getting on or off the bus and while riding the bus. Under no conditions shall there be singing on the bus.

3. To obey the bus driver cheerfully and without argument and to report promptly to the principal when instructed to do so by the bus driver.

4. To warn the driver of an approaching danger if there is reason to believe that he/she is not aware of such danger.

5. To be at the place designated both morning and afternoon ready to board the bus five (5) minutes prior to the time indicated on the bus schedule.

6. To walk on the left of any road facing traffic to and from the bus stop.

7. To observe the proper rules of conduct while waiting for the bus, staying off the road and private property other than that on which the bus stop is established.

8. To wait until the bus has come to a complete stop before attempting to get on or off.

9. To enter or leave the bus only at the front door after the bus has come to a complete stop except in case of an emergency or as directed during an emergency evacuation drill.

10. To cross the highway, if necessary, after leaving the bus as follows:
    a) Make certain that the bus is at a complete stop.

    b) Upon alighting from the bus, stand at the side of the road within sight and hearing of the bus driver and wait for a signal from him/her to cross the road or to the parking strip.

    c) Upon signal from the driver, look both ways and then proceed across the road or to the parking strip always in front of the bus.

11. To keep head, elbows, hands and feet inside the bus windows at all times except in case of an emergency egress.

12. To refrain from eating or drinking while on the bus.

13. To refrain from throwing objects inside the bus or outside the bus.

14. To refrain from the use of profanity or objectionable language and the practice of immoral conduct. There shall be no pushing, fighting or any other type of misconduct at any time.

15. To avoid damaging or defacing the bus or bus equipment.

16. To refrain from displaying any sharp instrument and from bringing any weapon of any type aboard the bus.

5) SCHOOL BOARD POLICY 8.32- TOBACCO USE IN FACILITIES

All uses of tobacco products in any form are prohibited in any District-owned facility at any time.

Statutory Authority: 1001.42), F.S.
Law Implemented: 386.212, 386.201-386.209, 1001.43, F.S.

6) **SCHOOL BOARD POLICY 6.111- DRUG AND ALCOHOL TESTING FOR BUS DRIVERS**

All persons who are required to possess a Commercial Driver's License and a Department of Education License to Drive a School Bus or Medical Examiner's Certificate (effective November 15, 1994) in order to drive or operate a board owned/leased vehicle in a safety sensitive situation, will be required to enter into and participate in a drug and alcohol testing program. This drug and alcohol testing program is authorized and being implemented to meet and comply with the Omnibus Transportation Employee Testing and Regulations of the Federal Highway Administration contained in 49 CFR parts 40 and 382, et al, and section 1001.43, Florida Statutes. Further, this testing program will affirm a "zero tolerance" for alcohol and drug use in safety sensitive situations.

The procedures and guidelines for this testing are found in the District's Bus Operations Manual, which by reference is made part of the rules.

Authority: 1001.41, 1012.22, 1012.23, F.S.

Law Implemented: Omnibus Transportation Employee Testing Act of 1991; 112.0435; 440.102; 1001.43, F.S. 349 CFR Part 40 DOT, 49 Parts 382 & 391 Federal Highway Administration

Section B

Bus Driver Qualifications

BUS DRIVER QUALIFICATIONS

1) School Bus Driver Defined

School bus drivers are defined as any person employed or contracted to the school district to transport pre-kindergarten through grade 12 students in school buses as defined in Section 1006.25, Florida Statutes.

2) Initial Employment

At the time of initial employment, the Board shall be assured that the driver of a school bus meets the following requirements:

A. Has five (5) years of licensed driving experience.

B. Has submitted to the superintendent an online application for employment in a form prescribed by the Board.

C. Has filed a set of fingerprints for the purpose of the required background check for determining criminal record.

D. Prior to transporting students on a school bus, and before being issued a valid school bus driver's license, each driver shall meet the following qualifications:

1. Hold a valid Florida Commercial Driver's License with a Passenger (P) and a School Bus (S) endorsement.

2. Have successfully completed forty (40) hours of pre-service training consisting of at least twenty (20) hours of classroom instruction and at least twenty (20) hours of behind-the-wheel training based on the Florida Department of Education's Basic Bus Driver Curriculum.

3. Has demonstrated the ability to prepare required reports.

4. Is physically capable of operating the vehicle as determined by an annual Florida Department of Education Dexterity Test for School Bus Drivers (Form ESE 480) administered by the school district.

5. Hold a valid United States Department of Transportation Federal Motor Carrier Safety Administration Medical Examiner’s Certificate (Form MCSA-5875), certifying that the applicant meets all requirements for this subsection.

F) Must pass a pre-employment drug and alcohol test.

3) Re-Employment

At the time of re-employment or re-appointment, the Board shall be assured the driver of a school bus meets the following requirements:

A. Has five (5) years of licensed experience.

B. Holds a valid Florida Commercial Driver's License with a Passenger (P) and a School Bus (S) endorsement.

C. If not more than a twelve continuous calendar month break in service has occurred, an operator shall be required to complete eight (8) hours of in-service training related to their responsibilities for transporting students prior to driving a school bus with students. If a period exceeding twelve (12) calendar month break in service has occurred, the operator shall be required to successfully complete forty (40 hours of pre-service training.

D. Is physically capable of operating the vehicle as determined by an annual Florida Department of Education Dexterity Test for School Bus Drivers (Form ESE 480) administered by the school district.

E. Hold a valid United States Department of Transportation Federal Motor Carrier Safety Administration Medical Examiner's Certificate (MCSA-5875), certifying that the applicant meets all requirements for this subsection.

4) Drivers on Year-to-Year Continuous Service

At the time of re-employment or re-appointment for those drivers on Year-to-Year Continuous Employment the School Board shall be assured the driver of a school bus meets the following requirements:

A. Has five (5) years of licensed experience.

B. Holds a valid Florida Commercial Driver's License with a Passenger (P) and School Bus (S) endorsement.

C. Has successfully completed a minimum of eight (8) hours of in-service training within the preceding 12 months.

D. Is physically capable of operating the vehicle as determined by an annual Florida Department of Education Dexterity Test for School Bus Drivers (Form ESE 480) administered by the school district.

E. Hold a valid United States Department of Transportation Federal Motor Carrier Safety Administration Medical Examiner's Certificate (MCSA-5875), certifying that the applicant meets all requirements for this subsection.

Section C

Rules

RULES

1) **Rules and Regulations:**

Each school bus driver is required to study and be conversationally familiar with state and county laws and regulations relating to the performance of the job of school bus driver and all changes as they occur.

2) **Work Rules**

A. Complete a pre-trip inspection before each trip and record it on the appropriate form. Completed pre-trip form must be turned in at the correct time (weekly).

B. Complete post-trip inspection checking for damage to interior and exterior of bus. Indicate there are no students left on the bus by pressing the child-check button.

C. Current route sheets shall be always maintained on the bus.

D. Be on time, unless detained because of mechanical reasons. Appropriate times are posted on your current route sheets.

E. Always be neat and clean while on duty. No open toed or high heeled shoes and shoes should be secure on the foot.

F. Drivers WILL NOT use tobacco products (including vapes), alcohol, and/or drugs while on duty or at any other times which violates board policy.

G. Report any vehicle maintenance problems in writing as soon as possible.

H. Do not leave your students unattended at any time, except in an emergency. If you leave the driver's seat, be sure the engine is shut down and the key is in your possession.

I. Drivers are to be on their bus while students are loading and unloading on school property.

J. Use prescribed forms for all discipline problems.

K. Complete such records and reports as required by the transportation department.

L. Attend all safety meetings and conferences as directed.

M. Obey all state and county traffic laws.

N. Obey all state laws and regulations concerning pupil transportation.

O. Drivers must drive their routes as designed and assigned by the Transportation Office, unless there is an immediate emergency or to better provide for the immediate safety and welfare of the students. Any permanent changes to the routes and stops must be approved by the Transportation Office.

P. Notify the Director of Transportation as soon as possible regarding the need for a substitute driver.

Q. Maintain a clean bus at all times. This includes sweeping (daily), cleaning of inside of windows, seats, and dash area.

R. Drivers must sign time sheets daily. Drivers not signing time sheet may not be paid until the following pay period. THIS IS A MUST FOR MAINTAINING ACCURATE RECORDS.

S. To conserve energy, drivers are requested not to idle engines for extended periods of time in the refueling line or on school campuses.

T. Do not attempt to push another vehicle with your school bus.

U. If a driver parks bus at any location overnight other than his/her home, or the bus compound, the first aid kit, fire extinguisher, and ignition key must be removed for safe keeping.

V. While driving, use seat belt at all times.

W. No eating or drinking beverages while operating the bus.

X. You will always operate your bus in a safe and responsible manner.

Y. Large bulky items are not allowed on the bus while children are being transported.

Z. Only children currently enrolled in school shall be transported on the bus.

AA. The school bus should only be used for transporting students to and from school and other school-related activities.

BB. While on the regular students' routes, drivers are not to stop the bus at any store or any unauthorized stop while students are on the bus.

3) Attendance of Driver Meetings:

You are required by law to attend bus driver training classes as directed by the Transportation Supervisor. These classes will be on a reimbursable basis. The duration of any one session will not exceed two- and one-half hours except for the beginning of the year session. Only the Transportation Supervisor may give you an excused absence.

Section D

Pre- and Post- Trip Inspection

PRE-TRIP INSPECTION

1) Pre-Trip Inspection Procedure

A. Pre-trip inspections shall be done twice daily before the morning and afternoon runs, and before transporting students on any other trip.

B. Each item on the pre-trip sheet must be checked as follows:

   a. An "O" means the item is OK.
   b. An "N" means the item needs attention.

C. If an item needs attention, or if you have any other complaint, you must write the item(s) up on the Driver's Report.

D. Pre-trip inspection forms must be turned in by the driver to the Transportation Secretary on a bi-weekly basis.

2) Pre-Trip Inspection

A. Each driver IS REQUIRED TO pre-trip inspect his/her bus prior to each morning and afternoon run, as well as any other time that the driver has left the bus. A professional driver will give his/her bus a visual inspection before each trip.

B. As soon as you step on the bus you should check to be sure that the reflectors, first aid kit, and the fire extinguisher are on the bus. (Be sure the fire extinguisher is charged.) Close the door.

C. The driver must be sure the handbrake is set and the gear shift is in the neutral position before starting the bus.

D. Start the engine and let it warm-up DO NOT PUMP THE ACCELERATOR PEDAL OR REV THE ENGINE.

E. Observe the oil pressure, ammeter, fuel temperature and air pressure gauges. DO NOT move the bus if it has less than 90 pounds of air pressure.

F. Put the left turn signal on.

G. Turn on headlights (high beam).

H. Activate the yellow caution light.

I. Turn on the clearance/amber light.

J. Check the windshield wipers.

K. Sound the horn.

L. Check the brake pedal and brake lights. This can be accomplished by (1) having another person step on the brake pedal, (2) using a stick that fits between the driver's seat and brake pedal, (3) by having the back of the bus toward an object that will show the lights are working.

M. Check emergency door (inside).

N. Check seat - secure to the floor. Get out of the driver's seat and check the yellow caution lights and left turn signal by looking out of the front windshield. Walk through the bus checking to see if the bus is clean. Open the emergency door, lean out, and check the yellow caution lights, left turn signal and the brake lights are all in working order. Walk back through the bus and check to make sure the seats are secure to the floor.

O. Check the right turn signal.

P. Activate the red arm/red loading lights.

Q. Check taillights.

R. Now step off the bus for a visual check. Check your front tires, lug nuts, and for any leakage around the wheel. Step to the front of the bus and check the clearance light, red loading lights, right turn signal, headlights (high beam), any oil, or water leakage under the engine and any new body damage or broken glass. Go to the side of the bus and check the left front tire, lug nuts, and any leakage around the wheel, check the side clearance lights, make sure the stop arm is out and both lights are flashing, that there are two amber reflectors and one red reflector on the side of the bus, any new body damage or broken glass, check both of your rear tires, lug nuts, and any leakage around the wheel. Step to the back of the bus and check clearance lights, tail lights are lit, two rear red reflectors, emergency door opens easily and the buzzer is working, any new body damage or broken glass. Go to side of the bus and check two back tires, lug nuts, and any leakage around the wheel, clearance lights, that there are two amber reflectors and one red reflector on the side of the bus, any new body damage or broken glass, and that the fuel cap is secure. Before getting back on the bus, make sure that all windows and mirrors are free of any dew or frost.

S. Get back on the bus and put the headlights on low beam and activate the 4-way hazard lights. Step to the front of the bus and make sure these lights are working. Get back on the bus.

T. Check headlights (low beam).

U. Check 4-way hazard lights.

V. Make any seat adjustments that are necessary.

W. Check your mirrors and make sure they are adjusted for you.

X. Fasten your seat belt.

Y. Check the brakes-to do this get a little motion with the bus, then touch them to make sure they are working.

Z. Check the gauges and make sure they are all working correctly before pulling away.

AA. Check wheel chair lifts where applicable.

BB. Complete the pre-trip inspection form before beginning route.

3) <u>Post-Trip Inspection</u>

A. Upon completion of route, check the interior of the bus for damage.

B. Check for students left on the bus.

C. Perform walk-around of bus to check for damage to the exterior of the bus.

Section E

Routes

1) ROUTES

A. Assignments:

1. The Transportation Department will assign routes. The Director of Transportation has the authority to create and change routes, as necessary, to provide students with the safest, best and most efficient means of transportation to and from school.

2. Transfers
   a) Any openings for vacant routes will be filled first from the list of regular route drivers. If more than one driver requests a transfer, the decision will be based on the guidelines set in the Non-Instructional Contract, as well as where the driver lives in relationship to the route, type of route, etc.

3. Substitute Drivers
   a) If no regular route driver desires a transfer to an open route, substitutes will be given the next consideration.

B. Route Sheets:

1. Each driver is required to complete current routing cards during the first three (3) weeks of school and each time during the year an adjustment or change is made. The current route card is to include the actual bus stop times, description, location and address of the stop, and whether the stop is over/under two miles.

2. All changes of the bus routes or times must be coordinated with the Director of Transportation before they are put into effect. No driver has the authority to institute any change on his or her own accord.
   a) A new route card must be filled out for any new stop added to a route.

3. Current and up to date route sheets are to be maintained and kept on the bus at all times.

4. A set of Route Sheets will be provided to the driver by the Transportation Office as soon as possible after the routing cards have been turned in to the office.

C. Driving Routes

1. Drivers must drive their routes as designed and assigned by the Transportation Office, unless there is an immediate emergency or to better provide for the immediate safety and welfare of the students. Any permanent changes to the

routes and stops must be approved by the Transportation Office.

2. Drivers should not make any un-assigned stops on their routes.

    a) Drivers will not be allowed to stop at any store while students are riding the bus on regular run routes

3. If you see that you are beginning to run your route earlier than your scheduled time, **find a safe place to pull over off the road,** and:

    a) Radio the bus garage and check the time.

    b) Be sure and follow all safety procedures for pulling off of the road and parking.

    c) If you see that your route is consistently running early, please notify the Transportation Office so that adjustments to the stop times may be made.

4. If you see that your route is consistently running late, and students are getting to the school after the first bell of the day, notify the Transportation Office so that adjustments can be made to your route and times.

D. <u>Bus Routes on Private Roads</u>

1. All routes with active, private road stops, as of August 1995, will be honored as long as students of the appropriate grade level, attending Baker District Public Schools, reside at the specific stop, or until School Board approval is given to eliminate these stops.

2. Other stops on private roads will not be added to any routes. Students living in the area may use the pre-existing stop until all eligible students have left the specific stop.

3. Stops servicing new developments will be at the entrance of the development at a designated pull off/bus stop area at the entrance provided by the developer.

4. Once a private road stop becomes inactive, for any reason, it will be removed from the route sheet and not be re-added. No new private roads stops/routes will be added to any routes.

5. IDEA reauthorization requires school districts to provide transportation to and from school regardless of location of student, if appropriate.

E. New Stops

1. All requests for new stops will be reviewed for safety and need and sent to the Superintendent of Schools for final approval, as per School Board Policy.

2. State guidelines will be used in determining if a stop meets safety requirements.

F. Temporary Stops

Drivers who come across new students on their routes will pick up the student(s) at his/her location on a temporary basis, until a new stop can be permanently created and approved, as per School Board Policy. It is the responsibility of the driver to notify the Director of Transportation or his/her designee as soon as possible of the temporary stop, so that the stop can be evaluated and the procedure for creating a permanent stop initiated.

G. Empty Stops

At any time during the school year, should a stop become in-active or empty, the Transportation Department should be notified by the driver, as soon as possible.

H. Emergency Stops

At any time that you may have to make an emergency stop, contact the Transportation Department for instructions.

2) GENERAL GUIDELINES

A. If you see that you might be late arriving at any school(s), be sure and call the Transportation Office so that the schools can be notified.

B. Only students who are assigned to your bus should be riding your bus and route(s). DO NOT allow students not assigned to your bus or route(s) to ride your bus, unless you have a written note from the school, or you are given approval by a school administrator or the Transportation Office.

C. Do not keep a student from riding your bus due to school suspension or bus suspension unless the school has notified you.

Section F

Students

Students

1) Student Registration Cards

A. A student registration card is to be completed for each student approximately two weeks after the beginning of school. The information on this card is to be used to complete the student passenger list.

B. If the bus driver does not receive a student registration card within two weeks of them riding, their ability to ride the bus may be revoked until the correct information is received.

2) Student Passenger List/Stops/Seating Chart

A. The forms listing passengers with stop numbers and a listing of the stops and times, names of students, etc., should be completed 15 working days (three weeks) after the beginning of school and turned in to the Transportation Office.

1. Stop Description/Student Passenger List

    a) Stop descriptions are to be complete and clear, allowing for the substitute driver to find the stop. Any information, such as mail box numbers, street name, road numbers, business, etc. that will help in finding the stop should be listed. In addition, the description should include whether the stop is over or under 2 miles from the school, the AM and PM times.

2. Current route/passenger information must be on bus at all times.

3. A current seating chart of students must be on the bus at all times.

    a) A current seating chart of students on your bus should be on file in the Transportation Office.

4. Any additions or deletions must be coordinated with Director of Transportation and Route Manager.

5. Your most current route/passenger information will show all additions and deletions.

3) <u>Pupil Instruction</u>

Each driver is to instruct his/her students a minimum of twice a year on the following school bus safety practices. The Transportation Department will coordinate an appropriate date with each school. preferably the first week of school and the first week upon returning after the Christmas Holidays, and any other time the driver deems appropriate. The appropriate form will be signed by the driver and turned in to the Transportation Office. The following rules will be instructed to students:

A. Stand off roadway while waiting for bus.

B. You must remain in your seat at all times.

C. Keep arms and head inside windows.

D. Walk ten feet in front of the bus. Wait for driver's signal before crossing road.

E. Unnecessary conversation with the driver is dangerous. Please remain quiet.

F. Absolute silence is required at all railroad crossings.

G. The driver is in full charge of the bus and pupils. Pupils must obey the driver.

H. The driver has the right to assign pupils to certain seats if necessary, to promote order on the bus.

I. No eating, drinking, chewing, dipping, or smoking is allowed on the bus.

J. Pupils must be on time; the bus cannot wait for those who are tardy.

K. Every effort will be made for the bus to be at the assigned stop at the schedule time.

L. Students should be ready to board the bus 5 minutes prior to scheduled pick up time.

M. Riding the bus is a privilege. DO NOT ABUSE IT.

PENALTY: FOR VIOLATING THESE RULES, A PUPIL MAY BE REPORTED BY THE DRIVER TO THE SCHOOL PRINCIPAL WHO HAS THE AUTHORITY TO SUSPEND THE PUPIL FROM RIDING THE BUS.

NOTE: Driver will need to announce and explain any additional rules they have on their bus.

4) Discipline Procedures

The reporting of misconduct by a student (s) should be reported to the appropriate school official following the proper disciplinary procedures.

A. Drivers should utilize the School Bus Tracking Form to record interventions and parent contact for minor infractions. Once the form is completed, it should be turned in to the Transportation Director within 48 hours of completion. The Director will then facilitate the handling of such problems by working with the school.

B. For students with discipline problems, which may require the driver to intervene immediately, the following procedure will be used:

   a. Pull the bus off the road, in a safe position and turn on all required safety flashers and lights. Apply parking brakes and remove the key. If the incident occurs at the bus stop, do not exit the bus. Do not allow other students to get off of the bus, provide safety to students that have already exited.

   b. Call the bus garage and notify the bus garage of the problem, the school needed and the name of the student(s). In case of a fight on the bus, do not place yourself between the students fighting. Attempt to separate them by using the least forcible techniques and talking in a quiet and calm manner.

   c. The bus garage will notify the school of the issue and work together to decide on what actions to take.

C. If you have called the Transportation Office and requested a deputy, you must stay at your location until the deputy arrives. If for any reason you no longer need the deputy at the location, please call the Transportation Office so that the deputy can be cancelled.

Section G

Driving Procedures

DRIVING PROCEDURE

1) IPDE Method:
Drivers must develop a systematic method of seeing interpreting and responding to the ever-changing traffic scene. One such system is known as IPDE.

A) The "I" stands for identify. Drivers must be able to identify the relevant clues. This involves more than just seeing, it includes interpreting or giving meaning to what is seen. To identify and interpret relevant clues, drivers must know how to look, where to look, and what to look for.

To identify hazards, drivers must constantly search the traffic scene carefully. Quick glances should be taken all around - to the front, to the sides, and in the mirrors; both near and far. Since the traffic environment changes currently, these glances must be taken continuously. One orderly visual system search pattern is known as the Smith System. This system involves five seeing habits.

1) Aim high in steering-look way ahead of your vehicle so that you are aware of the complete traffic scene in front of your vehicle.

2) Keep your eyes moving-Use an orderly search pattern that involves glances near and far to the front, sides, in the mirrors and at the instrument panel.

3) Set the big picture - Put all this information together from all the glances so that you have a mental picture of the traffic environment completely around your vehicle.

4) Make sure others see you - communicate your intentions to other drivers so that you are sure they understand your plans.

5) Leave yourself an out - never get boxed in. Always have an escape route. This means leave a space cushion all around your vehicle - to the front, rear and both sides.

B) The "P" stands for predict. Drivers must be able to predict the significance of the relevant clues. Once a hazard in the driving environment has been identified, drivers must predict how the hazard might effect their planned path of travel. "To avoid the hazard, must I speed up, slow down, turn to the right, or turn to the left." This is the type of question drivers must ask themselves. During this stage of the process drivers are interpreting the information they have identified and are judging where conflicts may occur.

C) The "D" stands for decide. Drivers must decide what to do now that they have identified a hazard and have predicted its effect on their path of travel. Nothing is more crucial to safe driving than being able to make a wise decision, in time under these circumstances.

The options available include:

1) Deciding to change speed by slowing down or speeding up.

2) Deciding to change directions on location by moving into some area of space cushion around your vehicle.

D) The "E" stands for execute. Drivers now execute their decision. To carry out a decision to avoid a conflict, drivers must take one or more of the following actions:

1) Accelerate

2) Brake

3) Steer

4) Communicate

2) <u>Intersections:</u>

A) Controlled by Stop Light: Be prepared to stop if light changes from green to amber. Never try to "beat the light". Drive defensively in case someone on cross street is trying to "beat the light". Do not change gears in an intersection.

B) Bus Stop (student stop): Do not block intersection to make a bus stop. Make stop either right before or immediately after the intersection.

C) Stop Sign: At an intersection you must come to a complete stop before the stop line. After complete stop and after checking traffic you may slowly and carefully pull up and stop a second time, to check traffic, before proceeding.

3) <u>Following Distance (4-second rule)</u>

Because of the difficulty in judging distance, a new following technique was devised based on counting. This technique allows drivers to determine a safe following distance by allowing a one-second interval for each ten feet of length of their vehicle. Since most buses are approximately 35-40 feet long, you should not be closer than 4 seconds from the vehicle in front of you. To determine the 4-second distance:

A) You need a checkpoint over which you will time the passage of your vehicle. You can use a road sign or a stripe in the road, mile marker, light post, or a fixed object, and the closer to the pavement the better.

B) As the rear of the vehicle ahead passes the check point you selected, start counting, one thousand and one, one thousand and two, one thousand and three, one thousand and four. Depending on the vehicle length you are using for the time interval, you should not pass the checkpoint with the front of your vehicle before you have completed your count.

4) Proper Lane

When traveling on a 2 or 3 lane highway, school buses are to travel the curb lane. It is improper to travel in the middle or inside lane unless you are to make a left turn within a short distance, or you are passing another vehicle. When turning onto a four-lane highway, Florida Driver's Handbook states that when turning right, you should turn into the right lane. When turning left, you should turn into the left lane, then signal and change into the curb lane. Buses should not travel side by side blocking the highway.

5) Driving Speed for Buses

To always drive at a safe speed and never in excess of the legally posted speed limit in business or residential districts, or fifty-five (55) miles per hour outside business or residential districts. In rain, fog, or wet roads, adjust your speed according to conditions.

BE LATE- BUT BE SAFE!

6) Road Courtesies

A) School bus drivers are to operate their vehicles safely. Particular emphasis should be placed on courtesy to other drivers in the community. Never use your school bus to force your way into traffic or to coerce other drivers.

B) Be particularly courteous to your fellow school bus drivers. Allow him/her to pass your vehicle if you have frequent stops in his/her path. Do not hold up your fellow drivers at a loading/unloading zone at the schools served. If you are talking to your students, pull up out of the way of the buses behind you and activate your 4-way hazard lights to indicate that they may go around you.

C) Drivers will not tailgate each other when traveling in a convoy. Use 4-second rule. Only in case of a valid emergency should one bus pass another in a convoy.

7) Backing

A) On school grounds:

1) Backing on school grounds is not an accepted practice.

2) If an emergency arises, and backing is absolutely necessary, an outside observer must

be used.

B) Other Locations:

1) Backing is authorized in other locations if:
   a. Routing requires turn around. If at a student loading/unloading point, students are to be on board while the bus is being backed.

   b. For mechanical reasons.

   c. Valid emergency.

YOU SHOULD ALWAYS ACTIVATE THE 4-WAY HAZARD WHILE THE BUS IS IN REVERSE.

8) Railroad Tracks

When approaching railroad crossing, activate your 4-way hazard light approximately 100 feet before stopping. Turn off all fans, wipers, etc., and open the driver's window. Then come to a complete stop, open the door - look both ways - listen. If all is clear, shut the door and begin moving forward. Do not change gears until the bus is completely across the tracks; de-activate the 4-way hazard lights. Always use the outside (or curb) lane.

ALWAYS REMEMBER, EVEN THOUGH THERE MAY BE A CROSSING GUARD AT THE RAILROAD CROSSINGS, IT IS YOU, THE DRIVER, WHO MUST MAKE THE FINAL DECISION ON WHETHER TO CROSS THE TRACKS OR WAIT.

9) Refueling

Drivers are to stay with their bus while in the fuel line. Do not refuel your bus every day or every other day if your fuel consumption does not require you to do so. It is your responsibility to know your fuel consumption and when you need fuel.

DO NOT sweep sand, or paper from the vehicle on to pavement any place in the compound.

In the mornings, if possible, please try and refuel your bus after 7:00 A.M. or after secondary run.

CAUTION: For no reasons are students permitted to remain on a bus while it is being refueled, at any time or location.

10) Strobe/Headlight Use

Headlights and strobe light will be turned on anytime a bus is in motion. The only exception to

this is that when traveling in a convoy, the last bus in the convoy will use the strobe light.

11) <u>Loading-Unloading Students</u>

A) The safe procedure is as follows:

1) <u>Left to Right:</u>

a) Make sure the master/manual switch is on.

b) Activate the yellow caution lights approximately 200 feet before the student stop or at such a greater distance as is necessary due to traffic speed and road conditions.

c) As you come to a complete stop activate stop arm/red loading lights.

d) Set the hand brake - keep your foot on the brake pedal the whole time you are stopped.

e) Put the transmission selector in neutral position.

f) Check mirrors. Make sure all traffic has stopped and that it is safe for students to board. If they must cross in front of the bus, motion them with your hand when it is safe for them to proceed, open the door.

2) <u>Right to Left:</u>

a) After the last student is on, close the door.

b) Look in your mirror and make sure all students are seated.

c) Put the bus in gear.

d) Release the hand brake.

e) Check all traffic.

f) As you begin to move, cancel the stop arm/red loading lights.

3) At the school, put the hand brake on and put the gearshift in neutral. It is not required to shut the engine off, so you must keep your foot on the brake pedal until the last student is off the bus.

a) Use no lights.

b) Do not move the bus until all loading/unloading has been completed.

c) The school bus driver shall be in the driver's seat or standing at the entrance door while students load or unload. However, if you do get out of the driver's seat, you must shut the engine off and have the key in your possession.

d) Never let a student open or close the door for you.

e) Once the school bus is in motion, do not stop for stragglers.

B) Students Who Must Cross a Road To Board Bus

At a stop, the children who cross in front of your bus are called crossers and they are at the most risk from their own bus. The following procedure for crossers must be followed:

1) The driver must know which children on his bus are crossers. You should mark these children as such on your passenger list.

2) At a stop where you have a mixture of crossers and non-crossers, you will discharge the crossers first. After you have carefully observed that the crossers are safely across the road, you are free to discharge the non-crosser. Count your students to be sure they are all safely away from the bus before pulling off.

C) Student Stops:

1) If the established stop is at a driveway or intersecting road, stop before discharging students. This allows you to see that they are safely away from the bus before pulling off.

2) After students have boarded, the school bus driver will see that all students are in their seats according to the seating chart. Children are to sit only in bus seats.

3) The school bus driver should never permit students to unload once the students have boarded the bus, except on arrival at the school in the A.M. and on arrival at their regular stop in the P.M.

4) Drivers must make sure that students getting off the bus do not have loose clothing caught on any of the rails, door handles or other items which may catch on the loose clothing worn by students. Before closing the door and moving the bus, make sure that all students are completely clear of the bus.

12) <u>Bus Riders on Visitation</u>

A student who is not regularly enrolled as a transported student, and whose name does not appear

on the bus driver's roster for that bus, shall not be permitted to ride such bus while it is being operated on a regular school bus route as a bus rider on visitation except upon written request of the parent or guardian of a student, and with the written approval of the principal of the school, provided that there is adequate room on the requested bus for the student. Where the request for a bus rider on visitation exceeds three (3) days, the approval of the Superintendent shall be required.

The school bus driver shall be given written confirmation of this permission before the student will be allowed to ride the bus as a bus rider on visitation.

Section H

F.E.F.P. Reporting

Florida Education Finance Program (FEPE)

The Florida Education Finance Program or FEPE is the major revenue source for the school's transportation department. It is the responsibility of the school bus driver to ensure that reporting is accurate and completed in a timely manner.

A) FEPE Reporting Protocol

1) Use a dark pen when filling out the report.

2) Make sure the information printed at the top of the form is correct and that the student passenger list has the correct information.

3) Circle/Check off the date that the student rode your bus during the reporting period. The student must ride at least one time during the FEFP counting period.

Section I

Driver Information

DRIVER INFORMATION

1) Assignment of Substitute Drivers

If the need for a substitute arises, the driver must notify the Transportation Director and the Shop Manager in a timely manner. These individuals will be responsible for finding a substitute for the bus route.

2) Substitute Driver Regulations

A) Substitute drivers are paid only when they actually drive. Daily rate is a minimum salary on the "0" year experience hourly rate.

B) Substitutes are expected to:

1) Meet all qualifications of a regular bus driver.

2) Attend all training and safety meetings.

3) Do a pre-trip inspection and turn in necessary paperwork.

4) Clean bus after running route.

5) Be familiar with all types of buses and all routes.

6) Be professional in appearance and conduct

3) Spare Buses

A) Drivers are expected to maintain the same standard of cleanliness on a spare bus as their regular route bus.

4) Personal Use of the School Bus

A) Drivers are cautioned that the school buses are purchased and maintained by state and county tax funds. Therefore, they cannot be used for personal reasons. You are to drive your school bus from home or the bus garage on the route prescribed and to the bus garage parking space/school board property during the day.

B) Due to insurance liability coverage and pupil safety, drivers are not authorized to transport their own non-school children or other non-school family members or non-school friends on the school bus

C) During the school day, between the morning and afternoon runs, all district school buses should be parked on School Board Property, unless on school related business. If a driver should need to take his/her bus home at anytime for any reason, either the Director of Transportation or the Transportation Department Shop Manager must give the driver approval.

D) Buses **should not,** at any time be parked at any place of business unless:

1) The driver is on a lay over between the elementary and secondary runs.

2) The driver is between the regular runs and a field trip.

3) The driver is on a field trip or school related business, which requires the bus be driven to a particular place of business.

E) After regular runs, unless on school related business, school buses should be parked at either the driver's home, School Board Property, or at the bus garage.

5) <u>Use of Credit Cards</u>

A) Credit cards may be signed out by the driver or club sponsor for their use on extra-curricular, education or non-educational trips, for re-fueling and minor maintenance when a safety hazard exists. You are responsible to insure that credit cards are used only when absolutely necessary and then only minimum expenses incurred.

B) All credit cards and receipts must be returned to the Transportation Office on the first working day following the return from the trip. Enter bus tag number and group on the ticket before returning the cards and receipts to the Transportation Office.

C) Those people signing out credit cards will be responsible for any expense(s) that may be incurred due to the loss of these credit cards. This expense includes, but not limited to the replacement of lost cards.

D) At no time should district credit cards be used for personal purchases or use.

6) <u>School Line Up</u>

A) Drivers will be provided with a bus line up for the order of buses.

B) Except in emergencies, drivers are cautioned not to pass other buses during AM arrivals and PM departures. Never pass another bus while students are actively engaged in loading or unloading.

C) In the event you have a problem, courtesy requires "pull out of the line up, turn your 4-way hazard lights on to indicate to buses behind you to go around".

D) If you are a late arrival and students are loading, take your position at the rear of the line up. For safety sake, do not attempt to park in your regular position. Also, if possible, call the school and tell them that you will be at the end of the line so the school can help students find their bus as quickly as possible.

7) Assignment of School Buses

A) Normally school bus drivers will retain the bus assigned to them for the duration of the school year. New school buses will be assigned on the basis of the need, where the bus is parked at night, condition of route, and condition of bus.

B) Due to special needs brought on by field trips, etc., drivers may be assigned substitute buses for their regular routes. Substitute buses will be assigned only when absolutely necessary.

8) Driver Supply Items

Drivers must submit a Driver Supply Request Form before items will be issued. A supply of the forms will be maintained in the forms supply area. The completed Request form should be turned in after your morning run when items are needed. There is a place for the form is located on the wall downstairs. The Parts Manager has been assigned to place the requested items on your bus or in your locker once the request has been turned in. Do not ask other mechanics for supply items.

9) Vehicle Maintenance Procedures

A) If a driver has a vehicle complaint problem, fill out the appropriate form and place in the appropriate place downstairs. Never just "tell" the shop manager what you think is wrong with your vehicle. No matter how minor you think it is, always make sure you write it up. Let the Shop Manager take the responsibility of checking and repairing the problem, not you.

B) Do not stop at entrance to garage and blow your horn for service. Park your vehicle and contact the Shop Manager.

C) Do not walk through the garage working area or try to talk to mechanics. It is noisy in the garage and in an effort to engage a mechanic in conversation; you might cause him to error and get his hand caught in a fan or rolling belt. This, of course, would be tragic.

D) If a driver needs to talk to a mechanic, see the Shop Manager to set up a time and place.

10) <u>Use of Radios</u>

A) Radio usage is to be for business purposes only. These radios are not toys and should be used as needed for transportation business. Remember, the frequency that we use for the Transportation Department is in many of the home monitors around the county.

B) The following proper format should be used when using the radio:

1) "This is Unit (your bus number) calling Transportation base." un-key your microphone.

2) Transportation Base will acknowledge your request for information.

3) Key the microphone and give your message to Transportation Base. After your message, un-key the microphone.

4) Transportation Base will respond to your message.

5) At the end of the transmission say "WNKM709 Unit ___ clear."

6) Transportation Base will do the same.

C) Bus numbers are the driver unit numbers.

D) Each school has been provided with a hand held radio for direct communication between the school and the busses in the afternoon. This will allow you, as a driver to check directly with the school on whether students can ride your bus when they have lost their notes, etc. Due to the bus frequency being in many home radio scanners, please do not ask the schools about a student's disciplinary status on the radio.

11) <u>Breakdowns</u>

A) You are to notify the Transportation Department, via radio or telephone (259-2444), when either your bus fails to operate or you consider your school bus unsafe to operate. Normally, a mechanic and a substitute vehicle, if required, will be dispatched to you immediately. If you are told to go ahead and drive the bus, make a note on your pre-trip inspection form showing date, time, and who authorized you to drive the bus.

1) Once you have contacted the garage and they have told you that they are dispatching assistance, do not move the bus until the mechanic arrives. Take whatever steps you need to make sure that all students and the bus are in a safe position.

2) After assistance arrives and releases your bus or gives you a substitute bus, continue on with the remainder of your route. Do not assume because you are late that someone else is doing your route.

B) Drivers will insist that students remain on the school bus during the breakdown unless otherwise determined by the Director of Transportation.

12) Payroll

Payroll for drivers and substitutes is done every other Wednesday on a schedule set up by the Finance office.

A) In order to prepare for a payroll, each driver must complete the following:

1) Daily time sheet

a) Employees must sign their time sheet with their legal name as it appears on their Social Security card.

2) Appropriate leave requests entered into Skyward. Prior approval is needed for leave time other than sick leave.

13) Bus Condition

A) Drivers are responsible for the condition (cleanliness) of their bus. The only contact that many of the people in the county have with the school district is when your bus stops or goes by their house or they ride the bus on a field/school trip. For this reason we want this experience to be the best possible.

1) The bus should be swept after each morning and afternoon run, whenever possible.

2) Remember that your bus may have to be used for a field trip or other transportation needs during the day or after your route.

3) Sending your bus off in good condition will enable us to better control the condition that your bus is returned in.

14) <u>Bus Seats</u>

A) The condition of the seats on your bus is of great importance. For this reason, we need to take extra care in keeping these seats in the best condition possible. In order to maintain the bus seats in their best condition, the following procedures would be followed:

1) Assign students to seats on your bus.

2) Check your seats carefully during your pre-trip and after each secondary and elementary run.

    a. Seats should be checked before and after any field trip or other trip for damage. Any damage that occurs during a field/school trip should be reported to the person in charge of the trip and also the Transportation Office.

3) Any damage found on the bus should be reported to the Transportation Director on the day the damage was found.

    a. Students seen swinging on the top of the seats should be turned in to their schools for abuse of property. The swinging along the top of the seats is a major cause of the seats breaking down and having to be replaced.

15) <u>Gate Keys</u>

1) Any regular or substitute driver needing a gate key to the bus yard should see the Transportation Department Secretary in order to check out a gate key. Gate keys will be checked out to regular and substitute drivers on an over-night basis only.

   The regular or substitute driver checking out a gate key to the bus yard will be responsible for the key and will be required to pay the replacement cost of any key which is lost, stolen or becomes missing. This replacement cost must be paid before additional keys are checked out to the driver.

   Drivers should not loan out checked keys at any time.

2) Any driver who is driving a field trip or extra-curricular trip, and expects to arrive back at the bus yard after regular working hours (5:00 PM Monday thru Friday), will need to check out a gate key to the bus yard from the Transportation Department Shop Manager. If multiple drivers are going on the same trip, only one key will be checked out for the trip. These gate keys to the bus yard should be returned to the

Transportation Department immediately following the trip. Check out gate keys may be returned with the bus keys by placing them in the key return slot on the east side of the bus garage.

The driver checking out a gate key to the bus yard for the purpose of going on a field trip or extra-curricular trip will be responsible for the key and will be required to pay the replacement cost of any key which is lost, stolen or becomes missing. This fee must be paid before additional keys are checked out to the driver.

Drivers should not loan out checked out keys at any time.

3) Drivers who are driving field trips or extra-curricular trips must make arrangements with the individual schools for keys to the school's gate locks. The bus yard gate key will not unlock individual school gate locks. Drivers will be responsible to the individual school for any checked-out gate key that may become lost, stolen or missing.

   Drivers should not loan out checked out keys at any time.

16) <u>Confidentiality of Student Information</u>

From time to time, drivers are provided with highly confidential information concerning students so that we, as a Transportation Department, may provide a safer means of transportation for the students. This information may range from learning disabilities, disciplinary action(s) to medical information. It is imperative that all drivers keep this student information confidential and not allow outside people or groups access to this information.

If for any reason an individual or group request any of this confidential information, drivers should refer this person or group to the Transportation Department. At NO time should drivers give out this confidential information.

Section J

Evacuation Procedures

EVACUATION PROCEDURES

1) Emergency Evacuation Drills

It is required that each driver hold two emergency evacuation drills each school year. Submit a copy of the Completion of Emergency Evacuation Drill upon completion of the drill.

2) General Emergency Evacuation Drill Information

A) Reason for an Actual Emergency Evacuation

1) Fire or danger of fire - The bus must be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver has determined that no danger remains. Being near any fire and being unable to move the bus is considered a danger of fire, and student must be evacuated.

2) Unsafe position - If the bus is stopped due to an accident or mechanical failure, the driver must determine immediately whether it is safe for passengers to remain on the bus or evacuate. The driver must evacuate if:

a. The final stopping point of the bus is in the path of a train or any railroad tracks.

b. The final stopping place of the bus is near a body of water, a river, lake, or canal where the bus might move and go into the water.

c. The bus is stopped on a hill or a curve where there is less than 300 feet of visibility.

B) Windshields

School bus windshields and rear windows are mounted in rubber and can usually be kicked out to provide additional emergency escape exit.

C) Escape Hatches

Turn button, and give sharp hit with hand on the back.

D) School Bus Helpers

1) The school bus driver is responsible for the safety of pupils. However, in an emergency, the driver might be incapacitated and not able to direct the student to evacuate. Reliable students on every bus should be instructed on how to:

a. Steer the bus.

b. Turn off the ignition key.

c. Set the parking brake.

d. Open the emergency window/escape hatch exits.

e. Kick out an additional emergency exit.

f. Help small people off the bus.

g. Account for all pupils.

h. Set out flags and reflectors.

i. Summons help.

j. Perform other assignments.

3) <u>Front Door Evacuations</u>

Personnel needed: Three (one leader and two helpers)
Student participation: All students

A) <u>Directions:</u>

1) Appoint two helpers, one for each side of the door. These helpers will count students and assist them in getting off the bus.

2) Appoint one student to lead the other students to a point 100 feet or 40 paces from the bus.

B) <u>Driver Instructions:</u>

1) Stop the bus in a pre-selected location on the school grounds.

2) Shut off the engine and secure the parking brake.

3) Place the transmission in first or reverse gear.

4) Remove the ignition key.

5) Stand, open the front door, face the children, and get their attention.

6) Give the command: FRONT DOOR EMERGENCY EVACUATION DRILL - REMAIN SEATED.

7) Direct the two helpers to their places beside the front door.

8) Stand between the first occupied seats, facing the front of bus.

9) Starting with the right-hand seat, ask the leaders to lead all students 100 feet or 40 paces from the bus, and instruct other occupants of the right side to follow. Warn all other students -walk - do not run - use hand rails.

10) Hold your hand before the occupants of the left-hand seat in a restraining gesture.

11) When the pupils in the right-hand seats have moved forward enough to clear the aisle, dismiss the occupants of the left-hand seats.
12) Continue the evacuation procedure as described, right and left seats alternately until the bus is empty.

13) When the last seat is empty, walk to the front of the bus and check to make sure that everyone is out.

14) After the driver leaves the bus, he/she should take the two helpers and join the other students.

The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on their activities well done. The purpose of this exercise is to train the students to leave the bus safely and in an orderly manner. If a driver feels he needs to repeat the drill the following day, please notify the Director of Transportation.

4) <u>Rear Floor-Level Door Evacuation</u>

Personnel needed: Four (two leaders and two helpers)
Student participation: All students

A) <u>Directions</u>

1. Appoint helpers, one for each side of the door. These helpers will count students and assist them in getting off the bus.

2. Appoint two students to lead the other students to a point 100 feet or 40 paces away from the bus.

B) <u>Driver Instructions</u>

1. Stop the bus in a pre-selected location on the school grounds.

2. Shut off the engine and secure the parking brake.

3. Place the transmission in the appropriate position.

4. Remove the ignition key.

5. Stop, open the front door, face the children and get their attention.

6. Give the command: **FRONT AND REAR DOOR EVACUATION DRILL - REMAIN SEATED.**

7. Determine the approximate center of your bus. You may want to place marks or tape on your wall above these areas. Explain to your children - all persons seated from the "center point" back, will evacuate through the emergency rear door. Be sure they understand these instructions.

8. Select two of your older and larger students. Request that they always take seats at the rear of the bus. WHEN EVACUATION BECOMES NECESSARY the appointed students are to open the emergency door in he rear -take positions one each side of the door outside and assist students leaving the bus through the emergency rear door.

9. Explain to your student - no running, pushing or disorderly conduct - walk briskly a safe distance (at least 100 feet if possible) from the bus to be safe from any explosion that might occur. Listen for instructions.

10. Bus drivers do not leave their bus until all students have evacuated.

11. To aid in the evacuation of the smaller children - you might want to appoint one of the older students and instruct them to guide the smaller, younger children when exiting.

12. During the evacuation drill, start the drill at this point.

13. Fire extinguishers should be checked on a regular basis to determine that they will work when needed. They should be placed within the bus so that drivers can easily reach them when needed.

After the driver leaves the bus, he should take his helpers to join other students. The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done. The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner. If a driver feels he/she needs to repeat the drill the following day, please notify the Director of Transportation

5) Simultaneous Front and Rear Door Evacuation

Personnel needed: Four (two leaders and two helpers)
Student participation: All students

A) Directions

1. Appoint helpers, one for each side of the door. These helpers will count students and assist them in getting off the bus.

2. Appoint two students to lead the other students to a point 100 feet or 40 paces away from the bus.

B) Driver Instructions

1. Stop the bus in a pre-selected location on the school grounds.

2. Shut off the engine and secure the parking brake.

3. Place the transmission in the appropriate position.

4. Remove the ignition key.

5. Stop, open the front door, face the children and get their attention.

6. Give the command: **FRONT AND REAR DOOR EVACUATION DRILL- REMAIN SEATED.**

7. Determine the approximate center of your bus. You may want to place marks or tape on your wall above these areas. Explain to your children - all persons seated from the "center point" back, will evacuate through the emergency rear door. Be sure they understand these instructions.

8. Select two of your older and larger students. Request that they always take seats at the rear of the bus. WHEN EVACUATION BECOMES NECESSARY the appointed students are to open the emergency door in he rear -take positions one each side of the door outside and assist students leaving the bus through the emergency rear door.

9. Explain to your student - no running, pushing or disorderly conduct - walk briskly a safe distance (at least 100 feet if possible) from the bus to be safe from any explosion that might occur. Listen for instructions.

10. Bus drivers do not leave their bus until all students have evacuated.

11. To aid in the evacuation of the smaller children - you might want to appoint one of the older students and instruct them to guide the smaller, younger children when exiting.

12. During the evacuation drill, start the drill at this point.

13. Fire extinguishers should be checked on a regular basis to determine that they will work when needed. They should be placed within the bus so that drivers can easily reach them when needed.

After the driver leaves the bus, he should take his helpers to join other students. The driver should evaluate the evacuation performance, pointing out improvements needed and commending the students on those activities well done. The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner. If a driver feels he/she needs to repeat the drill the following day, please notify the Director of Transportation.

Section K

Accident Information

ACCIDENT INFORMATION

Several things must be done quickly after a bus accident. The order and number will vary in terms of the severity of the accident, extent of injuries and traffic conditions. If the driver is to control events after an accident, he must stay calm.

1) General Information

In all cases where there are injuries and/or property damage, a traffic enforcement agency must be notified. Do not leave the scene until released by the investigating officer. In addition, school officials must be notified.

A) Be careful what you say:

1. Be calm, cooperative and courteous.
2. Do not admit fault on your part
3. Do not accuse the other driver.
4. Be accurate and factual when talking to the police

B) It is important that the bus driver obtain certain information at the scene.

1. Names, addresses, and drivers license number of the others involved.
2. Name, address, age, seating position, injured or not, of all students on board. *See packet on bus for information.
3. Names and addresses of owners of property damaged.
4. License number of vehicles involved.
5. Make and model of vehicles involved.
6. Name and Address of witnesses.
7. Weather conditions.
8. Type and condition of road surface.
9. Visibility.

10. Location and time of accident.

11. Position of vehicles or damaged property in relationship to the bus.

C) Give the operator of the other vehicle or the damaged property owner, complete information concerning your name, address, driver license number, your school district's address, make and model of the bus and general information needed to file an accident report.

D) Write an accident report immediately after every accident involving damage to the bus or school bus passengers.

E) Regardless of severity, all accidents must be reported.

2) <u>Accidents Involving Other Vehicles</u>

A) Stop the bus immediately, no matter how minor the accident appears to be. Do not move the bus until you have been told to do so by a Law Enforcement Officer or the Director of Transportation and/or the Shop Manager.

B) Turn off the ignition and master switch to eight light switch.

C) Activate hazard flasher (4-way).

D) Do not permit smoking in the vicinity of the bus.

E) If the bus is in a hazardous location, move it to a safer location.

F) If there is a fire or danger of fire, quickly evacuate the passengers. Keep them in a group. If there is no fire danger, student passengers are usually safer if they remain on the bus.

G) Determine if anyone is injured. Attend to serious injuries quickly, but remember - **DO NOT MOVE INJURED PERSONS UNLESS IT IS NECESSARY TO PREVENT FURTHER INJURY.**

H) Send for help and notify authorities, including the Transportation Department. Ask an adult or responsible student to make the calls. If students are sent, it is recommended that two go. Be sure the person making the call has the following information.

a. Exact location of the accident.

b. Appropriate number and severity of injuries.

c. Whether a rescue unit is needed.

I) Whenever a bus is disabled upon the highway or shoulder of the highway, the emergency triangular reflectors should be displayed as follows:

a. One approximately 100 feet in advance, 100 feet to rear in the center of the traffic lane occupied by the bus, one at the traffic side approximately 10 feet to rear of the vehicle.

b. Upon a divided highway, one approximately 200 feet to the rear in the center of the lane occupied by the bus, one in the center of lane 100 feet of the rear, and one to rear of the traffic side approximately 10 feet from the bus.

J) As soon as possible, contact the Transportation Office and notify them of the incident. Remember, if you use the radio, be careful what you say, since our radio frequency is monitored by many of our student's parents and we want to avoid any mis-understanding and panic.

3) <u>Accidents Involving Students</u>

If a student is injured on the bus, notify the Transportation Department as soon as possible. Parents will be notified, if so advised by the driver, and the incident will be logged in the Accident/Incident book.

4) <u>Accidents Involving Animals</u>

A) If while transporting students, a bus driver injures or kills a small animal, the driver must not stop. Report the incident to the Transportation Department at the first opportunity.

B) A school bus driver should never swerve or make a hard panic stop to avoid hitting a small animal. The safety and well-being of your passengers and fellow motorist must come first. Should you make an emergency stop or swerve for such a reason, an on bus injury or accident may occur and human suffering could result.

C) If while driving the bus without students present, the driver kills or injures a small animal, the driver may stop if the route schedule permits and a safe location is available. If you do stop, activate your hazard lights (4-way flashers).

5) <u>Minor Accidents and Body Damage</u>

During the course of driving your routes, you may experience those occasions when you inadvertently hit objects that are on your route. Regardless of how minor the incident or damage may be to your bus or other objects, these accidents must be reported to the Transportation Department. There will be an abbreviated accident form provided for this purpose. This report would also include body damage to your bus due to vandalism, etc. that does not exceed $100.00.

Section L

Field Trip Procedures
and
Special Uses of School Buses

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. Sports trips are excluded, as all coaches should have valid school bus driver license. Rosters will be maintained listing those drivers who desire to participate.

2) Substitutes

A) Substitute drivers will not be scheduled for the extra trips, except in an emergency or when all full-time drivers have refused the trip.

3) How to Sign Up

A) 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.

B) Drivers signing up for extra trips after the school year begins shall not be assigned make-up trips to catch them up to the drivers who have participated since the beginning of the school year.

C) Drivers who stop participating in extra trips temporarily and then begin again, shall not have make-up trips.

4) Scheduling Procedures

A) The names of drivers who desire to participate in extra trips will be placed on a list in alphabetical order. The list will be formed at the beginning of the school year. Trips will be assigned to drivers by using the list as a rotation. 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. 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 received 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) will 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.

E) In case of trip cancellation, every 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 unable to drive his/her regular route due to illness will not be allowed to do an extra trip the same day.

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 person in charge of assignments.

5) <u>Administration</u>

Extra-curricular trips will be scheduled as the Transportation Department receives them. Bus Requests sheets will be issued to the driver via the mail box distribution. If you are participating, you are required to check you mail box frequently.

6) <u>Compensation</u>

A) All compensation for extra-curricular trips will be paid according to the non-instructional contract in effect at the time.

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 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 special trips: At step 0 of the driver pay schedule per hour, not to exceed 14 hours per special 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 allowance schedule.

B. For special trips where the Superintendent for special trips assigns paid drivers during contractual time, TDA will be given. Time worked over 5.5 hours will be compensated at the approved rate only for special trips assigned by the Superintendent (e.g. Special Olympics, Brain Brawl).

C. Paid drivers will be paid on the approved rate for special trips and/or 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.

Regular drivers shall have priority over paid substitute drivers for extra trips when the Principal and Director of Transportation approve them.

NOTE:

1. Out-of-County drivers may leave the site, for not longer than one hour, to go eat if prior satisfactory arrangements can be made with the person in charge of the students. If an individual abuses the privilege, it may be revoked. Drivers may take one bus from the point of destination under this provision

2. The Non-Instructional Contract will supersede any dollar amounts for driver pay or per diem, which may be different, than that found in this manual.

7) Tolls and Parking Fees

Tolls and parking fees will be paid by the sponsoring school.

8) Lead Driver

On a field trip with more than one bus, a lead driver will be assigned by the Transportation Department to act as a go between with the school personnel and other drivers, for instructions, times, etc.

9) Cleaning of Bus

Upon returning from an extra-curricular trip you are required to clean the bus you drive, as it may not be your regular route bus.

10) Availability of Field Trip Drivers

While on Field Trips, at least one (1) bus driver will always be available to the group leader for emergencies, etc., unless arrangements have been made with the group leader.

11) Extra-Curricular Student Welcome

Many students who attend extra-curricular activities do not normally ride a school bus. Some have never ridden and, therefore, are not aware of bus rules and policies. It is your responsibility as a driver to inform your students of what you expect from them. The following is a suggested talk for you to both welcome students aboard and also explain procedures to the students AND chaperones.

"Good morning (afternoon), my name is .

- Before we get started, I would like to review with you some safety instructions:
- Please use the handrail when boarding or leaving the bus.
- Remain seated at all times while the bus is in motion.

- Keep all objects and parts of the body inside the bus at all times.
- Remain quiet at railroad crossings.
- There is to be no eating, drinking, chewing, or smoking on the bus, either by the students or adult chaperon/teachers.
- Please move immediately away from the bus when you exit. It is difficult for the driver to see you when you are closer than 6 feet to the bus. If you do not move away from the bus, you are in a danger area.

In case of an emergency, ... (briefly explain evacuation procedures). Also, be aware of the location of the following items:

- The Emergency Exits
- The Fire Extinguisher
- The First Aid Kit
- The Road Reflector Kit
- The Two-Way Radio
- The Emergency Brake

I hope everyone has an enjoyable trip."

SPECIAL USES OF SCHOOL BUSES

1) **General Requirements**

The following shall be observed or the field trip will not be approved:

A. A written request stating the date, period away from school, destination, and general purpose of the trip shall be made to the principal at least ten (10) working days prior to the date of the trip.

B. The principal, if he/she approves the trip, shall forward the written request for the bus to the Director of Transportation at least seven (7) working days prior to the day of the trip. If not met, the trip will not be approved.

C. Any scheduled event that must be rescheduled because of cancellation due to weather, etc. will be allowed to resubmit their request for buses in less than seven (7) working days, provided that previously scheduled events and the availability of buses and drivers permits.

D. Extra-curricular events that cannot be scheduled until the end of season results are in, season ending tournaments are completed or dates set by the groups governing body will also be exempt from the seven (7) working day bus request. However, request will be honored provided that previously scheduled events and the availability of buses and drivers permits.

E. Upon approval of the trip, the teacher in charge shall make all necessary arrangements, including scheduling, financing, chaperons, and student permit statements from parents or the guardian.

F. For trips of a non-educational nature, school buses may be used. However, the sponsoring group will pay all expenses.

G. A bus driver for a field trip must have a valid CDL with a passenger and school bus endorsements, a valid Medical Examiner's Certificate, and be in the Baker School District Drug and Alcohol Testing Program.

H. All field trips must be scheduled by May 1st of each school year and trips will be subject to bus and driver availability. Those programs, such as Extended Day, etc., shall be exempt from the May 1st deadline.

I. All out-of-state trips must be approved by the School Board one-month prior to the trip.

J. The Transportation Supervisor, at the end of each nine-weeks, shall send a statement of the cost to the school for the trip(s) to the finance office with a copy to the principal of the school responsible for payment. The Principal, upon receipt of such statement, shall pay to the School Board the amount due within thirty (30) days. Any payment to a bus driver shall be as prescribed in Section 6A-1.052(3), State Board of Education Rules.

K. The expenses for any extra-curricular, non-educational, or in-county trip shall be the sole responsibility of the school and shall be paid from the school's internal account funds and from the funds of the organization making the trip or sponsoring the activity. The hourly rate to be paid the bus driver shall be established annually by the adopted non-instructional contract.

2) **Special Requirements**

A. **<u>Educational field trips</u>** - Any trip, which is directly related to a unit of instruction being studied by a particular group of students, shall be considered an educational field trip.

1. A field trip, which is taken during regular school hours, will be limited to the Baker County area. Any out of county field trip must be School Board approved. Any such trip shall be scheduled during the school day between the hours of:

   Secondary Schools: 8:30 AM and 1:00 PM
   Elementary Schools: 9:00 AM and 1:15 PM

2. Special educational field trips may be requested for a Saturday or a holiday, or after 6:00 P.M. on any school day.

3. A list of field trips approved by the School Board shall be on file in the district office for out-of-state trips.

4. Any educational field trips shall be without cost to the students. The cost for such trips shall come from the teacher's/school's budget. Effective July 8, 2008, the fuel rate will be $2.00 (two dollars) per mile for educational trips.

B. **Extra-curricular trips**- Any trip in which the students are performing, competing, or attending required meetings/conferences for their organization or school. The group must be school sponsored.

1. School buses, when available, may be used for extra-curricular trips; provided that the school organization pays for the cost of the driver's salary and expenses at the rate established by the School Board. The principal shall file any request for such a trip on the proper form.

2. To assist in scheduling, the request for the use of buses or athletic trips shall be submitted to the Transportation Supervisor prior to the season for each sport as follows:

    a. Football and Volleyball- September 1
    b. Basketball- November 1
    c. Spring Sports- February 1

3. An organization attending a required meeting/conference must attach an agenda to the travel request.

C. **Non-Educational Trips-** Any trip, which is for either a reward or recreational nature. The group must be school sponsored.

    1. School buses, when available, may be used for non-educational trips; provided, that the school organization pays for both the cost of the driver s salary and expenses at the rate established by the School Board, and fuel used for the trip. The principal shall file any request for such a trip on the proper form.

    2. Effective July 8, 2008, the rate will be $4.00 (four dollars) per mile.

D. **In-County Trips-** Any trip which is confined to the Baker County area.

    1. School Buses, when available, may be used for in-county trips; provided, that the school organization pays for both the cost of the driver's salary and expenses at the rate established by the School Board, and the fuel used for the trip. The principal shall file any request for such a trip on the proper form.

2. The Board shall pay the fuel for in-county trips if the trip is between cost centers, or for the purpose of competing, performing, or attending an organizations required meeting/conference.

E. <u>Summer Program Transportation</u>

1. The Superintendent shall assign buses and drivers for the summer programs to any school center.

2. School buses, when available, may be used for approved trips on the basis of a cost to be paid by the school in the same amount as for extra-curricular trips during the regular school term.

F. <u>General Guidelines</u>

1. All out-of-state trips must be approved by the School Board one-month prior to the trip.

2. Where an extra-curricular trip or any other school-approved trip warrants travel in a vehicle operated by a commercial line, approval shall be obtained from the Superintendent prior to the trip being taken. The request must be made to the Superintendent at least 10 working days prior to the trip.

3. The following rules shall apply to any special use of a school bus for school trips:

    a. Only a regularly employed bus driver approved by the Transportation Supervisor, or a special driver fully qualified and approved by the School Board may be used for special trips.

    b. Scheduling of a bus for a special trip shall be the responsibility of the Transportation Supervisor and such a trip shall in no way alter, interfere with, or disrupt the operation of a regular bus route carrying students to and from school.

    c. It shall be the responsibility of the principal of each school to provide chaperons for each scheduled special trip and to see that chaperones are properly instructed in the rules governing transportation prior to departure with special emphasis on behavior and safety rules. At least one chaperone on each bus shall be a member of the instructional staff unless otherwise approved by the principal. A paid substitute will be provided for that one chaperone. Any additional instructional staff going on the trip needing a substitute will be required to take personal leave. Non-instructional staff going on trips which are not in their assigned area will also be required to take personal leave.

d. No unauthorized person shall be permitted to ride a bus on a field trip or an extra-curricular trip. An approved chaperone shall be considered to be an authorized passenger. Children of chaperons will not be permitted to go on trips unless they are participants in activities.

e. All rules and regulations set forth in these policies shall apply to all special trips.

f. A notarized written permission and medical form signed by the parent or guardian on each student participating in a special trip shall be on file in the office of the principal of the participating school and shall be in the possession of the instructional person in charge of the special trips while on the trip.

g. The principal of the school shall be responsible for the handling of the collection for damages due to vandalism on a special trip in which the school participates.

h. Any school bus used for an extra-curricular, educational, or non-educational field trip shall be operated on the highways in strict compliance with all laws and regulations of the State Board of Education and the School Board as follows:

i. The bus driver of the special bus trip shall clean the bus after each trip and shall have the bus in proper order for the regular school bus route the following morning.

j. Luggage, band instruments, ice boxes, or any package or material shall not be piled or placed in the aisle, stacked higher than the back of a bus seat, or placed in the entrance/exit of the bus.

k. Large boxes, packages or band instruments shall be secured in such a way that a sudden stop would not cause the package to move and possibly cause injury to a passenger.

l. When a special trip is scheduled to return after the regular bus run, the bus may not be used to make a special bus run to return students to their homes.

Section M

Communicable Disease/Aids

COMMUNICABLE DISEASE/AIDS

Information for Employees:

1) What is AIDS?

AIDS is caused by a virus called HTLV-III or HIV. This virus attacks the immune system, the body's natural defense against disease. Damage to the immune system leaves the body vulnerable to secondary illnesses that can be fatal.

2) How is HIV Transmitted?

HIV is spread through practices or activities which involve direct contact with an infected person's blood or body fluids. There is documented evidence that blood, semen, breast milk, cervical and vaginal secretions of infected persons can transmit HIV virus through direct contact with blood or mucous membranes. Although HIV virus has been isolated in the laboratory from tears and saliva, there is not evidence to date of transmission of the virus from either of these. Congenital transmission from infected mothers to newborns is the most frequent means of HIV virus infections in children.

3) High Risk Practices for Transmission of HIV Virus Infection Are:

1. Sharing of contaminated needles.
2. Transfusion of contaminated blood or blood products.
3. Sexual contact with an infected person.
4. Congenital transmission from an infected mother to her newborn.

4) There is no evidence that the HIV Virus can be spread by the following:

1. Occupying the same room with an infected person.
2. Touching or hugging an infected person.
3. Non-sexual body contact, such as sports.
4. Coughing or sneezing by an infected person.
5. Shaking hands with an infected person.
6. Sharing bath or toilet facilities with an infected person.
7. Eating a meal at the same table with an infected person.
8. Traveling in the same vehicle with an infected person.
9. Sleeping in the same room with an infected person.
10. Using the telephone touched by an infected person.
11. Eating food prepared by an infected person.
12. Wearing clothing used by an infected person.
13. Swimming in a pool or other water with an infected person.
14. Working next to or with an infected person on a continuing basis.

REMEMBER- ALWAYS to wash your hands after coming in contact with blood or body fluids.

5) <u>Procedures for Preventing the Spread of Communicable Disease:</u>

All transportation employees will use the following procedures. These guidelines are meant to provide simple and effective precaution against the spread of communicable disease. The body fluids of all persons should be considered potentially infectious. The term "body fluids" includes blood, semen, and drainage from scrapes and cuts, feces, urine and vomit.

A. Blood, Stool, Urine, and Vomit:

1. Locate emergency supplies which includes paper bag, gloves, paper towels, and a plastic bag. Paper towels will be on the bus as a supply item. Other emergency supply items will be in a paper bag. Review the gloving technique so that you will be prepared in the event that an emergency occurs which will require you to handle blood, stool, urine, or vomit.

2. If the student is bleeding, vomiting, etc., give him paper towels and tell student to press it to the wound, catch the vomit, etc.

3. Collect needed supplies quickly, paper bag containing gloves, plastic bag.

4. Quickly place plastic bag inside of paper bag, let the plastic bag drape over the outside edges of the paper bag.

5. Put on gloves to catch the soiled items and give aid to the student. Throw soiled towels, etc., in the plastic bag.

6. Clean body fluid spills, soiled materials, etc., with your gloves on. Put soiled items into plastic bag.

7. Gloves should be worn while cleaning up. Use bleach solution (1 part bleach to 10 parts water) for any disinfection.

8. Remove the gloves in the following manner:

    a. Grasp palm.
    b. Pull gloves off toward fingers
    c. Throw soiled gloves in plastic bag.
    d. Remove the remaining glove, run the un-gloved first finger under the cuff, pulling the inside out toward the fingertips. The inside is clean, so you can touch that part with un-gloved hand to remove it. Put the soiled glove in the plastic bag.

9. To close the plastic bag, (make sure all soiled items are in it) run you hands underneath the bag. Tie it at the top and keep it inside the paper bag. Roll top of paper bag over and dispose of properly.

10. Spray bottles of pre-mixed bleach solution will be maintained in Transportation Department. Contact shop manager if you need to spray parts of your bus (seats, floor, etc.,).

Section N

Baker School District
Drug Testing Procedures

BAKER SCHOOL DISTRICT DRUG TESTING PROCEDURES

Purpose:

This drug and alcohol testing program is authorized by and being implemented in order to meet and comply with the Omnibus Transportation Employee Testing Act of 1991, regulations of the Federal Highway Administration contained in 49 CFR parts 40 and 382, et al, and Section 234.091, Florida Statutes. Further, this testing program will affirm a "zero tolerance" for alcohol and drug use in safety sensitive situations.

Definitions:

PRE-EMPLOYMENT APPLICANTS: Any person who is applying for any Baker County School District employment, in which the position applied for requires the person to hold a CDL and /or a Medical Examiner's Certificate (effective November 15, 1994), work in a safety sensitive situation and will require the applicant will drive any Board owned/leased vehicle.

PRE-TRAINING PERSONS: Any person who is enrolled in bus driver training or CDL training and will be required to drive a Board owned/leased vehicle on a public road.

PRIMARY EMPLOYEES: Any person who is a Baker County School District employee, who's primary employment requires that they perform safety sensitive duties, and who is required to possess a CDL and/or a Department of Education license to Drive a School Bus or Medical examiner's Certificate (effective November 15, 1994) in order to drive any Board owned/leased vehicle. (The area of primary employees will include all contracted drivers and substitute drivers.)

SECONDARY EMPLOYEES: Any person who is a Baker County School District employee, who's primary employment does not require that they perform safety sensitive duties as a regular part of their job, and who is required to possess a CDL and/or a Department of Education License to Drive a School Bus or Medical Examiner's Certificate (effective November 15, 1994) in order to drive any Board owned/leased vehicle.

VOLUNTEER DRIVERS: Any person who is not a Baker County District employee but is required to possess a CDL and/or a Department of Education License to Drive a School Bus or Medical Examiner's Certificate (effective November 15, 1994) in order to drive any Board owned/leased vehicle, and who is listed on a School Board's approved Volunteer list.

ALCOHOL: Any beverage, mixture or preparation including any medication or product containing alcohol.

CONTROLLED SUBSTANCES AND/OR DRUGS: Any illegal drug or substance that includes, but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

REASONABLE TIME: The time required for the notified primary employee, secondary employee, volunteer driver, non-employee, pre-employment applicant or pre-training person to travel from the notification site to the designated collection site.

ACCIDENT: For the purpose of post-accident drug and alcohol testing, an accident will be when:

1. There is a fatality as a result of the accident.

2. The driver of the Board owned/leased vehicle is given a traffic citation and a person is required to be taken away from the accident scene in order to receive additional medical attention.

3. The driver of the Board owned/leased vehicle is given a traffic citation and a vehicle is towed from the scene of the accident. (A vehicle towed from the scene due to the loss of a headlight or flat tire is not applicable to this definition.)

4. There is any property damage to either the Board owned/leased vehicle and/or any other vehicle or property, and a law enforcement officer is called to the scene of the accident.

CDL: A State of Florida Commercial Drivers License that is being used by the driver for the purpose of driving a Board owned/leased vehicle in a safety sensitive situation.

NAADAC: National Association of Alcoholism and Drug Abuse Counselors

SCOPE

This program will apply to all primary employees, secondary employees, volunteer drivers, pre-employee applicants, trainees and non-employees who are required to have a CDL for the purpose of driving for any reason or at any time, a Board owned/leased motor vehicle in a safety sensitive situation.

GENERAL STATEMENTS AND RULES

PROHIBITED BEHAVIOR

All persons required to possess a CDL in order to drive or operate a Board owned/leased vehicle in a safety sensitive situation will not:

1. Report to the safety sensitive duty while under the influence of controlled substances and/or drugs or alcohol.

2. Use or consume alcohol four (4) hours before reporting to the safety sensitive duty.

3. Use, consume or become under the influence of controlled substances and/or drugs or alcohol while on duty in the safety sensitive situation.

4. Use or consume alcohol within eight (8) hours after any accident occurring while the driver was in a safety sensitive situation.

Any primary employee who exhibits any of the prohibited behaviors may be subject to termination. Any secondary employee or volunteer driver who exhibits any of the prohibited behaviors will no longer be allowed to drive any board owned/leased vehicle, and secondary employees may be subjected to termination.

MEDICAL REVIEW OFFICER CONTACT

Any person covered under this drug and alcohol testing program will be required to contact the Medical Review Officer as soon as possible, not to exceed 24 hours, after being notified of the request from the Medical Review Officer for this contact.

PRESCRIBED MEDICINES

It is the responsibility of all persons in this testing program to notify their doctor(s) of their duty in a safety sensitive situation and to assure that any medicines prescribed by the doctor(s) will not cause them any adverse effects while performing in safety sensitive situations.

DRUG AND ALCOHOL TEST RESULTS

All drug and alcohol test results will be kept on file in the Transportation Department and will be considered medical records and not open to the public.

TESTING OF SPLIT SAMPLES

The testing of any split sample must be done by a lab that is certified by the Department of Health and Human Services.

SUBSTANCE ABUSE PROFESSIONALS

Any employee who requires the services of a Substance Abuse Professional must use a Substance Abuse Professional that has been approved by the School Board and has NAADAC certification.

PREVIOUS EMPLOYEES TEST RESULTS

All pre-employment applicants will be required to sign off for access to previous alcohol drug test(s) results from previous employers as a condition of employment. These test results will be requested of those previous employers who are required to do drug and alcohol testing under the Federal High Way Administration and Omnibus Rules and Regulations.

SUBSTITUTE AND HOURLY REIMBURSEMENT

Any primary or secondary employees who are required to take a random or reasonable suspicion alcohol or drug test will be provided a substitute as needed. The primary or secondary employee will be placed on Temporary Duty leave for the purpose of the random or reasonable suspicion testing.

Any primary or secondary employee requiring follow up testing or Substance Abuse Professional evaluations in order for the employee to return to safety sensitive duty must take either personal leave charged to sick leave, sick leave or leave, without pay for the purpose of this return to work testing or evaluation.

Any primary employee contracted for 5 1/2 hours per day will be paid their hourly wage for the time that the testing will take. Those drivers contracted for 8 hours per day will be paid their hourly wage for the time of testing, if the time testing requires them to exceed their contracted 8 hours.

LONG STANDING APPOINTMENTS

Bus drivers and substitute drivers who may have to make long range appointments for doctors, dentist, etc, will be asked to write the dates of these appointments in a calendar book to be located in the secretary's office. This will help in finding those dates for testing that will not conflict with long standing appointments.

Any driver or substitute that refuses to take a drug and/or alcohol test because of a long- standing appointment not found in the appointment book will be considered to have refused the drug and/or alcohol test.

NON-SCHOOL USE OF SCHOOL BUSES

Due to the restrictions and limitations placed on drivers and the district by the federally and state mandated drug and alcohol testing program, only primary employees, secondary employees, and volunteer drivers, as defined above will be allowed to drive any Board owned/leased school bus.

Groups and organizations outside the school system will be required to use only primary employees, secondary employees or volunteer drivers for trips that involve school buses. The cost of the driver for the required trip will be negotiated between the organization and the driver.

TESTING IMPLEMENTATION

This drug and alcohol testing program will become effective January 1, 1995. The School Board will contract testing services from an outside firm, which has testing facilities that meet the requirements set in the Omnibus Transportation Employee Testing Act of 1991 and in accordance with the Federal Highway Administration, 49 CFR, Parts 382, 391, 392, and 395, to administer this testing program.

All primary and secondary employees, volunteer drivers and non-employees who drive Board owned/leased motor vehicles will be placed into a pool for the random alcohol and/or drug testing. The primary and secondary employees, volunteer drivers and non-employees placed into the testing pool will be offered training prior to the implementation of this program.

The type of testing this program will provide:

1. Post-accident testing required due to an accident as defined in this policy.

(The alcohol testing following a traffic accident will be performed within two (2) hours after accident. Testing for controlled substances will be performed within thirty-two (32) hours following the accident. If the test for alcohol cannot be performed within eight (8) hours following the accident, or the test for controlled substances cannot be performed within thirty-two (32) hours of the accident, the Director of Transportation will be required to maintain a record stating the reasons why tests were not promptly administered.)

2. Pre-employment testing, where the applicant must pass drug and alcohol tests prior to having their name submitted to the School Board for approval.

3. Pre-training testing, where the trainee must pass a drug and alcohol test prior to being allowed to drive a Board owned/leased vehicle on a public highway.

4. Random testing, which will cover all primary and secondary employees, volunteer drivers, and non-employees that drive Board owned/leased vehicles. The percentage of the employees randomly tested will be no less than the percentage stated by the Federal Highway Administration and Omnibus Transportation Employee Testing Act of 1991.

5. All persons covered by this testing program may be subject to drug and alcohol testing without notice if reasonable suspicion of alcohol and controlled substances use exists as provided for in the FHWA Regulations.

6. Return to work testing, where the primary employee has been absent from their driving duties for a period of more than ten (10) consecutive days for any reason.

   All persons tested will be tested for alcohol and controlled substances as defined above.

TESTING NOTIFICATION

1. Pre-employment testing and pre-training testing will be scheduled by the Director of Transportation with the contracting testing agency. All pre-employment applicants must take and pass the drug and alcohol test before their names will be submitted to the School Board. All trainees must take and pass the drug and alcohol test before they will be allowed to drive a Board owned/lease vehicle on public roads. All pre- employment applicants and

pre-training persons will have a reasonable time as defined above to report to the collection site.

The pre-employment applicant and/or pre-training person will be required to sign that they have received written notification of their selection for drug and alcohol testing. A copy of this form will be kept on file.

2. In the area of random testing, the Director of Transportation will provide the contracted testing company with a list of all primary and secondary employees and volunteer drivers to be tested. The contracted testing company will provide the Director of Transportation with a monthly list of those primary and secondary employees, and volunteer drivers to be tested. The Director of Transportation will notify the selected employees and volunteer drivers of their selection. Those selected to be tested will have a reasonable time as defined above to report to the collection site.

   The primary and secondary employee and volunteer driver will be required to sign that they have received written notification of their selection for drug and alcohol testing. A copy of this form will be kept on file.

3. In post-accident testing, the drug and alcohol testing will occur as soon as possible after any accident, as defined in the definitions section above. Should the accident occur while on a field trip outside the district, the district in which the accident occurs will provide a collection point location. Phone numbers for district contacts and emergency contacts in case of accident will be placed on each bus, along with an emergency collection kit.

   It will be the responsibility of the driver to notify the Transportation Department of any accident and also to take what ever steps are needed to meet the post-accident testing procedures.

4. Reasonable suspicion testing may occur when a supervisor or designee outside the bargaining unit, who has been trained in accordance with the requirements, of FHWA Regulations shall require a driver to submit to an alcohol or drug test when the employer has reasonable suspicion to believe that a driver has violated the prohibitions contained in the FHWA Regulations.

   Reasonable suspicion must be based on documented objective facts and circumstances which are consistent with the long- and short-term effects of alcohol or substance abuse including but not limited to physical signs and symptoms, appearance, behavior, speech and/or body odor.

   The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made be a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse.

FAILURE OF THE EMPLOYEE TO SUBMIT TO ANY REQUIRED DRUG OR ALCOHOL TEST IS CONSIDERED A POSITIVE TEST RESULT IN ACCORDANCE WITH FHWA REGULATIONS.

TESTING PROCEDURES

The procedures for testing any primary or secondary employee, volunteer driver, non- employee, pre-employment applicant, or pre-training person for drugs and/or alcohol will follow the procedures found in the Federal Highway Administration, 49 CFR, part 40 and carried out by the contracted certified lab.

Testing for alcohol may occur before, during, or after the period of time that the person being tested is in a safety sensitive situation.

TEST RESULTS

Upon notification by the contracted testing company, the Director of Transportation will notify the primary or secondary employee, volunteer driver, employment applicant or trainee of the test result(s). The primary or secondary employee, volunteer driver, employment applicant or trainee who tests positive for the use of controlled substances, will have the right to ask that the split sample be tested by another lab. The Substance Abuse and Mental Health Services Administration and the Department of Health and Human Services must approve this lab.

CONSEQUENCES OF POSITIVE DRUG AND ALCOHOL TEST:

1. Pre-Employment Applicants:

    a. Any pre-employment applicant who test higher than .00 and less than .02 on a breath alcohol test given by the contracted lab will not be considered for employment by the School Board in a safety sensitive situation until the pre-employment applicant can provide test results from a follow-up breath alcohol test that are .00. The follow-up test with a test result of .00 must be taken at least 24 hours after the primary test and before the pre-employment applicant will be considered for employment.

    b. The School Board will not employ any pre-employment applicants who test.02 or higher for alcohol or test positive for controlled substances.

    c. Any employee applicant who fails to report for testing within the one (1) hour prescribed time limit or alters the test in any way will not be hired by the School Board regardless of the test results.

2. Pre-Training Persons:

a. Any pre-employment applicant who tests higher than .00 and less than .02 on a breath alcohol test given by the contracted lab will not be allowed to drive any Board owned/leased vehicle on public roads until the pre-training person can provide test results from a follow-up breath alcohol test that are .00. The follow-up test with a test result of .00 must be taken at least 24 hours after the primary test and before the pre-training person will be allowed to drive a Board owned/leased vehicle on a public road.

b. Any trainee who tests .02 or higher for alcohol or tests positive for controlled substances will not be allowed to drive any Board owned/leased vehicle on any public road and training for this person will be terminated immediately.

c. Any trainee who fails to report for testing within the one (1) hour prescribed time limit or alters the test in any way will have their training terminated immediately regardless of the test results.

3. Random Test for Alcohol:

   Primary Employees:

   a. Any primary employee who has a breath alcohol test with a result that is higher than .00 and less than .02 will be required to stand down from any safety sensitive duty for a period of 24 hours. The primary employee will be placed in non-safety sensitive duty for the 24-hour stand down period. In order to return to the safety sensitive duty, the primary employee will be required to produce results from a return to work alcohol test, from a certified lab, that is .00. If the primary employee fails to bring in a test result of .00 after the 24 hours stand down, the primary employee will be required to take either personal charged to sick leave, sick leave, or leave without pay.

   b. Any primary employee with a test result between .02 and .039 for alcohol will be required to stand down for 10 days without pay. Before being allowed to return to work in the safety sensitive situation, the primary employee will be required to be evaluated by an approved Substance Abuse Professional, provide an evaluation from the Substance Abuse Professional clearing the primary employee, and a return to work breath alcohol test with a result of .00. Failure on the part of the primary employee to provide the required Substance Abuse Professional evaluation and breath alcohol test result of .00 will result in the primary employee being put on leave without pay until the evaluation and test results can be provided.

   c. A second alcohol test with a test result of .02 or higher will result in the primary employee being placed on suspension until termination by the School Board.

d. Any primary employee with a breath alcohol test of .04 or higher will be placed on suspension until termination by the Board.

Secondary Employees or Volunteer Drivers

a. Any secondary employee or volunteer driver who has a breath alcohol test with a result that is higher than .00 and less than .02 will be required to stand down from any safety sensitive duty for a period of 24 hours. The secondary employee or volunteer driver will be placed in non-safety sensitive duty for the 24-hour stand down period. In order to return to the safety sensitive duty, the secondary employee or volunteer driver will required to produce results from a return to work alcohol test, from a certified lab, that is .00. If the secondary employee or volunteer driver fails to bring in a test result of .00 after the 24 hours stand down, the secondary employee or volunteer driver will be not be allowed to drive a Board owned/leased vehicle in a safety sensitive situation.

b. Any secondary employee or volunteer driver with a test result between .02 and .039 for alcohol will be required to stand down for 10 days from any safety sensitive situation. Before being allowed to return to work in the safety sensitive situation, the secondary employee or volunteer driver will be required to be evaluated by an approved Substance Abuse Professional, provide an evaluation from the Substance Abuse Professional clearing the secondary employee or volunteer driver, and a follow up breath alcohol test with a result of .00. Failure on the part of the secondary employee or volunteer driver to provide the required Substance Abuse Professional evaluation and breath alcohol test result of .00 will result in the secondary employee not being allowed to drive any Board owned/leased vehicle in a safety sensitive situation with pay until the evaluation and test results can be provided.

c. A second alcohol test with a test result of .02 or higher will result in the secondary employee or volunteer driver no longer being allowed to drive any Board owned/leased vehicle in a safety sensitive situation.

d. Any secondary employee or volunteer driver with a breath alcohol test of .04 or higher will be placed on suspension until termination by the Board.

4. Random Testing for Controlled Substances:

a. Any employee that tests positive for controlled substances will be placed on leave, with pay, until termination be the School Board. Substitute bus drivers who test positive for controlled substances will be terminated immediately.

b. Any volunteer driver who tests positive for controlled substances will no longer be allowed to drive any Board owned/leased vehicle.

5. Post Accident Testing for Alcohol:

   Primary Employees:

   a. Any primary employee who has a breath alcohol test with a result that is higher than .00 and lower than .02 will be placed on suspension until action is taken by the School Board.

   b. Any primary employee with a test result higher than .02 will be placed on suspension until termination by the school board.

   Secondary Employees or Volunteer Drivers

   a. Any Secondary employee or volunteer driver who has a breath alcohol test with a result that is higher than .00 will no longer be allowed to drive any School Board owned/leased vehicle. Secondary employees may face disciplinary action, including termination, by the School Board.

6. Random Testing for Controlled Substances:

   a. Any primary employee that tests positive for controlled substances will be placed on leave, with pay, until termination be the School Board. Substitute bus drivers who test positive for controlled substances will be terminated immediately.

   b. Any secondary or volunteer driver who tests positive for controlled substances will no longer be allowed to drive any Board owned/leased vehicle. Secondary employees may face disciplinary action, including termination, by the School Board.

7. Failure to Report to Collection/Testing Site:

   a. Any primary employee, including substitute drivers, that does not report to the collection site in a reasonable time of notification or refuses to take a drug or alcohol test for any reason will be considered to have failed the test and will be placed on suspension, until termination by the School Board.

   b. Any secondary employee or volunteer driver that does not report to the collection site in a reasonable time after notification or refuses to take a drug or alcohol test for any reason will be considered to have failed the test and will no longer be allowed to drive a Board owned/leased vehicle.

c. Any pre-employment applicant or pre-training person that does not report to the collection site in a reasonable time after notification or refuses to take a drug or alcohol test for any reason will be considered to have failed the test and will no longer be allowed to drive a Board owned/leased vehicle.

Payment of Tests and Evaluations

The **School Board** will pay for the following test(s):

1. Random alcohol breath test for all primary and secondary Baker County School District employees in the testing pool.

2. The primary random test for controlled substances for all primary and secondary Baker County School District employees in the testing pool.

3. Post accident alcohol and controlled substance testing.

4. Reasonable suspicion test.

The **school** will pay for the following test(s):

1. Random alcohol breath test(s) for all volunteer drivers for that school.

2. The primary random test for controlled substances for all volunteer drivers for that school.

The employee, both primary and secondary and volunteer driver will pay for the following test(s) and evaluation(s):

1. Any test for the split sample after the primary random sample.
2. Any return to work test(s) for breath alcohol, for the purpose of returning to safety sensitive duty.

3. Any evaluation(s) by a Substance Abuse Professional for the purpose of returning to safety sensitive duty.

Pre-employee applicants will pay for all tests before being hired by the Board.

All persons in training programs which involve driving Board owned/leased vehicles on public roads will pay for all tests prior to driving Board owned/leased vehicles on public roads.

Section O

Safe Driver Plan

SAFE DRIVER PLAN

INTRODUCTION

Statistics indicate the School Board can significantly reduce the potential for injuries and lawsuits by initiating a plan that assures we do not hire or allow any person to drive a bus who does not have an acceptable driving record. People who have poor driving records will not be hired to drive a school bus for the Baker School District.

PLAN:

To qualify for and remain employed by the Baker District School Board, every bus driver must establish and maintain an overall driving record which exemplifies careful driving habits and meets the criteria prescribed by this plan. The Director of Transportation or Designee is responsible for monitoring all driving records, and all bus drivers will be required to report the following to the Director of Transportation or Designee:

1. All accidents and violations in which they are involved as the driver of a school board owned/leased vehicle.

2. All accidents and violations in which they are cited or charged as the driver of non-school owned/leased vehicles.

3. All evidence of damage to assigned vehicle(s).

4. Suspension or revocation of driver's license. No driver shall be allowed to drive a vehicle belonging to or leased by the Baker School District without a proper license or when such as license is under suspension or revocation.

Failure to report as required above, or making false misleading report(s), may be grounds for termination of employment.

Drivers shall not be assigned points until court action is taken. The effective date of the points assigned shall be the date of the first meeting following the date of the conviction.

For monitoring purposes, driving records will be checked by using the bi-annual driver records check, required by the Department of Education and the, "exceptions report" which is provided the Transportation Department on a weekly basis.

EFFECTIVE DATE:

The effective date of the Safe Driver Plan and Program will be the date of School Board approval of the plan.

APPLICATION:

This plan will be applicable to all those employees who are listed on the District's Drug/Alcohol Testing Program pool and prospective school bus drivers. No primary employee, as defined in the Drug/Alcohol Testing program, will be terminated based on his/her driving record prior to the original effective date of this plan. Prospective employees (drivers) will not be hired if, according to this plan, they have more than five points in the last year or more than ten points in the last three years, or convicted of DWI, DUI, or DUBAL in the last seven years. If an employee is terminated as a driver due to his/her driving record, and desires re-employment he/she may reapply for employment and will be considered under the prospective employee criteria. If a driver is terminated due to excessive points, he/she may be considered for employment in a non-driving position.

No secondary employee or volunteer driver, as defined in the Drug/Alcohol Testing Program, whose driving record does not meet the point criteria described in the previous paragraph will no longer be allowed to drive a bus, after the original effective date of this plan.

THE DISTRICT IMPOSED POINT SYSTEM:

The driving record of all Baker School District bus drivers (primary employees, secondary employees and volunteers) will be reviewed at least twice annually. The committee shall assign points as convictions occur according to the following schedule. A driver involved in a single accident or event and convicted for more than one violation will receive no less than the maximum points assigned to the highest violation category.

	VIOLATION CATEGORIES	MAXIMUM POINTS TO BE ASSIGNED
1	Conviction of driving while impaired (DWI), driving under the influence (DUI), or driving with unlawful blood alcohol level (DUBAL) will result in mandatory recommendation for termination as a driver	10
2	Speeding 15 MPH or less over the posted limit	3
3	Speeding more that 15 MPH over posted limit	4
4	Careless driving	4
5	Reckless driving	4
6	Failure to observe stop sign	4
7	Failure to observe red light	4
8	Failure to observe traffic instruction sign	1
9	Operating without a valid driver's license or improper (revoked, suspended, etc.) license	10
10	Improper lane change	4
11	Failure to have vehicle under control	4
12	Crossing private property to avoid traffic light or stop-sign	2
13	Driving on wrong side of road	2
14	Improper turn	2
15	Failure to yield - entering through highway	4
16	Failure to yield - right of way	4
17	Improper backing	2
18	Following too close	2
19	Improper passing	4
20	Leaving the scene of an accident	10
21	Failure to stop at railroad crossing (when you are required to do so)	5
22	Fleeing or attempting to elude police officer	10
23	Failure to observe any other established driving law. Points will be established 0-10 by the Committee using the above schedule as a guide.	0-10
24	Not at fault	0
25	Unable to determine	0
26	Any accident indicating evidence of driver negligence, results in injuries, causes damage to vehicles or property, or demonstrates unsafe driving practices, may be charged in this category. The Committee using the above schedule may assess 0 - 10 points using above violation categories as guide. A simple majority of committee members must agree on the number of points assessed.	0-10

An accumulation of points shall result in the following administrative action:

Number of Points	**Time Period**	**Primary Employee Action**	**Secondary Employee Action**	**Volunteer Driver Action**
1-2 points within	12 month period	verbal warning/ corrective action	verbal warning/ corrective action	verbal warning/ corrective action
1-4 points within	12 month period	documented warning and/or corrective action	documented warning and/or corrective action	documented warning and/or corrective action
5-6 points within	12 month period	1 day suspension without pay	1 day suspension without pay	1 day suspension without pay
7-9 points within	12 month period	3 day suspension without pay	3 day suspension without pay	3 day suspension without pay
10 points within/or any violation resulting in suspension of CDL	12 month period	termination of employment as a driver	will not be allowed to drive school owned/ leased vehicle	will not be allowed to drive school owned/ leased vehicle
15 points within/or any violation resulting in suspension of CDL	24 month period	termination of employment as a driver	will not be allowed to drive school owned/ leased vehicle	will not be allowed to drive school owned/ leased vehicle
20 points within/ or any violation resulting in suspension of CDL	36 month period	termination of employment as a driver	will not be allowed to drive school owned/ leased vehicle	will not be allowed to drive school owned/ leased vehicle

ADMINISTRATION:

This plan will be administered by a Safe Driver Plan Committee. The Committee will be organized and trained to perform the following duties:

1. To determine if an incident was preventable in accordance with the definition found in the National Safe Driver Award Rules and Guidelines. A preventable accident is "any occurrence involving an employer owned or leased vehicle which results in property damage regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything reasonable to prevent it.

2. To make recommendations to the Director of Transportation concerning positive corrective action to be taken.

3. Review any convictions for driving violations.

4. Assess points in accordance with the attached schedule to this plan.

This plan will be administered by a Safe Driver Plan Committee consisting of the individuals in the following positions:

1. Representative from the Human Resources Department

2. Director of Transportation or his/her Designee

3. The Driver Trainer

4. A driver to be selected by the union

5. One driver to be selected by the employees

The Director of Transportation or Designee shall establish a schedule for review of driver's records and shall provide to the chairperson a record of convictions in accordance with this plan. An employee has the right to appeal assessment of points and/or administrative actions relating thereto by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be by letter to the Chairperson within five working days of receipt of notice of committee action and will state the employee's objection in detail.

Each employee shall be given an opportunity to read this plan and have all his/her questions answered. Each employee shall sign a form indicating that he/she has read this plan.

BAKER DISTRICT SCHOOL BOARD
TRANSPORTATION DEPARTMENT
SAFE DRIVER PLAN COMMITTEE

Driver's Name: _____

The Safe Driver Plan Committee met on _____ to review your vehicle accident

or citation which occurred on _____.

The Committee took the following action:

Violation Category	Points Possible	Points Assigned

Comments:

The driving record of all persons who drive Board owned/leased vehicles and are required to be in the District's Drug/Alcohol Testing Program will be reviewed at least twice annually. Points will be assigned as convictions occur according to the following schedule. A driver involved in a single accident or event, but convicted for more than one violation, will receive points in the one category receiving the highest number of points.

An accumulation of points shall result in the administrative action(s) as found in the district's Safe Driver's Plan, which is found in the Baker School District Transportation Department Standard Operating Procedures and School Bus Procedures.

An employee has the right to appeal assessment of points and/or administrative actions relating thereto by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be by letter to the Chairperson within five days of the action being challenged and will state the employee's objection in detail.

_____ _____

Chairperson Signature and Date Employee Signature and Date

Section P

District Owned Multi-Purpose Vehicles

DISTRICT OWNED MULTI-PURPOSE VEHICLES

USE OF DISTRICT OWNED MULTI-PURPOSE VEHICLES:

District owned multi-purpose vehicles will be used for the following purposes:

1. The primary use of District owned multi-purpose vehicles will be for the transporting of handicapped students to and from Duval County, when practical.

2. The picking up of equipment and parts for the Transportation Department.

3. The transporting of District personnel to meetings and conferences.

4. The transporting of small groups of students, not to exceed five (5) to activities which take place outside of Baker County.

USE OF MULTI-PURPOSE VEHICLES:

Any Baker County School Board employee wishing to use a District owned multi-purpose vehicle must turn in a completed Bus Request at least seven working days prior to the date that the multi-purpose vehicle will be needed. Use of the District owned multi-purpose vehicle will be based on availability of the multi-purpose vehicles on the requested date(s). If a District owned multi-purpose vehicle is needed for transporting special needs students, for any reason, all previously scheduled use of the District owned multi- purpose vehicles for those dates will be canceled.

GENERAL GUIDELINES:

1. A Trip Log sheet will be given to the driver of any trip using a District owned multi-purpose vehicle. This Trip Log will be for listing the starting and ending odometer reading. This Trip Log sheet must be turned in upon return of the multi-purpose vehicle to the Transportation Office.

2. Any trip using a District owned multi-purpose vehicle to transport students will require the driver to complete a standard Pre-Trip form prior to the trip. Those items not applicable to a multi-purpose vehicle should be marked N/A

3. All riders, including the driver, must use the seat belts found in the District owned multi-purpose vehicles while the multi-purpose vehicle is in motion.

4. There should be no more passengers in a District owned multi-purpose vehicle than there are seat belts. (At no time should more than seven (7) people, including the driver, be transported in the District owned multi-purpose vehicle. The passenger front seat may not be occupied by a student.)

5. At the conclusion of any trip, it is the driver's responsibility to clean the interior of the District owned multi-purpose vehicle, prior to its return to the Transportation Department.

6. There shall be NO SMOKING at any time in a District owned multi-purpose vehicle.

7. The reimbursement for a trip using a District owned multi-purpose vehicle will be the same as the reimbursement for using a school bus.

DRIVER'S REQUIREMENTS FOR DRIVING MULTI-PURPOSE VEHICLES

TRIPS INVOLVING STUDENTS:

Any use of a District owned multi-purpose vehicle which involves the transporting of students will require the driver to meet all Bus Driver qualifications including having a current, valid CDL, with a Passenger Endorsement and "S" endorsement; a current Medical Examiner Certificate; be actively engaged in the District's drug and alcohol testing program; and be up to date in the required Inservice hours for Bus Drivers.

TRIPS NOT INVOLVING STUDENTS:

Any use of a District owned multi-purpose vehicle, which involves the transporting of non-students, will require the driver to have a current valid driver's license. A copy of the driver's valid license will be kept on file in the Transportation Office.

AGENDA ITEM NO. 9.10

Item Cover Page

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

DATE:	July 21, 2025
SUBMITTED BY:	Franklin Griffis - (259-2444)
ITEM TYPE:	Transportation
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2025-2026 Baker County School District Transportation Department Bus Routes.

ATTACHMENTS:
07.21.2025 Approval of 25-26 Transportation Routes_F.Griffis.pdf

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

Transportation Department
544 Baker Bus Drive
Macclenny, FL 32063
(904) 259-2444
www.bakerk12.org

Wyatt Milton, Superintendent

July 8, 2025

Mr. Wyatt Milton
Superintendent of Schools
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Milton,

The purpose of this letter is to request the approval of school bus routes for the 2025-26 school year.

If you have any questions, please do not hesitate to contact me.

Thank you,

Keith Franklin Griffis
Director of Transportation
Baker County School District

SECONDARY			ELEMENTARY	
120	21		122	21
122	42		231	1
124	53		250	13
139	2		121 NORTH	36
209	1		121 S	26
250	44		125 (NORTH/TAYLOR)	13
121 (NORTH)	28		125 (SOUTH)	67
121 N	31		125 (SOUTH)	61
121 S	26		125 NORTH	42
125 (NORTH)	42		125 NORTH	43
125 (NORTH)	44		127 (NORTH)	53
125 (SOUTH)	61		127 NORTH	42
127 (NORTH)	42		139 B	53
127 (NORTH)	43		1ST	31
127 N	24		228 (SOUTH)	18
127 NORTH	21		229 (SOUTH)	60
228 SOUTH	25		229 NORTH	24
229 (NORTH)	53		229 S	30
229 (SOUTH)	67		229 SOUTH	49
229 (SOUTH)	60		23A (NORTH)	28
23A (NORTH)	36		23C	28
23C	36		23C	59
23D	36		23D	59
4TH ST	18		2ND	31
5TH (NORTH)	31		3RD	31
7TH (SOUTH)	33		3RD NORTH	3
9TH	25		4TH	31
AARON FISH	42		4TH NORTH	3
ABERNATHY	24		5TH (SOUTH)	18
ACRE	8		6TH NORTH	36
ADAMS	8		7TH (SOUTH)	31
ALLEN ACRES	4		7TH NORTH	36
ALTMAN'S WAY	43		90 EAST	30
AMERICAN WAY	25		9TH	31
ANDREW RAULERSON	52		AARON FISH	43
ANDREWS	30		ABC DAYCARE (PKK STUDENTS)	22
ANNIE MAE PAGE	24		ABC DAYCARE (LES- AM)	25
ARNOLD RHODEN	30		ABC DAYCARE (LES- PM)	26
ASH	25		ABERNATHY CIRCLE	53
ASPEN	33		ACRE	33
ASPEN	33		ACRON	26
AUNT MARY HARVEY	52		ADAMS	33
AZALEA	3		ALLEN ACRES	4
BAKER MANOR	25		ALTMANS WAY	43
BARBARA	3		AMERICAN WAY	18
BARBER BRO CIRCLE	25		ANDREW RAULERSON	52

BARBER LOOP	25		ANDREWS	67
BARBER RD	33		ANNA BELLE	22
BARN	44		ANNE	21
BAY	53		ANNIE MAE PAGE	53
BEECH	24		ARNOLD RHODEN	30
BELMONT SMITH	67		ASH	16
BEN ROWE	8		ASPEN	22
BENNIE GIVENS	53		AUNT MARY HARVEY	53
BENNY JOE BENNETT	42		AZALEA	3
BERTHA MAE HARRIS	43		BAKER MANOR	31
BF FINLEY	67		BARBARA	3
BIG BEAR	59		BARBER BROS CIRCLE	18
BILL DAVIS	60		BARBER RD	22
BIRCH	26		BARN	13
BIRDIE	3		BEN ROWE CIRCLE	33
BLAIR ST	28		BENNIE GIVENS	24
BLUE HOLE	31		BENNY JOE BENNETT	21
BOB BURNSED	59		BERTHA MAE HARRIS	43
BOB KIRKLAND	16		BERTIE DAVIS	24
BOBBY SAPP	61		BF FINLEY	49
BOGGIN	53		BILL DAVIS	60
BOGIE	3		BIRCH	26
BRENT	33		BIRDIE	3
BRIARWOOD	24		BLAIR ST	36
BROWN RD	26		BLUE HOLE	36
BUCK ROWE	26		BOB BURNSED	8
BURNSED AND CRAWFORD	52		BOB KIRKLAND	28
BURNSED LANE	3		BOBBY RAY	28
CALIFORNIA CT	2		BOBBY SAPP	61
CAMPHOR	33		BOGIE	3
CANADAY TRAILER	31		BOYCE	49
CANAL RD	25		BRENNEN	49
CANARY	28		BRENT LANE	22
CARDINAL	28		BRIARBUSH	49
CARL BROWN	21		BROWN RD	26
CARY BARBER	33		BUCK ROWE	26
CASON RD	1		BUCK STARLING	22
CEDAR CREEK DRIVE	54		BURNSED AND CRAWFORD	52
CEDAR CREEK FARMS	52		CAMPHOR	22
CHAD	8		CANADAY TRAILER PARK	36
CHARLIE ROWE	25		CANAL	18
CHARNEY RHODEN	60		CARDINAL	36
CHEROKEE	21		CARL BROWN	42
CHESTNUT	33		CARY BARBER	22
CHIPSHOT	16		CEDAR CREEK DRIVE	54
CHRISTIE COURT	3		CEDAR CREEK FARMS	52
CLARENCE DOBBS	67		CHAD RD	33

CLAUDE HARVEY	52		CHARLIE ROWE	16
CLAYTON AVE	2		CHARNEY RHODEN	60
CLET HARVEY	67		CHEROKEE	42
CLIFFORD DUGGER	67		CHERRYTREE	16
CLINTON AVE	52		CHESNUT	22
COMBS TRAIL	53		CHRISTIE CT	3
CONFEDERATE	59		CLARENCE BENNETT	21
COPPER CREEK	16		CLARENCE BENNETT	13
COTTONTAIL	59		CLARNECE DOBBS	49
COW PEN	54		CLAUDE HARVEY	52
COY TAYLOR	44		CLAYTON	2
CR 127 NORTH	2		CLET HARVEY	49
CREEKSIDE	8		CLINTON AVE	52
CREPE MYRPLE	26		CLINTON AVE (NORTH)	54
CREWS	43		COLLEGE	31
CROSBY LAKE	22		COLUMBIA	24
CW WEBB	25		CONFEDERATE	8
CYPRESS POINTE	4		COPPERCREEK DRIVE	16
DEERCREEK CIR	18		COPPERFIELD	16
DEERWOOD	3		COTTONTAIL	8
DOGWOOD	26		COWPEN	54
DOLLIE LANE	42		COY TAYLOR	13
DOLPHIN CT	2		CREEKSIDE	33
DOYLE WILLIAMS	44		CREWS RD	43
DUPREE	8		CRISSHOLM	31
DURLAND	36		CUYLER AIRFIELD	42
EARNIE BRYANT	67		CUYLER RD	52
EAST BOULEVARD (NORTH)	4		CW WEBB	16
EAST TOWER	44		CYPRESS	24
EASTWOOD	8		CYPRESS POINT	4
EDDY GRADE	44		DEERFIELD CIRCLE	18
EDGAR	25		DEERWOOD	3
EDNA MANNING	26		DOGWOOD	26
EJ PAGE	2		DOLLIE LANE	21
ELLIS RHODEN	60		DOLLIE MAE	61
ELOISE	28		DOLPHIN CT	2
ESTATES	26		DOYLE WILLIAMS	13
EVERGREEN	36		DUGGER	4
EW BARTON	53		DUPREE	33
FAITH TEMPLE	2		DURLAND	59
FAYE RD	31		EARNIE MAY GRIFFIS	1
FERN	16		EAST BLVD	4
FIVE CHURCHES	2		EASTWOOD	33
FOLSOM	54		EDGAR	31
FOREST	24		EJ PAIGE	24
FOX RIDGE	3		ELLIS RHODEN	60
FRED HARVEY	54		ELOISE	4

FRED HARVEY	54		ENDA MANNING	26
FRED PERRY	61		ESTATES	26
FRED TAYLOR	59		EVERGREEN	59
FREDERICK RAULERSON	21		EW BARTON	53
FRIENDSHIP	53		FERN	4
GASKINS	53		FICUS	26
GASKINS	53		FIVE CHURCHES	2
GATLIN	16		FORREST	54
GEORGE HODGES	33		FORREST RD	1
GEORGE TABOR	30		FOX RIDGE	3
GIFFIN CT	25		FRANK COMBS	42
GILFORD DAVIS	30		FRANKLIN	67
GLEN FARMS	59		FRED HARVEY	54
GLENFIELD OAKS	8		FRED PERRY	61
GLENNWOOD	24		FRED TAYLOR	8
GLO GENE	8		FRIENSHIP	24
GLORY LANE	4		GALLUP	59
GRANT	8		GAME	13
GRIFFIS RD	30		GASKINS CIRCLE	24
GROVER LANE	67		GATLIN	4
GUM	33		GEITGEY	67
HAMILTON CREWS	30		GEORGE HODGES	22
HAMP REGISTER	53		GEORGE TABOR	67
HARLEY THRIFT	31		GLEN AVENUE (SOUTH)	67
HARRYS PLACE	52		GLEN WILLIAMSON	33
HARVEST LOOP	43		GLENFIELD OAKS	33
HASSIE JOHNS	21		GLENWOOD	54
HERITAGE OAKS	16		GLORY	4
HICKORY	26		GRADY THOMAS	36
HID DUGGER	53		GRAMPS	28
HILLCREST	8		GRANT ST	33
HILLIARD AVE	60		GRIFFIS RD	30
HILLTOP	44		HAMILTON CREWS	67
HOLLIE	43		HAMP REGISTER	53
HOMER	33		HARLEY THRIFT	36
HONEY WILKINSON	18		HARRY REWIS	28
HONEYSUCKLE	52		HARRYS PLACE	52
HOPKINS	61		HARVEST LOOP	43
HOSS KELLER RD	1		HASSIE JOHNS	42
HUCKLEBERRY	31		HERITAGE OAKS	4
HUNTERS RIDGE	59		HICKORY	26
IRA STARLING	61		HID DUGGER	24
IRENE YARBOROUGH	36		HILL	24
ISLAND OAKS RV PARK	24		HILLCREST DR	33
IVY	28		HILLSIDE	3
IVY HODGES	8		HILLTOP	13
JACK DOWLING	44		HOLLIE	43

JAMES BRITT	36		HOMER	31
JAMES CRAWFORD	42		HOMESTEAD	13
JAMES CREWS	21		HONEY DEW	36
JD HIGGINBOTHAM	52		HONEYSUCKLE	53
JD SMITH	52		HOPKINS	54
JEFFERSON	30		HOSS KELLER	30
JEREMYS WAY	54		HUCKLEBERRY	16
JERRY	3		HUNTERS RIDGE	8
JIM STARLING	61		IRA STARLING	1
JOE MANN	67		ISLAND OAKS	54
JOHN ALLEN	42		IVEY HODGES	61
JOHN ROWE	61		IVY	36
JOHN WILLIAMS	54		JACK DOWLING	13
JOHNNY HARVEY	54		JAMES	4
JOHNNY KIRKLAND	36		JAMES BRITT	59
JOYCE	53		JD HIGGINBOTHAM	52
JULE	18		JD SMITH	52
KATHY JO	54		JEFF STARLING	26
KATIE JOHNSON	24		JEFFERSON	52
KEITH GRIFFIS	61		JEREMYS WAY	54
KENNETH WALKER	42		JERRY	3
KING	2		JESSE YARBROUGH	59
KING RUISE	2		JIM STARLING	1
KINGHORN	43		JOAN	31
KLEIN	52		JOHN ALLEN	21
LAKE GEORGE	22		JOHN ROWE	61
LAKES OF WOODLAWN	22		JOHN WILLIAMS	54
LAURAMORE	31		JONES RD	31
LAURAMORE	16		JOYCE	24
LE HARVEY	67		JULE	18
LE WILKERSON	28		KATIE	4
LEON DOPSON	53		KENNETH WALKER	21
LEONARD FORD	1		KID CITY	59
LEONARD NORMAN	28		KID CITY GLEN	13
LESLIE THOMAS	59		KING RUISE	2
LEWIS	25		KINGHORN	43
LEWIS ANDERSON	43		KIRKLAND	1
LEWIS ANDERSON	43		KLEIN RD	53
LEWIS RHODEN	30		LAKES OF WOODLAWN	22
LEX JONES	67		LANE AVE	2
LILA HARVEY	42		LAURAMORE RD	16
LINCOLN	30		LAZY PINES	60
LINDA	28		LE HARVEY	49
LITTLE DIXIE	44		LE WILKERSON	28
LOIS	67		LEON DOBSON	24
LOWDER (NORTH)	16		LEON DOBSON	53
LOWDER/GRISSHOLM	25		LEONARD FORD	1

LOWDER/MLK	25		LEONARD NORMAN	28
LOWDER/QUAIL	25		LESLIE THOMAS	8
LULU RD	1		LEWIS	31
LYONS ST	16		LEWIS ANDERSON	43
MADISON (EAST)	59		LEWIS RHODEN	30
MADISON (WEST)	52		LEX JONES	49
MAGNOLIA	3		LIGHTER	13
MAIZE LANE	61		LILA HARVEY	21
MANSION RD	30		LINDA	36
MARTHA	18		LIVE OAK	26
MARVIN	60		LOIS LN	49
MCIVER	33		LOUIS COMBS	13
MICHAEL CASON	1		LOWDER S	4
MICHELLE	3		LYONS	4
MILTONDALE	3		MADISON	42 OR 8
MINNESOTA (WEST)	33		MADISON (WEST)	52
MINNIE'S LANE	52		MAGNOLIA	3
MOCCASIN	21		MAPLE	26
MOTEL 6	22		MARTIN RHODEN	28
MUDLAKE	60		MEMORY LANE	21
MUDLAKE	61		MICHAEL CASON	1
NESBITT	61		MICHELLE	3
NOAH DAVIS	30		MICHIGAN (EAST)	31
NOAH RAULERSON	42		MILTONDALE	3
NOEL	54		MINNESOTA (WEST)	25
NORMAN	59		MLK	31
NORMAN ST	59		MOCCASIN REEK	42
NORTH BLVD	3		MORNINGSIDE	42
NUDDY BUDDY	60		MUDLAKE	60
OAK RIDGE	59		MULBERRY	26
OAKDALE	3		N BLVD	3
OAKHILL	43		NATALIE	53
OAKWOOD TERRACE	43		NESBITT	61
OC HORNE	42		NOAH DAVIS	30
OCEAN ST	1		NOAH RAULERSON	21
OHIO (WEST)	3		NOEL	54
OLD NURSERY	61		NORTH FORTY	28
OLUSTEE PARK	1		NORTHWOOD	4
ORBEY RHODEN	42		NURSERY BLVD	54
OSCEOLA	43		NUTTY BUDDY	60
OTIS YARBOROUGH	59		OAK HILL	43
OWENS ACRES	3		OAK RIDGE DR	8
PALMETTO	54		OAKWOOD TERRACE	43
PAPA FRASER	28		OC HORNE	21
PARADISE	21		OHIO	4
PARK ST	59		OLD NURSERY	61
PARMALEE	30		OLUSTEE PARK	1

PATRICK	18		ORBEY RHODEN	21
PAUL THRIFT	28		OTIS YARBOROUGH	8
PEACOCK	60		OTIS YARBOROUGH	59
PERSIMMON	25		OWEN ACRES	3
PINE	26		PARADISE	42
PINE CIRCLE	25		PARMALEE	67
PINE LOOP	59		PATRICK	18
PINE OAK	26		PEACOCK CREEK	60
PINE RIDGE	67		PECAN CIRCLE	49
PINE TOP	30		PEEWEE HARVEY	54
PINEY LANE	42		PENDER RAULERSON	42
PLANTATION	61		PENNY PLACE	33
PLEASANT	18		PERSIMMON	16
PLEASANT GROVE	44		PHEASANT	21
PONDERSOA	30		PIERCE RD	52
PONSELL NURSERY	67		PINE	26
POPLAR	26		PINE LOOP	8
QUIET WOODS	43		PINEY LANE	21
RAILROAD	18		PINEY LANE	49
RAILROAD	33		PLEASANT	18
RAINTREE	26		PLEASANT GROVE	13
RED MAPLE	44		PONDERSOA	30
REUBAN CRAWFORD	36		PONSELL NURSERY	1
REX FISH	21		PREVATTS PLACE	61
RICHARD GRIFFIS	18		QUAIL LANE	25
RICHARD OLIVER	24		QUIET WOODS	43
RICHARDSON	60		RAILROAD	31
RIDGE ESTATES	60		RAILROAD AVE	4
RIVER CIRCLE	3		REID STAFFORD	61
RIVERSIDE DRIVE	36		REX FISH	42
ROGERS	28		RICHARD GRIFFIS	18
RUFUS POWERS	59		RICHARDSON	60
RUSH	24		RIDGE ESTATES	60
RUSTIC PINES	61		RIVER CIRCLE	3
S BLVD (WEST)	33		RIVER OAKS CIRCLE	67
SANDERSON CIRCLE	24		RIVERHILLS	59
SANDS POINTE	16		ROBIN	42
SCOTT	33		ROCK COURT	31
SCRUB OAK	33		ROLLING MEADOWS	59
SHAVES BLUFF	31		ROUGH	53
SHAW	1		RUBEN CRAWFORD	59
SHELLEY	61		RUFUS POWERS	8
SHERMAN	30		SANDERSON CIRCLE	53
SHERMAN	54		SANDS POINTE	16
SHIRLEY	26		SANDSDALE	28
SHUEY AVE	4		SAPP	49
SIMMONS LN	54		SCRUB OAK	22

SMOKERISE	61		SHADY PINE	54
SMOKEY	61		SHAVES BLUFF	36
SMOOTH BORE	36		SHAW	1
SOUTH PRONG CEM	60		SHELLEY	1
SOUTHERN STATES	61		SHERMAN (NORTH)	54
SOUTHERN STATES	26		SHERMAN (SOUTH)	67
SOUTHWOOD	18		SHORTPUT	4
ST MARYS CIRCLE	3		SHUEY	4
STANSEL AVE	4		SIMMONS	54
STARLING GROVE	33		SMOKEY	54
STEED	67		SMOKEY	61
STEELBRIDGE	28		SMOOTH BOORE	59
STILLWATER	36		SOUTH BLVD (WEST)	25
STODDARD	61		SOUTH PRONG CEMETARY	60
STONE	36		SOUTHERN STATES	61
SUNCREST	67		SOUTHWOOD RD	18
SUZANNE	3		STARLING GROVE	22
TAFT	8		STEEL	49
TALL PINE	36		STEEL BRIDGE	28
TAPLEY	61		STEWART	61
TEE STREET	61		STODDARD	30
THANNIE HARVEY	44		STONE	59
THOMAS CIRLCE	3		SUNSHINE DAYCARE	25
THOMAS SWEAT	24		SUZANNE DR	3
TIM CREWS	16		SYCAMORE	31
TIM RHODEN	36		T&G	61
TIMBERLAND	43		TAFT	33
TIMBERLANE	3		TALL PINE	28
TIMBERTRACE	43		TAYLOR STORE	13
TOM WILKERSON	31		THOMAS CIRCLE	3
TOMMY	42		THOMAS DRIVE	4
TONY GIVENS	2		THOMPSON	2
TRAILRIDGE	4		THORNTON	49
TRIPPS WAY	61		THRASHER	42
TURNER CEMETARY	52		TIA	24
UGA	36		TIM CREWS RD	28
VERDIE DORMAN	53		TIMBERLANE	3
VIOLET	31		TIMBERTRACE	43
WARDEN CIRCLE	1		TINY TOTS	31
WASHINGTON	54		TOM WILKERSON	16
WASSIE FISH	42		TOMMY RD	21
WATSON	52		TONY GIVENS	2
WELLS	3		TRAIL RIDGE TRAILER PARK	4
WHIPPORWILL	67		TRAVIS RHODEN	60
WILBURN	54		TURNER CEMETARY	52
WILDCAT ALLEY	36		VANESSA'S LEARNING BLOCKS	31
WILL ELLEGE	67		VANESSA'S RANCH	25

WILLIE GRIFFIS	24		VANESSAS LEARNING LODGE	67
WILLIE WILKERSON	8		VIOLET	16
WILLOW	33		WARDEN	1
WINDELL KIRKLAND	36		WASHINGTON	52
WINDY HILL	43		WASSIE FISH	43
WOLFE DRIVE	25		WATSON	53
WOODLAWN CEM	8		WEBB HAVEN	59
WOODLAWN RD	8		WESTSIDE LOOP	8
WOODROW RAULERSON	43		WHEELER	4
			WHIPPERWILL	49
			WILDCAT ALLEY	59
			WILL ELLEDGE	49
			WILLIE GRIFFIS	53
			WILLIE WILKERSON	61
			WILLOW	22
			WINT REWIS	21
			WIREMILL	30
			WOLFE	18
			WOODLAWN	61
			WOODLAWN CEMETARY	33
			WOODLAWN PARK	61
			WOODLAWN RD	33
			WOODROW RAULERSON	43
			YELLOW PINE	8

Bus	Driver	Aide	
1	Rhonda Bowers		ELEMENTARY- AM/PM
2	Vanessa James		
3	Barbara Gibson (Terrie Bennett)		
4	Tina Foster		
8	Janet Moore		
13	Shayna Hyatt		
16	Kathy Weston		ELEMENTARY-AM/ALL PM
18	Tommie Sue Swindell		
21			
22	Alicia Francis		
24	Bob Johnson		
25	Kay Underwood		ELEMENTARY AM/PM
26	Nicole Dugger		
28	Richard Padgett		
30	Caile Lambing		
31	Jeni Martin		
33	Diane Phillips		
36	Carl King		
42	Tabatha Lauramore		
43	Felicia Harvey		
44	Kim Kyer		
49	Anne Lewis		
52	Beki Harvey		
53	Amanda Roberts		
54	Brenda Grimes		
59	Chellsie Harvey		
60	Lena Kay Hodges		
61	Karla Guthrie		
67	Kelly O'Neill		
1238	Fidel Lytle	Pawnee Anderson	
1245	Amy Theophile	Adrium Jefferson	
1246	Chrystal Pipkins	Willie Mae Moore	
1247	Renee Graham	Sue Matthews	
1248	Yolanda Baggett	Hannah Starling	
1249	Brandy Starling		

2024-2025 Elementary Drop Off Times

Legacy

Bus #	Driver	AM Drop	Drop Off Schedule	Pick Up
26	Nicole Dugger	8:20	LES/PKK	PKK/LES
16	Kathy Weston	8:37	MES/LES/PKK	LES/PKK/MES
25	Kay Underwood	8:35	LES/PKK	LES/PKK
31	Jennie Martin	8:40	PKK/LES	LES/PKK
18	Tommie Sue Swindell	8:40	PKK/LES	LES/PKK
33	Diane Phillips	8:20	LES/PKK	LES/PKK
49	Anne Lewis	8:40	LES/PKK	PKK/LES
1	Rhonda Bowers	8:40	LES/PKK	PKK/LES
60	Lena Kay Hodges	8:35	LES/PKK	PKK/LES
61	Karla Guthrie	8:35	LES/PKK	LES/PKK
22	Alicia Francis	8:20	LES/PKK	PKK/LES
1248	Yolanda Baggett	8:50	MES/PKK/LES	
1247	Renee Graham	9:00	WES/PKK/LES	
1246	Crystal Pipkins	8:45	WES/LES/PKK	
1245	Amy Theophile	8:35	LES/PKK/MES	
1249	Brandy Starling	8:55	MES/PKK/LES	

Westside

Bus #	Driver	Drop Off	Drop Off	Pick Up
2	Vanessa James	8:35	WES/PKK	PKK/WES
8	Janet Moore	8:23	WES/PKK	PKK/WES
21		8:40	WES/PKK	PKK/WES
24	Bob Johnson	8:30	WES/PKK	PKK/WES
30	Caile Lambing	8:25	WES/PKK	PKK/WES
42	Tabatha Lauramore	8:20	WES/PKK	PKK/WES
43	Felicia Harvey	8:30	WES/PKK	PKK/WES
52	Beki Harvey	8:35	WES/PKK	PKK/WES
53	Amanda Roberts	8:35	WES/PKK	PKK/WES
54	Brenda Grimes	8:25	WES/PKK	PKK/WES
67	Kelly O'Neill	8:25	WES/PKK	PKK/WES
13	Shayna Hyatt	8:30	WES/PKK	PKK/WES
1247	Renee Graham	8:35	WES/PKK/LES	
1246	Crystal Pipkins	8:35	WES/LES/PKK	

PKK

Bus #	Driver	AM Drop	Drop Off Schedule	Pick Up
16	Kathy Weston	8:37	MES/LES/PKK	LES/PKK/MES
2	Vanessa James	8:45	WES/PKK	PKK/WES
8	Janet Moore	8:30	WES/PKK	PKK/WES
25	Kay Underwood	8:35	LES/PKK	LES/PKK
31	Jennie Martin	8:40	PKK/LES	LES/PKK
18	Tommie Sue Swindell	8:40	PKK/LES	LES/PKK
21		8:40	WES/PKK	PKK/WES
26	Nicole Dugger	8:20	LES/PKK	PKK/LES
24	Bob Johnson	8:30	WES/PKK	PKK/WES
4	Tina Foster	8:30	MES/PKK	PKK/MES
30	Caile Lambing	8:25	WES/PKK	PKK/WES
3	Barbara Gibson	8:35	MES/PKK	MES/PKK
33	Dianne Phillips	8:20	LES/PKK	LES/PKK
36	Carl King	8:27	MES/PKK	MES/PKK
42	Tabatha Lauramore	8:20	WES/PKK	PKK/WES
43	Felicia Harvey	8:30	WES/PKK	PKK/WES
28	Richard Padgett	8:35	MES/PKK	MES/PKK

Macclenny

Bus #	Driver	Drop Off	Drop Off	Pick Up (PM)
16	Kathy Weston	8:15		LES/PKK/MES
4	Tina Foster	8:30	MES/PKK	PKK/MES
3	Barbara Gibson	8:35	MES/PKK	MES/PKK
36	Carl King	8:27	MES/PKK	MES/PKK
28	Richard Padgett	8:35	MES/PKK	MES/PKK
59	Chellsie Harvey	8:25	MES/PKK	PKK/MES
1248	Yolanda Baggett	8:20	MES/PKK/LES	
1245	Amy Theophile	9:00	LES/PKK/MES	
1249	Brandy Starling	8:25	MES/PKK/LES	

TRANSFER BUSES (PM ONLY)

49-PKK TO LES	26-LES-PKK
59- PKK-MES	36-MES-PKK
13- PKK - WES	42- WES-PKK
59- CATS - BCMS	8- RA - BCMS

49	Anne Lewis	8:40	LES/PKK	PKK/LES		26-BCHS/BCMS - LES		54- BCHS/BCMS -WES		
1	Rhonda Bowers	8:40	LES/PKK	PKK/LES		31- HS/MS - MES		18-BCHS TO BCMS/PKK		
52	Beki Harvey	8:35	WES/PKK	PKK/WES		31- BCMS TO BCHS- (AM ONLY)				
53	Amanda Roberts	8:35	WES/PKK	PKK/WES		21- BCHS TO BCMS (AM ONLY)				
54	Brenda Grimes	8:25	WES/PKK	PKK/WES						
59	Chellsie Harvey	8:25	MES/PKK	PKK/MES						
60	Lena Kay Hodges	8:35	LES/PKK	PKK/LES						
61	Karla Guthrie	8:35	LES/PKK	LES/PKK						
67	Kelly O'Neill	8:25	WES/PKK	PKK/WES						
13	Shayna Hyatt	8:30	WES/PKK	PKK/WES						
22	Alicia Francis	8:20	LES/PKK	PKK/LES						
1248	Yolonda Baggett	8:30	MES/PKK/LES							
1247	Renee Graham	8:40	WES/PKK/LES							
1246	Chrystal Pipkens	8:55	WES/LES/PKK							
1245	Amy Theophile	8:50	LES/PKK/MES							
1249	Brandy Starling	8:35	MES/PKK/LES							

us 1Secondary	Pick Up	Stop Address	Drop Off
	6:03	5138 SHAW STREET	3:06
	6:07	SHAW STREET @ HAWK TRAIL	3:08
	6:15	5569 CR 250A	2:58
	6:17	CASON ROAD & JUMP SHOT RD	2:59
	6:18	22375 CASON ROAD	3:00
	6:22	22770 LEONARD FORD RD	3:04
	6:23	OLUSTEE PARK	3:05
	6:27	6118 WARDEN CIRCLE	2:53
	6:29	6074 WARDEN CIRCLE	2:53
	6:35	HOSS KELLER @ US 90	2:47
	7:00	DROP @ BCHS	2:35
	7:07	DROP @ BCMS	2:15
		6/24/25	

us 1Elementary	Pick Up Time	Stop Address	Drop Off
	7:51	5972 CR 231	4:39
	7:55	SHAW STREET & HAWK TRAIL	4:41
	7:58	5186 SHAW RD	4:43
	8:01	22119 MICHAEL CASON RD	4:34
	8:09	6074 WARDEN CR	4:30
	8:23	CR 125@ PONSELL NURSERY RD	4:14
	8:24	7781 S CR 125	
	8:24	7744 S CR 125	
	8:24	7713 S CR 125	4:13
	8:25	6896 S CR 125	
	8:26	6722 S CR 125	4:11
	8:28	8705 MUDLAKE RD	4:06
	8:29	ERNIE MAY GRIFFIS	4:06
	8:30	6647 IRA STARLING	
	8:30	6759 IRA STARLING RD	4:08
	8:31	6811 IRA STARLING RD	4:08
	8:32	IRA STARLING RD @ JIM STARLING	
		S CR 125 & ROCKY LANE (TURN AROUND)	4:03
	8:36	6256 SHELLY LANE	4:00
	8:39	6043 SHELLY LANE	4:00
	9:00	DROP AT LES	3:55
	9:15	DROP AT PKK	3:45
		6/24/25	

s 2 Secondar	Pick Up	Stop Address
	6:35	5 CHURCHES RD @ CLAYTON AVE
		13545 5 CHURCHES ROAD
	6:36	5 CHURCHES RD @ FAITH LOOP
	6:37	DOLPHIN COURT
	6:38	13891 TONY GIVENS RD
	6:39	13937 KING ST
	6:40	EJ PAGE AND 229
	6:48	139 @ KING RUISE PARK
	6:49	139 @ THOMPSON ROAD
		139 @ JULIUS WILLIAMS ROAD
	6:50	139 @ STEGALL LANE
	7:00	DROP AT BCHS
	7:15	DROP AT BCMS
		6/24/25

Drop Off Time
3:07
3:05
3:04
3:03
3:01
3:01
3:00
2:48
2:47
2:45
2:44
2:35
2:15

s 2 Elementar	Pick Up	Stop Address	Drop Off Time
	8:11	13733 DOLPHIN CT	4:22
	8:13	5 CHURCHES RD @ FAITH TEMPLE CHURCH RD	4:22
	8:13	5 CHURCHES RD @ CALIFORNIA COURT	4:23
	8:14	5 CHURCHES RD @ CLAYTON AVE	4:27
	8:18	13149 5 CHURCHES RD	4:26
	8:21	13640 5 CHURCHES RD	4:22
	8:32	139 @ THOMPSON RD	4:11
	8:37	139 @ KING RUISE PARK	4:12
	8:39	139 @ JULIUS WILLIAMS RD	4:09
	8:48	DROP AT WES	4:00
	9:02	DROP AT PKK	3:42
		6/24/25	

us 3Secondary	Pick Up	Stop Address	Drop Off
		55 W OHIO	
	6:30	5TH ST @ OHIO	
	6:31	4TH ST @ OHIO	
	6:32	3RD ST @ OHIO	
	6:33	NORTH BLVD @ DEERWOOD (BCHS STUDENTS)	
	6:33	NORTH BLVD @ FOX RIDGE (BCHS STUDENTS)	
	6:34	NORTH BLVD @ TIMBERLANE (BCHS STUDENTS)	
	6:34	NORTH BLVD @ 3RD ST	
	6:35	NORTH BLVD @ 6TH ST	
	6:36	NORTH BLVD @ 7TH ST	
	6:36	NORTH BLVD TRAILER PARK (BCHS STUDENTS)	
	6:38	MILTONDALE RD @ BARBARA CIRCLE	
	6:38	MILTONDALE RD @ JERRY CIRCLE	
	6:39	MILTONDALE RD @ AZALEA DR	
	6:39	MILTONDALE RD @ MAGNOLIA DR	
	6:40	6212 MILTONDALE RD	
	6:41	MILTONDALE RD @ MICHELLE RD	
	6:42	MILTONDALE RD @ WELLS RD	
	6:43	MILTONDALE RD @ BURNSED LANE	
	6:44	MILTONDALE RD @ OAKDALE LANE	
	6:45	6843 MILTONDALE RD	
	6:46	6896 MILTONDALE RD	
	6:47	6280 N RIVER CIRCLE	
		7062 MILTONDALE (PM ONLY)	
	6:48	SUZANNE @ E THOMAS CIRCLE	
	6:48	CHRISTIE COURT @ SUZANNE	
	6:49	908 CHRISTIE COURT	
	6:50	OWENS ACRES @ CHRISTY COURT	
	6:51	OWENS ACRES @ BOGIE DR	
	6:51	OWENS ACRES @ BIRDIE DR	
	6:52	OWENS ACRES @ AG CENTER	
	6:54	10650 ST MARYS CIRCLE	
	6:54	10795 ST MARY CIRCLE	
	6:55	ST MARY CIRCLE (WESTSIDE)	
		DROP AT BCHS	
		CARDINAL @ NORTH BLVD	
	7:10	NORTH BOULEVARD (BCMS STUDENTS)	
	7:11	NORTH BLVD @ 7TH STREET (BCMS STUDENTS)	
	7:14	NORTH BLVD @ FOX RIDGE (BCMS STUDENTS)	
	7:15	NORTH BLVD @ DEERWOOD (BCMS STUDENTS)	
	7:20	DROP AT BCMS	
		6/24/25	

s 3Elementar	Pick Up	Stop Address	Drop Off
	7:48	ROOSTERS	
	7:50	OWEN ACRES @ AG CENTER	
	7:51	OWEN ACRES @ BIRDIE DRIVE	
	7:52	OWEN ACRES @ BOGIE DRIVE	
	7:53	216 OWEN ACRES	
	7:54	359 OWEN ACRES	
	7:55	904 CHRISTIE COURT	
	7:55	SUZANNE DRIVE @ THOMAS CIRCLE	
	7:57	SUZANNE DRIVE @ RIVER CIRCLE	
		10654 HILLSIDE DRIVE	
	8:01	6172 MILTONDALE RD	
	8:02	6212 MILTONDALE RD	
		6096 MICHELE RD	
	8:04	6843 MILTONDALE RD	
	8:05	MILTONDALE RD @ MAGNOLIA DR	
	8:06	MILTONDALE RD @ AZALEA DR	
	8:07	MILTONDALE RD @ JERRY CIRCLE	
	8:07	902 MILTONDALE RD	
	8:08	MILTONDALE RD @ BARBARA CIRCLE	
	8:09	331 N BLVD (ROCK AND LEE TRAILER PARK)	
	8:09	203 N BLVD	
	8:15	11411 DEERWOOD CIRCLE	
	8:16	11222 DEERWOOD CIRCLE	
	8:17	11178 DEERWOOD CIRCLE	
	8:18	11047 DEERWOOD CIRCLE	
	8:19	11027 DEERWOOD CIRCLE	
	8:20	NORTH RIDGE @ FOX RIDGE ESTATES	
	8:22	NORTH BLVD @ TIMBERLANE	
	8:24	NORTH BLVD @ 3RD ST	
	8:25	NORTH BLVD @ 4TH ST	
	8:35	DROP @ MES	
	8:45	DROP @ PKK	
		6/24/25	

us 4Secondary	Pick Up	Stop Address	Drop Off
	6:26	11162 THOMAS DR	2:56
	6:27	11314-2 THOMAS DR	2:57
	6:27	11345 THOMAS DR	2:57
	6:31	1701 US90 (TRAILRIDGE MOBILE HOME PARK)	2:59
	6:32	ALLEN ACRES @ GLORY LANE	2:20
	6:36	615 MACCLENNY AVE	2:20
	6:37	43 EAST BLVD	
	6:38	EAST BLVD @ SHUEY AVE	2:20 / 2:47
	6:39	135 EAST BLVD	2:47
	6:39	EAST BLVD @ STANSEL AVE	2:48
	6:39	236 EAST BLVD	2:21/2:47
	6:39	EAST BLVD @ OHIO AVE	2:48
	6:39	EAST BLVD @ NORTH BLVD (CYPRESS POINT)	2:23 / 2:49
	7:00	DROP AT BCMS	
	7:10	DROP AT BCHS	
		6/25/25	

us 4Elementary	Pick Up	Stop Address	Drop Off
	7:48	11203 THOMAS DRIVE	4:09
		11314-2 THOMAS DRIVE	
		11345 THOMAS DRIVE	
		11245 RAYONIER RD	
	7:50	1701 US90 (TRAILRIDGE MOBILE HOME PARK)	4:12
	7:52	ALLEN ACRES @ GLORY LANE	4:15
	7:54	3691 US HWY90	
	7:55	71 DUGGER STREET	4:10
		709 EAST SHUEY	
	7:56	649 SHUEY AVE	4:09
		EAST BLVD @ SHUEY AVE	
	7:59	EAST BLVD @ OHIO AVE	4:00
		340 EAST BLVD	
	8:00	EAST BLVD @ NORTH BLVD (CYPRESS POINT)	4:00
	8:02	OHIO STREET - NORTHWOOD APARTMENTS	3:49
	8:06	OHIO AT 4TH	3:48
	8:07	41 OHIO (TRAILER PARK)	3:50
		55 W OHIO AVE	
	8:09	OHIO AT 7TH	3:50
	8:10	SHUEY AT 7TH ST	3:50
	8:12	333 RAILROAD AVENUE @ MLK	3:47
	8:15	76 LOWDER ST	3:40
	8:15	71 LOWDER	3:40
	8:15	LOWDER ST @ KATIE COURT	3:40
	8:17	LOWDER ST @ WHEELER ST	3:40
	8:18	LOWDER ST @ LONG DR	3:39
	8:22	LOWDER ST @ SHORTPUT DR	
	8:22	HERITAGE OAKS- CONSTITUTION & LOWDER STREET	3:37
	8:23	LOWDER ST @ ELOISE ST	3:36
	8:23	LOWDER ST @ FERN ST	3:36
	8:24	LOWDER ST @ GOLF COURSE RD	3:37
	8:27	LOWDER ST @ LYONS LANE	
	8:30	DROP AT MES	
	8:40	DROP AT PKK	
		6/24/2025	

us 8Secondary	Pick Up	Stop Address	Drop Off
	6:14	WOODLAWN RD & IVY HODGES RD	
	6:14	WOODLAWN RD & MYRTIS BARTON RD	
	6:15	WOODLAWN RD & WILLIE WILKERSON RD	
		6762 WOODLAWN RD	
	6:16	WOODLAWN RD & CHAD RD	
	6:16	WOODLAWN RD & GLENFIELD OAKS DR	
	6:18	6535 WOODLAWN RD	
	6:20	8350 HILLCREST DRIVE	
	6:23	HILLCREST RD & GLO GENE RD	
	6:23	HILLCREST RD & CREEKSIDE DR	
		6939 WOODLAWN RD	
	6:24	GRANT ST & TAFT RD	
	6:25	GRANT ST & ADAMS RD	
	6:26	ADAMS RD & W BEN ROWE CIRCLE	
	6:28	BEN ROWE CIRCLE & J B HINES	
	6:29	BEN ROWE CIRCLE & CLOVER DR	
	6:30	8460 DUPREE RD	
	6:31	DUPREE RD & ACRE RD	
	6:32	8864 EASTWOOD RD	
	6:34	WOODLAWN RD & GLENN WILLIAMSON RD	
	6:35	WOODLAWN CEMETERY RD	
	6:36	5645 WOODLAWN CEMETERY RD	
	6:37	5686 WOODLAWN CEMETERY RD	
	7:00	DROP @ BCMS	
	7:10	DROP @ BCHS	
		6/24/25	

s 8Elementar	Pick Up Time	Stop Address	Drop Off
	7:48	8502 ODIS YARBOROUGH RD	
	7:49	8396 ODIS YARBOROUGH RD	
	7:50	8372 ODIS YARBOROUGH RD	
	7:51	8385 ODIS YARBOROUGH RD	
	7:51	14467 HUNTERS RIDGE W	
	7:51	14396 HUNTERS RIDGE	
	7:52	14348 HUNTERS RIDGE W	
	7:53	14420 HUNTERS RIDGE E	
	7:54	8059 ODIS YARBOROUGH RD	
	7:54	7977 ODIS YARBOROUGH RD @ FRED TAYLOR RD	
	7:55	7834 ODIS YARBOROUGH RD	
	7:56	7667 ODIS YARBOROUGH RD	
	7:56	7575 ODIS YARBOROUGH RD	
	7:58	BOB BURNSED RD & YELLOW PINE N	
	7:59	13582 BOB BURNSED RD	
		13426 BOB BURNSED RD	
	8:00	BOB BURNSED RD & COTTONTAIL RD	
	8:05	7441 OAK RIDGE DR	
	8:05	7267 OAK RIDGE LOOP	
	8:10	11319 PINE LOOP	
	8:11	11608 PINE LOOP	
	8:11	RUFUS POWER TRAILER PARK	
	8:13	SOUTH CONFEDERATE DR	
	8:14	11601 EAST CONFEDERATE DR	
		11753 CONFEDERATE DRIVE EAST	
	8:15	11977 N CONFEDERATE DR	
	8:16	12462 W CONFEDERATE DR	
	8:18	RUFUS POWERS RD & LESLIE THOMAS LN	
	8:19	MADISON DR & WESTSIDE ST	
		MADISON DR & WESTSIDE LOOP	
	8:23	DROP AT WES	
	8:38	DROP AT PKK	
		6/24/25	

us 13SECONDARY	Pick Up Time	Stop Address
	6:26	11225 CLARENCE BENNETT RD
	6:27	11368 CLARENCE BENNETT RD
	6:28	CLARENCE BENNETT @ JAMES CRAWFORD
	6:30	17500 CR 127
	6:31	18984 CR 125
	6:33	125 @ AARON FISH RD
	6:34	125 @ WASSIE FISH RD
	6:35	17205 CR 125
	6:36	16280 CR 125
	7:00	DROP AT BCHS (MS STUDENTS ON BUS 42)
		6/25/25

Drop Off Time

us 13Elementary	Pick Up Time	Stop Address	Drop Off
	7:25	15089 JACK DOWLING CIRCLE	
	7:25	15941/15985 JACK DOWLING CIRCLE	
	7:28	JACK DOWLING @ LOUIS COMBS	
	7:29	JACK DOWLING @ COY TAYLOR	
		22689 THANNIE HARVEY RD	
	7:31	HILLTOP AND LIGHTER ROAD	
	7:33	14007 GAME RD	
	7:38	21430 BARN RD	
	7:39	21439 PLEASANT GROVE CHURCH RD	
	7:40	21508 PLEASANT GROVE CHURCH RD	
	7:45	22410 DOYLE WILLIAMS RD	
	7:46	23303 DOYLE WILLIAMS RD	
	7:47	21996 DOYLE WILLIAMS RD	
		21431 DOYLE WILLIAMS RD	
	7:49	21338 DOYLE WILLIAMS RD	
	7:50	15159 DOYLE WILLIAMS RD @ FOXRIDGE TRAIL	
	7:54	26501 CR 250	
	7:55	24624 N CR125 (TAYLOR STORE)	
		23818 N CR 125	
	8:00	23843 N CR125	
		23553 N CR 125	
	8:05	19872 N CR 125	
	8:07	11225 CLARENCE BENNETT RD	
	8:08	11368 CLARENCE BENNETT RD	
	8:09	17442 CR 127 N	
		16340 CR 125 N	
	8:14	16148 CR 125 N	
		14823 CR 125 N	
	8:15	14197 CR 125 N	
	8:17	13605 CR 125 N	
	8:18	13379 CR 125 N	
	8:20	12208 CR 125 N	
		CR 125 N @ SHEPARD LANE	
		12108 CR 125 N	
	8:21	CR 125 N @ HOMESTEAD PLACE	
	8:22	11705 CR 125 N	
	8:23	11423 CR 125 N	
	8:24	11309 CR 125 N	
	8:24	11129 CR 125 N	
	8:25	10983 CR 125 N	
	8:26	10826 CR 125 N	
	8:27	N BLAIR CIRCLE @ 125	
	8:30	DROP @ WES	
	8:45	DROP @ PKK	
		6/25/2025	

s 16 Secondar	Pick Up		Drop Off
	6:28	NORTH LOWDER & FERN ST	
	6:29	11863 N. LOWDER	
	6:32	BOB KIRKLAND & BOBBY RAY LANE	
	6:32	6365 BOB KIRKLAND	
	6:33	6650 BOB KIRKLAND	
	6:34	BOB KIRKLAND & N FORTY	
	6:39	N. LOWDER & SANDS POINTE ENTRANCE	
	6:42	COPPERFIELD & COPPERFIELD CT STOP SIGN	
	6:43	COPPERFIELD & COPPERCREEK STOP SIGN	
	6:44	COPPERFIELD & COPPERGATE STOP SIGN	
	6:46	N. LOWDER & HERITAGE OAKS	
	6:47	N. LOWDER & CHIPSHOT	
	6:48	N. LOWDER & GATLIN ST.	
	7:00	DROP OF AT BCHS	
		START BCMS PICKUP	
	7:05	ROOSTERS COLLISION	
	7:07	N. LOWDER & HERITAGE OAKS	
		TURN AROUND AT CHURCH	
	7:11	N. LOWDER & SANDS POINTE ENTRANCE	
	7:14	N. LOWDER & CHIPSHOT	
	7:20	DROP AT BCMS	
		6/25/25	

us 1 Secondary	Pick Up	Stop Address	Drop Off Time
		***BCMS PICK UP PM	
		121 NORTH TO 23B	
		LAST DRIVE ON RIGHT ON 23B DROP OFF	2:20
		SANDS POINT @ LOWDER ST	2:21
		COPPER FIELD & COPPER FIELD CT (STOP SIGN)	2:23
		COPPER CREEK & COPPER FIELD (STOP SIGN)	2:24
		COPPER CREEK & COPPER GATE (STOP SIGN)	2:25
		NORTH LOWDER ST @ FERN ST	2:26
		NORTH LOWDER ST @ JAMES CT	2:26
		NORTH LOWDER ST @ CHIPSHOT ST	2:28
		NORTH LOWDER ST @ GATLIN ST	2:28
		***BCHS PICK UP PM	
		ROOSTER'S COLLISION	2:43
		NORTH LOWDER ST @ CHIPSHOT ST	2:46
		NORTH LOWDER & HERITAGE OAKS ENTRANCE	2:47
		NORTH LOWDER ST & FERN ST	2:48
		NORTH LOWDER ST @ LYONS ST	2:48
		COPPPER CREEK & COPPER GATE	2:50
		NORTH LOWDER ST @ TOM WILKERSON RD	2:51
		6111 BOB KIRKLAND	2:54
		BOB KIRKLAND @ BOBBY RAY LANE	2:54
		6365 BOB KIRKLAND	2:55
		6575 BOB KIRKLAND	2:55
		6650 BOB KIRKLAND RD	2:56
		BOB KIRKLAND @ NORTH 40 CIRCLE	2:57
		BOB KIRKLAND @ TIM CREWS (AT CURVE)	2:58
		NORTH LOWDER ST @ SANDS POINT SUBD	3:02
		NEXT GO TO:	
		LES	
		PRE-K	
		MES	

us 16Elementar	Pick Up	Stop Address
	7:50	1119 COPPERFIELD DRIVE
	7:50	1287 COPPERCREEK DRIVE
	7:51	1208 COPPERCREEK DRIVE
	7:51	COPPERFIELD & COPPERGATE CR. STOP SIGN
	7:53	5832 LAURAMORE RD
	7:54	5588 LAURAMORE RD
	7:55	5233 VIOLET LANE
	7:58	11749 TOM WILKERSON RD
	7:59	11865 TOM WILKERSON RD
	8:01	12195 TOM WILKERSON RD
	8:02	12237 TOM WILKERSON RD
	8:05	N. LOWDER & SANDS POINTE ENTRANCE
	8:15	DROP AT MACCLENNY ELEMENTARY
	8:26	CHARLIE ROWE & DUMPSTER
	8:26	5959 CHARLIE ROWE DR
	8:27	CHARLIE ROWE RD LAST DRIVE ON RIGHT
	8:29	6512 RAY PHILLIPS RD AT 3-WAY STOP
		5952 CW WEBB RD (PM ONLY)
	8:31	CW WEBB RD @ CEDAR RD
	8:33	6417 CW WEBB RD
	8:34	PERSIMMON RD JUST BEFORE ASH RD
	8:35	9736 BLACKJACK RD
	8:40	6040 CW WEBB RD
	8:50	DROP AT LEGACY
	9:00	DROP AT PKK
		6/25/25

s 18Secondar	Pick Up	Stop Address	Drop Off
	6:22	DEERFIELD CIRCLE @ RAFUSE CIRCLE	3:03
	6:23	DEERFIELD CIRCLE @ PATRICK DR	3:04
	6:24	DEERFIELD CIRCLE @ PLEASANT RD	3:05
	6:26	DEERFIELD CIRCLE @ SOUTHWOOD RD WEST	3:07
	6:27	4221 DEERFIELD CIRCLE	3:08
	6:28	4283 DEERFIELD CIRCLE	3:09
	6:29	4345 DEERFIELD CIRCLE	3:10
	6:30	4417 DEERFIELD CIRCLE	3:11
	6:32	4515 DEERFIELD CIRCLE	3:13
	6:33	DEERFIELD CIRCLE @ SOUTHWOOD RD EAST	3:14
	6:34	HONEY WILKINSON @ ORANGE TRAIL	3:00
	6:40	SR 228 @ RICHARD GRIFFIS LANE	
	6:42	JULE RD @ MARTHA SOUTH	2:45
	6:43	JULE RD @ MARTHA NORTH	2:44
		DROP @ BCMS	
	7:00	MICHIGAN AND 5TH STREET	
	7:00	4TH ST @ MICHIGAN AVE (BCHS ONLY)	2:40
		4TH ST @ NORTH RAILROAD AVENUE	
	7:03	4TH ST @ RAILROAD AVE	
		DROP @ BCHS	2:43
		6/25/25	

s 18Elementar	Pick Up Time	Stop Address	Drop Off	
	7:40	SR228S @ RICHARD GRIFFIS RD	4:23	
	7:45	DEERFIELD CIRCLE @ RAFUSE CIRCLE		
	7:47	DEERFIELD CIRCLE @ PATRICK RD	4:32	
	7:48	DEERFIELD CIRCLE @ PLEASANT RD	4:33	
	7:48	DEERFIELD CIRCLE @ SOUTHWOOD RD WEST	4:34	
	7:49	4221 DEERFIELD CIRCLE	4:35	
	7:49	4283 DEERFIELD CIRCLE	4:36	
	7:50	4345 DEERFIELD CIRCLE	4:37	
	7:50	4417 DEERFIELD CIRCLE	4:38	
	7:51	DEERFIELD CIRCLE @ SOUTHWOOD EAST	4:40	
	8:01	4159 BARBER BROS CIRCLE	4:02	
		W M BARBER @ SPENCE RD	4:05	
	8:05	CANAL RD @ CANAL RD N	4:08	
	8:07	4097 WOLFE DR	4:10	
	8:08	4114 WOLFE DR	4:11	
	8:09	4134 WOLFE DR	4:12	
	8:09	4158 WOLFE DR	4:13	
	8:09	4210 WOLFE DR		
	8:10	4247 WOLFE DR	4:16	
	8:12	JULE RD		
	8:12	JULE RD (1206 S 5TH ST)		
	8:15	AMERICAN WAY		
		PICK UP ABC (PKK STUDENTS ONLY)		
		590 S. 5TH STREET		
		DROP AT PKK		
		PICK UP ABC DAYCARE (LES STUDENTS ONLY)		
	8:18	56 LOWDER ST		
	8:35	DROP AT LES		
		PM TRANSFER FROM LES TO PKK		
		6/25/2025		
		PM		
		PICK UP AT LES, DROP AT ABC, THEN PICK UP AT PKK, DROP AT ABC AGAIN		
		DROP AT JULE, AMERICAN WAY, THEN LOWDER		

s 21Secondar	Pick Up	Stop Address	Drop Off
	5:50	127 @ MOCCASIN CREEK	
	5:53	PARADISE LANE @ 127	
	6:00	27464 CR127	
	6:01	27317 CR127	
		27283 CR 127	
	6:04	JAMES CREWS RD @ CR127	
	6:05	CHARLES PLACE @ CR127	
	6:20	CR120 & HASSIE JOHNS	
	6:21	10114 CR120	
	6:22	10731 CR120	
	6:25	11040 FREDRICK RAULERSON RD	
	6:31	23390 CR127	
	6:36	21596 S CARL BROWN	
	6:37	S CARL BROWN @ CHEROKEE RD	
	6:38	11331 PENDER RAULERSON	
	6:42	22075 CR127	
	6:42	21522 CR127	
	6:43	21251 CR127	
	6:44	21098 CR127	
	6:45	21033 CR127	
	6:47	CR127 @ REX FISH	
		11739 O C HORNE RD	
		FRANK COMBS CIRCLE	
	7:00	DROP @ BCHS	
	7:10	DROP @ BCMS	
		6/25/2025	

s 21Elementa	Pick Up Time	Stop Address	Drop Off Time
	7:50	11653 CR122	
	7:51	11692 CR122	
		21005 WINT REWIS RD	
	7:52	CR122 @ MEMORY LANE	
		12220 CR 122	
	7:54	14046 CR122	
	7:55	14093 CR122	
	7:57	21094 LILA HARVEY RD	
	7:58	21006 LILA HARVEY RD	
	7:59	PINEY LANE @ LILA HARVEY RD	
	8:00	LEAMON RD @ OC HORNE	
	8:02	13367 OC HORNE	
	8:04	12875 OC HORNE RD	
	8:05	BENNY JOE BENNETT RD @ OC HORNE	
		20131 NOAH RAULERSON RD	
	8:07	NOAH RAULERSON @ GARDEN WAY	
	8:08	NOAH RAULERSON @ DOLLIE LN	
	8:08	19782 NOAH RAULERSON RD	
	8:09	19644 NOAH RAULERSON RD	
	8:12	18458 NOAH RAULERSON RD	
	8:13	18351 NOAH RAULERSON RD	
	8:14	18346 NOAH RAULERSON RD	
		11654 CLARENCE BENNETT RD	
	8:15	KENNETH WALKER @ TOMMY LN	
	8:17	10928 ORBEY RHODEN RD	
	8:18	10902 ORBEY RHODEN RD	
	8:19	ORBEY RHODEN RD @ PHEASANT TRAIL	
	8:22	ORBEY RHODEN RD @ ANNE RD	
	8:23	18073 ORBEY RHODEN RD	
	8:24	ORBEY RHODEN RD @ JOHN ALLEN	
	8:40	DROP @ WES	
	8:50	DROP @ PKK	
		6/25/25	

s 22Secondar	Pick Up	Stop Address	Drop Off
	6:43	RED ROOF INN	
	6:45	LAKES OF WOODLAWN SUBDIVISION	
	6:52	MOTEL 6	
	7:00	DROP @ BCMS	
	7:10	DROP @ BCHS	
		6/25/2025	

us 22Elementary	Pick Up Time	Stop Address
	7:45	LAKES AT WOODLAWN
	7:50	MOTEL 6
		STACY AND CARY BARBER
		159 BARBER RD
	7:53	TRAILER PARK BEHIND McDS
	7:55	BRENT LANE (BEHIND WD)
	7:56	STARLING GROVE APARTMENTS
	8:00	ANNABELL PL
	8:03	GEORGE HODGES @ ASPEN RD
	8:05	5598 WILLOW RD
	8:06	5558 SCRUB OAK RD
	8:07	5818 CAMPHOR RD
	8:08	5876 CHESTNUT RD
	8:09	6048 CHESTNUT RD
	8:20	DROP AT LES
	8:35	DROP AT PKK
		6/25/25
		PM ONLY - PREK-K
		TINY TOTS DAYCARE DROP OFF IN PM
		ABC DAYCARE DROP OFF IN PM
		BAKER MANOR DROP OFF IN PM
		MLK DROP OFF IN PM
		VANESSA'S LEARNING CENTER IN PM
		PICK UP LEGACY STUDENTS TO START PM ROUTE

Drop Off

s 24Secondar	Pick Up	Stop Address	Drop Off
	6:08	12771 CR127	
	6:13	CR127N @ WILLIE GRIFFIS RD	
	6:15	CR127N @ KATIE JOHNSON LANE	
	6:17	10468 CR127N	
	6:18	CR 127 N RICHARD OLIVER	
	6:19	CR127N @ RUSH LANE	
	6:21	CR127N @ ANNIE MAE PAIGE RD	
	6:22	CR127N @ IVORY WILLIAMS RD	
	6:24	CR127N @ ABERNATHY CIRCLE	
	6:26	CR127N @ SANDERSON N CIRCLE	
	6:27	CR127 N @ SANDERSON S CIRCLE	
	6:26	8568 CR127N	
		8775 CR 127	
	6:27	CR127N @ BEECH ST	
	6:28	8359 THOMAS SWEAT RD	
	6:45	9656 GLENWOOD DR	
	6:46	9589 GLENWOOD DR	
	6:47	GLENWOOD DR AND FOREST CIRCLE	
	6:48	GLENWOOD DR AND BRIARWOOD CIRCLE	
	6:50	ISLAND OAKS RV PARK	
		DROP AT BCHS	
		DROP AT BCMS	
		6/25/25	

ıs 24Elementar	Pick Up Time	Stop Address
	7:50	14205 CR124
	7:47	12085 LEON DOPSON RD
	7:48	12060 LEON DOPSON RD
	7:51	18867 LEON DOPSON RD
	7:53	14205 CR124
	7:57	11756 CR229
	7:58	11908 CR229
	7:59	BERTIE DAVIS RD @ CR229
	8:00	BERTIE DAVIS RD @ HID DUGGER RD
	8:05	CR229 @FRIENDSHIP PLACE
	8:06	14104 GASKINS CIRCLE
	8:06	GASKINS CIRCLE @ EJ PAIGE
	8:07	GASKINS CIRCLE @ HILL RD
	8:07	GASKINS CIRCLE @ JOYCE LN
	8:07	GASKINS CIRCLE @ TIA PLACE
	8:08	14668 GASKINS CIRCLE
	8:09	BENNIE GIVENS @ END (TURN AROUND)
	8:15	10546 CR229
		9217 CR 229
	8:16	9310 CR229N
	8:18	CR229N @ CYPRESS RD
	8:20	COLUMBIA ST
	8:30	DROP AT WES
	8:40	DROP AT PKK
		6/25/2025

Drop Off

s 25Secondar	Pick Up	Stop Address	Drop Off Time
	6:22	4726 BARBER CIRCLE	
	6:24	CANAL RD @ NORTH CANAL RD	
	6:25	9640 BARBER LOOP	
	6:25	9924 BARBER LOOP	
	6:27	4071 WOLFE DR	
	6:27	4114 WOLFE DR	
	6:29	WOLFE DR @ PINE CIRCLE	
	6:31	1206 S. 5TH ST	
	6:33	AMERICAN WAY	
	6:36	5805 CW WEBB RD	
	6:36	6040 CW WEBB RD	
		6417 C W WEBB RD (PM ONLY)	
	6:37	PERSIMMON RD @ ASH RD	
	6:38	CW WEBB @ BLACK JACK RD	
	6:40	CEDAR RD @ CW WEBB RD	
	6:47	CHARLIE ROWE RD @ DUMPSTERS	
	6:47	LOWDER @ GRIFFIN COURT	
	7:01	DROP OFF @ BCMS	
	7:04	BAKER MANOR (BCHS ONLY)	
	7:05	LOWDER @ MLK DR (BCHS ONLY)	
	7:06	LOWDER @ GRISSHOLM ST (BCHS ONLY)	
	7:06	LOWDER @ QUAIL LANE (BCHS ONLY)	
	7:07	LEWIS @ 9TH	
	7:07	EDGAR ST/ LEWIS ST	
	7:15	BAKER BUS DR (BCHS ONLY)	
		DROP OFF @ BCHS	
		6/25/25	

25Elementar	Pick Up	Stop Address	Drop Off
	8:18	531 SOUTH BLVD	4:00
	8:19	644 SOUTH BLVD WEST	4:01
	8:21	MINNESOTA AVE @ 1ST SET OF MAILBOXES	4:05
	8:22	MINNESOTA AVE @ 2ND SET OF MAILBOXES	4:06
	8:23	MINNESOTA AVE @ 3RD SET OF MAILBOXES	4:07
	8:24	SOUTH BLVD @ QUAIL LANE	4:00
	8:28	162 SOUTH BLVD (SUNSHINE DAYCARE)	3:55
	8:28	522 SOUTH 7TH ST (VANESSA'S LEARNING RANCH)	3:55
	8:38	DROP AT PKK	
	8:48	DROP AT LES	
		6/25/25	

s 26Secondar	Pick Up	Stop Address	Drop Off
	5:58	SR121S @ BUCK ROWE RD	
	5:59	SR121S @ PINE OAK CIRCLE	
	6:00	9010 SR 121 S	
	6:01	5913 SOUTHERN STATES NURSERY RD	
	6:03	7480 SR121S	
	6:04	7306 SR121S	
	6:09	8035 EDNA MANNING RD	
	6:12	8500 SHIRLEY RD	
	6:13	8733 SHIRLEY RD	
	6:15	2426 SR121S	
	6:19	TURN AROUND @ SR121 S & NE 271 AVE	
	6:25	6487 SR121S	
	6:29	9243 SR 121 S	
	6:31	8447 BROWN RD	
	6:32	4574 ESTATES ST @ CAMERON RD	
	6:34	PINE ST @ DOGWOOD ST	
	6:36	PINE ST @ MULBERRY ST	
	6:36	PINE ST @ MAPLE ST	
	6:37	PINE ST @ OAK ST	
	6:39	4501 HICKORY ST	
	6:39	4447 HICKORY ST	
	6:40	4354 HICKORY ST	
	6:41	4105 HICKORY ST	
	6:42	HICKORY ST @ CREPE MYRTLE ST	
	6:42	DOGWOOD ST @ CREPEMYRTLE ST	
	6:43	BIRCH@ CREPE MYRTLE ST	
	6:45	RAINTREE DR @ CREPE MYRTLE ST	
	6:46	RAINTREE DR @ LIVE OAK ST	
	6:47	ESTATES ST @ POPLAR ST	
	6:48	4838 ESTATES ST	
	7:00	DROP @ BCMS	
	7:10	DROP @ BCHS	
		6/25/25	

s 26Elementa	Pick Up	Stop Address	Drop Off
	7:38	SR 121 S @ BUCK ROWE RD	
	7:39	SR 121 S @ PINE OAKS CIRCLE	
	7:45	8035 EDNA MANNING RD	
	7:50	6943 SR 121 @ CASH COW	
	7:53	9243 SR 121 S	
	7:54	9323 SR 121 S	
	7:55	BROWN RD @ JEFF STARLING RD	
	7:57	4838 ESTATES ST	
	7:57	4778 ESTATES ST	
	7:58	4574 ESTATES ST	
	7:59	CREPE MYRLE @ RAINTREE	
	8:00	LIVE OAK ST @ ACORN ST	
	8:03	4605 BIRCH ST	
	8:05	DOGWOOD @ FICUS ST	
	8:07	4363 DOGWOOD ST	
	8:08	4107 DOGWOOD ST	
	8:10	4162 HICKORY ST	
	8:11	4302 HICKORY ST	
	8:12	4331 HICKORY ST	
	8:14	HICKORY @ PINE ST	
	8:15	PINE @ MULBERRY ST	
	8:16	PINE @ MAPLE ST	
	8:23	DROP AT LES	
	8:40	DROP AT PKK	
		6/25/25	

s 28Secondar	Pick Up	Stop Address	Drop Off
	6:22	STEEL BRIDGE RD @ CAMPGROUND	3:06
	6:23	1417 STEEL BRIDGE RD	3:06
	6:24	1367 STEEL BRIDGE RD	3:07
	6:24	1029 STEEL BRIDGE RD	3:07
	6:32	STEEL BRIDGE RD @ L E WILKERSON RD	3:05
	6:34	5652 STEEL BRIDGE RD	3:00
		5963 STEEL BRIDGE RD	
	6:36	STEEL BRIDGE RD @ LEONARD NORMAN RD	3:00
	6:36	STEEL BRIDGE RD	3:00
	6:38	13980 N 121	2:59
		13937 N 121	
	6:40	SR121 N @ PAPA FRASIER	2:59
	6:41	SR121 N @ PAUL THRIFT RD	2:57
	6:42	12310 SR121 N	2:56
	6:42	SR121 N @ ROGERS TRAIL	2:53
	6:43	706 SR121 N	2:52
	6:43	702 N 121	2:53
	6:44	702/704 NEWPORT	2:52
	6:44	SR121 N @ ELOISE ST	2:51
	6:45	LINDA ST @ 7TH ST	2:50
	6:45	309 LINDA ST	2:49
		555 LINDA ST PM	
	6:46	IVY ST @ CARDINAL LANE	2:47
	6:47	IVY ST @ CANARY LANE	2:47
	6:48	BLAIR ST @ OHIO ST	2:46
	6:49	230 BLAIR ST	2:45
	6:49	260 BLAIR ST	2:44
	6:50	BLAIR ST @ DOUBERLY RD	2:43
	7:00	DROP @ BCHS	
	7:10	DROP @ BCMS	
		6/25/25	

s 28Elementa	Pick Up	Stop Address	Drop Off
	7:42	925 STEEL BRIDGE RD	4:38
	7:46	1367 STEEL BRIDGE RD	4:37
	7:48	1447 STEEL BRIDGE RD	4:36
	7:50	1739 STEEL BRIDGE RD	4:34
	7:53	STEEL BRIDGE RD @ 3299 LE WILKERSON	4:32
	7:56	5420 STEEL BRIDGE RD	4:29
	7:57	5763 STEEL BRIDGE RD	4:28
	7:57	STEEL BRIDGE RD @ LEONARD NORMAN RD	4:28
	8:01	CR23C @ STILLWATER RD	4:26
	8:05	CR23A N @ HARRY REWIS	4:16
		CR23A @ GRAMPS TRAIL	
	8:07	5581 S TALL PINE RD	4:16
	8:08	5658 S TALL PINE RD	4:17
	8:08	5709 N TALL PINE RD	4:18
		CR23C & MARTIN RHODEN	
	8:11	5809 TIM CREWS RD	4:13
	8:12	BOB KIRKLAND AND CLYDE SANDS	
	8:13	BOB KIRKLAND RD @ NORTH 40 CIRCLE	4:10
	8:14	6595 BOB KIRKLAND RD	4:09
	8:16	6965 SANDSDALE RD	4:06
	8:17	BOBBY RAY RD @ BOB KIRKLAND RD	4:04
	8:17	6247 BOB KIRKLAND RD	4:03
	8:18	6131 BOB KIRKLAND RD	4:02
		12421 N CR 23A	
	8:21	CR23A N @ PETER'S LANE	4:10
	8:35	DROP @ MES	
	8:45	DROP @ PKK	
		6/25/25	

us 30Secondary	Pick Up Time	Stop Address	Drop Off
	5:42	8603 US HWY 90	
	5:59	13452 ARNOLD RHODEN RD	3:21
	6:01	ARNOLD RHODEN RD @ LEWIS RHODEN RD	3:20
	6:10	GILFORD DAVIS RD @ RR TRACKS (PM ONLY)	3:08
	6:11	GILFORD & NOAH DAVIS RD	
	6:17	US HWY 90 @ GRIFFIS RD	3:06
	6:21	9821 PINE TOP RD	2:58
	6:22	9319 PINE TOP RD	2:59
	6:23	9243 PINE TOP RD	3:00
	6:24	9111 PONDEROSA TRAIL	3:01
	6:30	GEORGE TABER BLVD APTS - #104	2:23
	6:31	N CLINTON AVE & ANDREWS ST	2:48
	6:33	GEORGE TABER BLVD @ S GLEN AVE	2:25/2:54
	6:36	7428 W MOUNT VERNON ST	
	7:00	DROP AT BCHS	
	7:10	DROP AT BCMS	
		6/25/25	

s 30Elementa	Pick Up	Stop Address
	7:38	8093 US HWY 90
	7:42	US HWY 90 & GRIFFIS RD
	7:50	7754 HOSS KELLER
	7:56	8752 CR 229
	7:59	13452 ARNOLD RHODEN RD
	8:00	13211 ARNOLD RHODEN RD
	8:01	ARNOLD RHODEN RD @ LEWIS RHODEN
	8:07	E GILFORD DAVIS RD @ RR TRACKS
	8:08	E GILFORD DAVIS RD @ NOAH DAVIS RD
	8:09	9208 NOAH DAVIS RD
	8:11	9243 NOAH DAVIS RD
	8:17	9578 PINE TOP RD
	8:18	9243 PINE TOP RD
	8:20	9125 PONDEROSA TRAIL
	8:22	9821 PINE TOP RD
	8:25	10156 STODDARD AVE
	8:26	10170 STODDARD AVE
	8:30	DROP @ WES
	8:40	DROP @ PKK
		6/25/2025

s 31Secondar	Pick Up	Stop Address	Drop Off Time
	6:10	HARLEY THRIFT @ BRIDGE	
	6:15	14893 N SR121	
	6:18	14725 N SR121	
	6:19	TWIN BRIDGES STORE	
	6:20	GRADY THOMAS LANE	
	6:20	N SR121 @ CANADAY MOBILE HOME PARK	
	6:21	5524 BLUE HOLE RD	
	6:22	5434 BLUE HOLE RD	
	6:23	5322 BLUE HOLE RD	
	6:23	4887 BLUE HOLE RD	
	6:24	4835 SHAVES BLUFF RD	
	6:25	4909 BLUE HOLE RD	
	6:26	N SR121 @ EVA JONES RD	
	6:28	14544 N SR121	
	6:29	23B and Faye Rd	
	6:30	5163 CR 23B	
	6:30	5163 CR23B	
	6:31	23B @ TOM WILKERSON RD	
	6:34	5834 LAURAMORE RD	
	6:35	5588 LAURAMORE RD	
	6:37	TOM WILKERSON @ HUCKLEBERRY LN	
	6:39	5232 VIOLET LANE	
	6:40	11808 FAYE RD	
	6:42	11732 FAYE RD	
	6:44	11710 FAYE RD	
	6:48	716 N 5TH ST	
	6:50	610 N 5TH ST	
	6:52	628 CR228	
	6:54	533 N 5th st	
	6:55	459 N 5TH ST	
	6:57	OHIO AVENUE TRAILER PARK	
	7:00	BCMS TRANSFERS TO BCHS	
		6/25/2025	

31Elementar	Pick Up	Stop Address	Drop Off
	7:45	546 RAILROAD AVE	
	7:46	RAILROAD AVE @ HOMER ST	
	7:50	450 RAILROAD AVE	
	7:53	ROCK COURT	
	7:54	124 MLK DR	
	7:55	224 MLK DR	
	7:57	226 MLK DR	
	7:58	MLK DR @ SYCAMORE ST	
	7:59	MLK DR @ W MINNESOTA	
	8:00	410 MLK DR	
	8:05	514 S 7TH ST	
	8:06	520 S 7TH ST	
	8:07	VANESSA'S LEARNING BLOCKS	
	8:10	BAKER MANOR	
	8:12	LOWDER @ MLK	
	8:14	LOWDER ST @ JOAN ST	
	8:15	LOWDER ST @ GRISSHOLM ST	
	8:17	LOWDER ST @ QUAIL LANE	
	8:20	651 EDGAR ST	
	8:21	520 LEWIS ST	
	8:23	511 LEWIS ST	
	8:24	9TH BLVD	
	8:25	304 S 5TH STREET	
	8:25	DROP AT PKK	
		455 E MCIVER ST	
	8:28	SOUTH BLVD @ 1ST ST	
	8:29	SOUTH BLVD @ JONES RD	
	8:30	2ND ST @ E MICHIGAN AVE	
	8:31	3RD ST @ E MICHIGAN AVE	
	8:32	219 EAST MICHIGAN AVE TINY TOTS	
	8:35	4TH ST @ MCIVER ST	
	8:36	350 S. COLLEGE ST	
	8:37	449 S COLLEGE	
	8:38	S COLLEGE @ SOUTH BLVD (495 S. 5TH STREET)	
	8:38	DROP AT PKK	
	8:52	DROP AT LES	
		6/25/2025	

s 33Secondar	Pick Up	Stop Address	Drop Off Time
	6:15	STARLING GROVES APTS	
	6:15	GEORGE HODGES RD @ HAMPTON INN	
	6:16	GEORGE HODGES RD @ ANNA BELL PLACE	
	6:16	5867 GEORGE HODGES RD	
	6:17	GEORGE HODGES RD @ ASPEN RD	
	6:18	5818 CAMPHOR RD	
	6:20	6146 CHESTNUT RD	
	6:21	6322 CHESTNUT RD	
	6:23	6457 CHESTNUT RD	
	6:27	9226 ASPEN RD	
	6:27	5769 ASPEN @ GUM RD	
	6:28	WILLOW RD @ SCRUB OAK LN	
	6:28	5598 WILLOW RD	
	6:30	5954 GEORGE HODGES RD	
	6:32	WILLIS HODGES RD @ BRENT LN	
	6:33	WINN DIXIE	
	6:34	BARBER RD	
	6:34	BARBER R @ RHODEN MHP	
	6:35	BARBER RD @ RHODEN LN	
	6:37	CARY BARBER RD @ SCOTT ST	
	6:39	6448 BARBER RD	
	6:40	SOUTH BLVD AND MLK	
	6:45	507 7TH ST	
		509 S. 7TH ST (AM ONLY)	
		514 7TH ST	
	6:48	MCIVER AVE (ROCK COURT)	
	6:49	MLK @ MCIVER AVE	
	6:50	RAILROAD ST @ HOMER ST	
	6:52	MINNESOTA AVE @ 1ST SET OF MAILBOXES	
	6:57	9th AND SOUTH BLVD WEST	
	7:00	DROP @ BCMS	
	7:10	DROP @ BCHS	
		6/25/2025	

Bus 33	Pick Up Time	Stop Address	Drop Off
	7:50	6393 WOODLAWN RD	
	7:50	WOODLAWN @ VICKY RD	
	7:52	WOODLAWN RD @ GLENFIELD OAKS	
	7:52	6661 WOODLAWN RD	
	7:53	WOODLAWN RD @ CHAD RD	
	7:54	6676 WOODLAWN RD	
	7:57	PENNY PLACE (CREEKSIDE RD)	
	7:58	8504 HILLCREST DR	
	7:58	8625 HILLCREST DR	
	7:59	8695 HILLCREST DR	
	7:59	8457 HILLCREST DR	
	8:00	8883 HILLCREST DR	
	8:00	8849 HILLCREST DR	
	8:03	8350 HILLCREST DR	
	8:03	6422 WOODLAWN RD @ GRANT ST	
	8:04	8250 GRANT ST	
	8:04	GRANT AND ADAMS RD	
	8:04	6093 ADAMS RD	
	8:05	6069 ADAMS RD	
	8:05	8269 BEN ROWE CIRCLE	
	8:06	8596 E BEN ROWE CIRCLE	
	8:07	8743 E BEN ROWE CIRCLE	
		8786 S BEN ROWE CIRCLE	
	8:08	8957 W BEN ROWE CIRCLE	
	8:09	6067 TAFT RD	
	8:10	8511 DUPREE RD	
	8:10	8689 DUPREE RD	
	8:11	DUPREE RD @ ACRE RD	
	8:12	8864 EASTWOOD RD	
		8806 EASTWOOD RD	
	8:13	8754 EASTWOOD RD	
		WOODLAWN & GLEN WILLIAMSON RD	
	8:15	5571 WOODLAWN CEMETERY RD	
	8:15	5645 WOODLAWN CEMETERY RD	
	8:16	5926 WOODLAWN CEMETERY RD	
	8:20	DROP AT LES	
	8:35	DROP AT PKK	
		6/25/2025	

s 36Secondar	Pick Up Time	Stop Address	Drop Off Time
	6:20	13925 STILLWATER RD	
	6:25	UGA LANE	
	6:27	5879 RIVERSIDE DRIVE	
	6:31	6364 CR23D	
	6:32	CR23D @ STONE RD	
	6:33	7621 CR23C	
	6:33	CR23C @ DURLAND RD	
	6:34	CR23C @ IRENE YARBOROUGH RD	
	6:34	6763 JAMES BRITT RD @ REIN CT	
	6:05	ODIS YARBOROUGH & WILDCAT ALLEY	
	6:07	23C @ TIM RHODEN	
	6:09	6810 ODIS YARBOROUGH	
	6:10	SMOOTHE BORE & EVERGREEN	
	6:10	SMOOTHE BORE & PARROT	
	6:35	6994 JAMES BRITT RD	
	6:40	6382 CR23C	
	6:41	CR23C @ RUBEN CRAWFORD RD	
	6:42	14282 CR23A	
	6:42	CR23A @ WINDELL KIRKLAND RD	
	6:42	13972 JONNY KIRKLAND RD	
	6:43	5709 TALL PINE RD	
	6:44	5581 N TALL PINE RD	
	6:44	5601 S TALL PINE RD	
	6:45	5658 S TALL PINE RD	
	6:45	5754 S TALL PINE RD	
	6:47	13055 CR 23A N	
	7:00	DROP AT BCHS	
	7:10	DROP AT BCMS	
		6/25/2025	

s 36Elementa	Pick Up Time	Stop Address	Drop Off Time
	7:52	6007 HARLEY THRIFT RD	
	7:54	HARLEY THRIFT @ BRIDGE	
	7:55	CANADAY TRAILER PK	
	7:56	4835 SHAVES BLUFF RD	
	7:56	4925 SHAVES BLUFF RD	
	7:57	5524 BLUE HOLE RD	
	7:57	14854 SR BLUE HOLE	
	7:58	5190 GRADY THOMAS LN	
	8:05	15918 SR 121	
	8:08	12798 N SR121	
	8:09	13908 N SR 121	
	8:10	N SR121 @ HONEY DEW LANE	
	8:10	12310 N SR121	
	8:10	LEES LANE	
	8:12	706 N. 6TH STREET	
	8:14	669 N. 6TH STREET	
	8:15	244 N 6TH STREET	
	8:15	459 N. 5TH ST	
	8:15	374 N. 5TH ST	
	8:15	334 N 5TH STREET	
	8:18	90 BLAIR ST	
	8:19	107 BLAIR ST	
	8:19	285 BLAIR ST	
	8:21	450 CARDINAL LANE	
	8:22	455 IVY ST	
	8:22	477 W LINDA ST	
	8:25	315 IVY ST	
	8:26	505 NORTH 7TH ST	
	8:27	118 LINDA ST	
	8:30	DROP AT MES	
	8:40	DROP AT PKK	
		6/25/2025	

s 42Secondar	Pick Up	Stop Address
	6:00	12076 CR122
	6:02	14046 CR122
	6:04	14093 CR122
	6:05	14222 CR122
	6:06	21006 LILA HARVEY RD
	6:06	13980 PINEY LANE
	6:08	20618 LEAMON RD
	6:10	13367 O C HORNE RD
	6:11	12875 OC HORNE RD
	6:12	20400 BENNY JOE BENNETT RD
	6:13	12397 OC HORNE RD
	6:17	19985 NOAH RAULERSON RD
	6:18	NOAH RAULERSON RD @ DOLLIE LANE
	6:19	18346 NOAH RAULERSON RD
	6:20	18351 NOAH RAULERSON RD
	6:20	18312 NOAH RAULERSON RD
	6:24	KENNETH WALKER RD @ TOMMY RD
	6:26	ORBEY RHODEN RD @ JOHN ALLEN RD
	6:27	10873 ORBEY RHODEN RD
	6:28	ORBEY RHODEN RD @ ANNE RD
	6:28	ORBEY RHODEN RD @ PHEASANT TRAIL
	6:30	18256 CR127N
	6:30	18117 CR127N
	6:32	17500 CR127N
	6:33	CLARENCE BENNETT AT JAMES CRAWFORD
	6:34	18975 CR125N
	6:34	18910 CR125N
	6:35	CR125 N @ AARON FISH RD
	6:35	CR125 N @ WASSIE FISH RD
	6:36	17430 CR125N
	6:38	17263 CR125N
	6:40	16148 CR125N
		MADISON BETWEEN 125 AND RUFUS POWERS- HS ONLY
	7:00	DROP AT BCHS
	7:10	DROP AT BCMS
		6/25/2025

Drop Off
3:27
3:25
3:23
3:22
3:21
3:21
3:19
3:17
3:16
3:15
3:14
3:10
3:09
3:08
3:07
3:07
3:03
3:01
3:00
2:59
2:59
2:57
2:57
2:56
2:54
2:54
2:53
2:52
2:51
2:49
2:47

s 42Elementa	Pick Up Time	Stop Address	
	7:23	CR125 N @ SMALLBRANCH TRAIL	
	7:23	CR125 N @ CUYLER AIRFIELD LANE	
	7:28	CR127 N @ REX FISH RD	
		CR 127N @ THOLIE CREWS	
	7:29	21033 CR 127 SANDERSON FL	
	7:29	21098 CR 127 SANDERSON FL	
	7:32	27317 CR 127 SANDERSON FL	
	7:35	27257 CR 127 SANDERSON FL	
	7:36	27283CR 127	
	7:40	27651 CR 127 N PARADISE LANE	
	7:41	13675 MOCCASIN CREEK CIR	
	7:49	23726 HASSIE JOHN RD	
	7:49	23600 HASSIE JOHNS RD	
	7:51	N CARL BROWN @ PENDER RAULERSON	
	7:55	S CARL BROWN @ CHEROKEE	
	7:52	CR 127 @ OSCAR THOMAS	
	8:01	21294 CR 127	
	8:02	11605 OC HORNE RD	
	8:03	FRANK COMBS CIRCLE @ OC HORNE RD	
	8:08	18256 CR 127	
	8:09	18117 CR 127	
	8:09	11361 THRASHER RD	
	8:10	11430 ROBIN LN	
	8:10	18910 CR 125 N	
	8:16	7959 MADISON ST	
	8:16	7889 MADISON ST	
	8:17	MADISON @ MORNING SIDE	
	8:20	DROP AT WES	
	8:40	DROP AT PKK	
		6/25/25	

s 43Secondar	Pick Up	Stop Address	Drop Off Time
	6:15	18523 CR127N	
	6:17	OSCEOLA RD & TIMBERLAND RD	
	6:17	18485 TIMBERLAND RD	
	6:18	18603 TIMBERLAND RD	
	6:20	CR127N @ ALTMAN'S WAY	
	6:21	19951 CR127N	
	6:23	10692 BERTHA MAE HARRIS RD	
	6:25	20035 CREWS RD	
	6:26	19760 CREWS RD	
	6:27	19667 CREWS RD	
	6:28	19619 CREWS RD	
	6:28	CREWS RD @ HOLLIE RD	
	6:29	CREWS RD @ QUIET WOODS RD	
	6:29	19341 CREWS RD	
	6:30	CREWS RD @ OAKHILL RD	
	6:30	19008 CREWS RD	
	6:31	CREWS RD @ KINGHORN RD	
	6:31	CREWS RD @ WINDY HILL	
	6:33	17910 CREWS RD	
	6:34	CREWS RD @ HARVEST LOOP	
	6:35	CREWS RD @ TIMERTRACE	
	6:35	17200 CREWS RD	
	6:36	CREWS RD @ LEWIS ANDERSON RD	
	6:37	CREWS RD @ WOODROW RAULERSON RD	
	6:38	CREWS RD @ OAKWOOD TERRACE	
	6:39	16672 CREWS RD	
	6:40	16522 CREWS RD	
	7:00	DROP AT BCHS	
	7:10	DROP AT BCMS	
		6/25/2025	

us 43Elementar	Pick Up Time	Stop Address	Drop Off Time
	7:45	CR 125 @ WASSIE FISH RD	
	7:45	CR 125 @ AARON FISH RD	
	7:50	10994 BLUFF CREEK RD	
	7:53	CR 127 @ ALTMANS WAY	
	7:54	20407 CR 127	
	7:55	10551 BERTHA MAE HARRIS RD	
	7:57	19674 CREWS RD	
	7:58	19667 CREWS RD	
	7:59	CREWS RD @ HOLLIE RD	
	8:00	CREWS RD @ QUIET WOODS LN	
	8:01	19452 CREWS RD	
	8:02	CREWS RD @ OAKHILL RD	
	8:04	CREWS RD @ KINGHORN RD	
	8:05	CREWS RD @ WRIGHTS LANE	
	8:06	18211 CREWS RD	
	8:07	17830 CREWS RD	
	8:08	CREWS RD @ HARVEST LOOP	
	8:09	CREWS RD @ TIMBERTRACE RD	
	8:10	CREWS RD @ LEWIS ANDERSON	
	8:11	17037 CREWS RD	
	8:12	CREWS RD @ WOODROW RAULERSON	
	8:13	CREWS RD @ OAKWOOD TERRACE	
	8:30	DROP @ WES	
	8:40	DROP @ PKK	
		6/25/2025	

s 44Secondar	Pick Up	Stop Address	Drop Off Time
	5:45	13898 EAST TOWER RD	
	5:55	CR250 @ LITTLE DIXIE	
	6:05	JACK DOWLING CIRCLE @ COY TAYLOR	
	6:06	15985 JACK DOWLING CIRCLE	
	6:08	16647 JACK DOWLING CIRCLE	
	6:10	26770 CR250	
	6:11	27089 CR250	
	6:13	14575 AUZZIE HARVEY RD	
	6:15	EDDY GRADE @ BENNETT'S	
	6:20	22689 THANNIE HARVEY RD	
	6:22	THANNIE HARVEY RD @ HILLTOP	
	6:24	21750 RED MAPLE CIRCLE	
	6:25	21430 BARN RD	
	6:27	21549 THANNIE HARVEY RD	
	6:28	21508 PLEASANT GROVE CHURCH RD	
	6:29	21439 PLEASANT GROVE CHURCH RD	
	6:30	PLEASANT GROVE CHURCH RD	
	6:35	22410 DOYLE WILLIAMS RD	
	6:37	21367 DOYLE WILLIAMS RD	
	6:38	DOYLE WILLIAMS RD @ FOXRIDGE TRAIL	
	6:40	TAYLOR STORE	
	6:41	24498 N CR125	
	6:43	23733 N CR125	
	6:45	O C HORNE @ N CR125	
	6:50	19669 N CR125	
	6:55	16919 N CR125	
	6:57	N CR125 (FOSTER)	
	6:58	15339 N CR 125	
	6:59	13605 N CR 125	
	7:00	13379 N CR 125	
	7:02	13072 N CR 125	
	7:04	11705 N CR 125	
	7:06	11212 N CR 125	
	7:07	10983 KICKLIGHTER (N CR125)	
	7:08	N CR125 @ 7468 BLAIR CIRCLE	
	7:10	DROP @ BCHS	
	7:20	DROP @ BCMS	
		6/25/2025	

us 49Elementar	Pick Up Time	Stop Address	Drop Off Time
	7:10	1702 WHIPPOORWILL RD	
	7:13	1618 WHIPPOORWILL RD	
	7:25	1459 PINE RIDGE	
	7:27	PINE RIDGE DR & ERNIE BRYANT RD	
	7:28	14761 BOYCE RD	
	7:29	14310 BOYCE RD	
	7:30	14329 BOYCE RD	
	7:32	PECAN CIRCLE @ BOYCE RD	
	7:35	1465 BARFIELD ROAD	
	7:39	14474 CLARENCE DOBBS	
	7:41	2269 CR 229	
	7:45	2599 WILL ELLEDGE ROAD	
	7:47	2719 WILL ELLEDGE ROAD	
	7:53	14012 SAPP RD	
	7:58	LOIS LN & 229	
	8:01	13298 CLET HARVEY ROAD	
	8:02	12701 CLET HARVEY ROAD	
	8:04	12277 CLET HARVEY ROAD	
	8:06	11820 CLET HARVEY ROAD	
	8:12	BRANNEN LANE @ L E HARVEY	
	8:13	BRIARBUSH LANE @ L E HARVEY	
	8:14	GALLBERRY LANE & L.E. HARVEY ROAD	
	8:35	DROP AT LES	
	8:45	DROP AT PKK	
		6/25/2025	

s 52Secondar	Pick Up	Stop Address
	6:13	TURNER CEMETERY RD @ CUYLER RD
		TURNER CEMETERY RD@ HARRY'S PLACE
		17155 TURNER CEMETERY RD PM ONLY
	6:16	16472 TURNER CEMETERY RD
		16363 TURNER CEMETERY RD (PM ONLY)
		14125 TURNER CEMETERY RD (PM ONLY)
	6:17	15397 TURNER CEMETERY RD (PM ONLY)
	6:19	14095 TURNER CEMETERY RD (PM ONLY)
	6:20	TURNER CEMETERY RD @ JD SMITH TRAIL
	6:31	HAMP REGISTER @ EW BARTON
		12864 HAMP REGISTER (PM ONLY)
	6:34	11408 CEDAR CREEK FARMS RD (AS NEEDED)
		11169 CEDAR CREEK FARMS RD (PM ONLY)
		10455 CLAUDE HARVEY RD (AS NEEDED)
	6:37	9657 CLAUDE HARVEY RD
	6:42	10717 BURNSED & CRAWFORD RD
		BURNSED & CRAWFORD RD @ JD HIGGINBOTHAM (AS NEEDED)
	6:43	10844 BURNSED & CRAWFORD RD
		7586 PIERCE RD (PM ONLY)
		7945 KLEIN RD (AS NEEDED)
	6:47	HONEYSUCKLE LANE / KLEIN RD
		7879 KLEIN RD (PM ONLY)
	6:48	7628 KLEIN RD
	6:51	AUNT MARY HARVEY RD @ KATHY JO
	6:52	10096 STASI RD
	6:53	8582 CR 139B
	6:57	ANDREW RAULERSON RD (10416 STODDARD BACK GATE - AM)
	6:58	10398 ANDREW RAULERSON RD
		AUNT MARY HARVEY & W MADISON (PM ONLY)
		10416 STODDARD AVE - FRONT DRIVE (PM ONLY)
	7:00	W MADISON ST @ CLINTON AVE
	7:05	DROP @ BCHS
	7:15	DROP @ BCMS
		6/26/25

Drop Off
3:32
3:31
3:31
3:22
3:22
3:23
3:26
3:26
3:28
3:15
3:14
3:08
3:09
3:05
3:04
2:55
2:56
2:56
2:59
2:50
2:50
2:51
2:52
2:47
2:44
2:46
2:41
2:39
2:38
2:38

ıs 52Elementar	Pick Up	Stop Address	Drop Off
	7:49	TURNER CEMETERY RD @ CUYLER RD	5:09
	7:49	TURNER CEMETERY RD@ HARRY'S PLACE (AS NEEDED)	5:08
	7:49	17155 TURNER CEMETERY RD (AS NEEDED)	5:08
	7:51	16472 TURNER CEMETERY RD	5:00
	7:53	16269 TURNER CEMETERY RD	5:01
	7:55	15397 TURNER CEMETERY RD	5:02
	7:56	14925 TURNER CEMETERY RD	5:03
	7:57	TURNER CEMETERY RD @ JD SMITH TRAIL	5:04
	8:10	10382 CEDAR CREEK FARMS LOOP (AS NEEDED)	4:35
	8:11	10412/10345 CEDAR CREEK FARMS RD	4:35
		10145 CEDAR CREEK FARMS LOOP (PM ONLY)	4:36
	8:12	11291 CEDAR CREEK FARMS RD	4:37
	8:13	11135 CEDAR CREEK FARMS RD	4:38
	8:17	9827 CEDAR CREEK FARMS RD	4:43
	8:23	11697 CEDAR CREEK FARMS RD	4:50
		10533 CLAUDE HARVEY RD (ALTERNATES WEEKLY)	4:31
		10455 CLAUDE HARVEY RD (AS NEEDED)	4:31
	8:29	8186 CLAUDE HARVEY RD (AS NEEDED)	4:29
	8:30	8112 CLAUDE HARVEY RD	4:28
	8:32	BURNSED & CRAWFORD @ JD HIGGINBOTHAM	4:25
		10884 BURNSED & CRAWFORD RD (AS NEEDED)	4:25
	8:34	8165 CR 139B	4:23
	8:36	AUNT MARY HARVEY RD @ KATHY JO & ROUGH LN	4:20
		AUNT MARY HARVEY RD @ STASI (PM ONLY)	4:19
	8:37	ANDREW RAULERSON (10416 STODDARD AVE - BACK GATE AS NEEDED)	4:16
	8:38	10398 ANDREW RAULERSON RD	4:16
		AUNT MARY HARVEY RD @ W MADISON (PM ONLY)	4:15
	8:41	7575 MADISON ST	4:14
	8:42	10274 N SHERMAN AVE - KID CITY DAYCARE	4:11
	8:45	DROP @ WES	
	8:55	DROP @ PKK	
		6/26/2025	
		*PM- DROPS OFF WES STUDENTS AT WESTSIDE NURSERY	
		13 WILL DROP OFF WESTSIDE NURSERY PKK STUDENTS	

s 53Secondar	Pick Up	Stop Address	Drop Off Time
	6:05	13500 E W BARTON RD	
	6:07	13640 HAMP REGISTER RD	
	6:09	CR127 @ 12648 COMBS TRAIL	
	6:11	CR127 @ 14328 LEON DOPSON RD (DINKINS)	
	6:15	LEON DOPSON @ INDEPENDENCE DR	
	6:18	12102 LEON DOPSON RD	
	6:19	14049 BOGGIN LANE	
	6:20	14025 CR 124	
	6:21	14259 CR124	
	6:25	11908 CR229 (PALM TREE DRIVEWAY)	
	6:26	CR229 @ VERDIE DORMAN RD	
	6:28	CR229 @ BERTIE DAVIS CIRCLE	
	6:29	CR229 @ HID DUGGER	
	6:31	10602 CR229 N	
	6:32	10272 CR229 N	
	6:35	10023 CR 229 N	
	6:35	CR229 @ FRIENDSHIP PLACE	
	6:36	15105 GASKINS CIRCLE	
	6:37	14784 GASKINS CIRCLE	
	6:38	14668 GASKINS CIRCLE	
	6:39	GASKINS @ JOYCE LANE	
	6:40	14104 GASKINS CIRCLE	
	6:42	BENNIE GIVENS CT- TURN AROUND	
	6:42	9381 BENNIE GIVENS CT	
	6:45	9451 CR 229 N	
	6:46	9346 CR229 N	
		9369 CR 229 N	
	6:47	CR229 @ BAY ST	
	7:00	DROP @ BCHS	
	7:10	DROP @ BCMS	
		6/26/25	

s 53Elementa	Pick Up	Stop Address	Drop Off Time
	7:46	13503 E W BARTON RD	
	7:48	13454 HAMP REGISTER RD	
	7:51	CR127 @ LEON DOPSON RD (DINKINS CHURCH)	
	7:54	CR127 @ WILLIE GRIFFIS	
	7:55	CR127 @ NATALIE LANE	
	7:58	10900 CR127	
	8:00	10545 CR127	
	8:02	CR127 @ RICHARD OLIVER RD	
	8:03	SHELTONS PLACE	
	8:03	CR127 @ ANNIE MAE PAIGE RD	
	8:05	CR127 @ ABERNATHY CIRCLE (13830)	
	8:07	8775 CR127	
	8:08	CR127 @ SANDERSON CIRCLE NORTH	
	8:08	CR127 @ SANDERSON CIRCLE SOUTH	
	8:20	8582 CR139B	
	8:21	CR139B @ WATSON RD	
	8:22	10269 ROUGH LANE	
	8:22	CR139B @ AUNT MARY HARVEY	
	8:23	8165 CR139B	
	8:24	7950 KLEIN RD	
	8:24	7879 KLEIN RD	
	8:25	7903 KLEIN RD	
	8:27	HONEYSUCKLE LANE	
	8:28	7618 CR139B	
	8:28	7748 CR139B	
	8:30	7712 CR139B	
	8:35	DROP AT WES	
	8:45	DROP AT PKK	
		6/26/2025	

s 54Secondar	Pick Up	Stop Address
	6:12	13692 CEDAR CREEK DRIVE
	6:12	13734 CEDAR CREEK DRIVE
	6:13	13762 CEDAR CREEK DRIVE
		13771 CEDAR CREEK DRIVE
	6:14	13780 CEDAR CREEK DRIVE
	6:15	13799 CEDAR CREEK DRIVE
	6:17	WILBURN WAY @ JOHN WILLIAMS RD
	6:18	JONNY HARVEY @ JOHN WILLIAMS RD
	6:19	13716 JOHN WILLIAMS RD
	6:21	13485 FRED HARVEY RD
	6:21	13597 FRED HARVEY RD
	6:22	FRED HARVEY RD @ SIMMONS LN
	6:22	FRED HARVEY RD @ SHADY PINE WAY (PM ONLY)
	6:23	12876 FRED HARVEY RD
	6:23	FRED HARVEY @ JEREMY'S WAY
	6:24	12414 FRED HARVEY
	6:25	12000 FRED HARVEY
	6:26	11722 FRED HARVEY
	6:28	12841 COW PEN RD (TURN AROUND)
	6:29	12181 COW PEN RD
	6:30	COW PEN RD @ NOEL RD
	6:31	11704 COW PEN RD
	6:32	11542 COW PEN RD
	6:34	COW PEN RD @ PALMETTO PL
	6:35	10828 COW PEN RD
	6:36	COW PEN RD @ FOLSOM RD
	6:37	10108 COW PEN RD
	6:37	9351 COW PEN RD
	6:40	US HWY 90W @ KATHY JO
		US HWY 90 W @ HIGGINBOTHAMS TOWING (PM ONLY)
	6:44	10171 N SHERMAN AVE
	6:44	SHERMAN AND WASHINGTON AVE
	6:45	MADISON @ HILLIARD
	6:55	DROP @ BCHS
	7:05	DROP @ BCMS
		6/26/25

Drop Off Time

Bus 54	Pick Up	Stop Address
		13857 CEDAR CREEK DRIVE
	7:45	13687 CEDAR CREEK DRIVE
	7:46	13692 CEDAR CREEK DRIVE
	7:47	13734 CEDAR CREEK DRIVE
	7:47	13762 CEDAR CREEK DRIVE
	7:48	13777 CEDAR CREEK DRIVE
	7:48	13799 CEDAR CREEK DRIVE
	7:49	JOHN WILLIAMS @ JONNY HARVEY RD
	7:49	13716 JOHN WILLIAMS RD
	7:50	13466 FRED HARVEY RD
	7:51	FRED HARVEY RD @ SIMMONS LN
		FRED HARVEY RD @ SHADY PINE WAY (PM ONLY)
	7:51	FRED HARVEY @ PEEWEE HARVEY PLACE
	7:52	FRED HARVEY RD @ CATHY WAY
	7:53	12876 FRED HARVEY RD
	7:54	FRED HARVEY RD @ JEREMY'S WAY
	7:58	COW PEN RD @ NOEL RD
	8:00	12841 COW PEN RD
	8:01	9213 SMOKEY RD
	8:02	SMOKEY RD @ HOPKINS RD
	8:03	9629 SMOKEY RD
	8:10	NURSERY BLVD @ ISLAND OAKS RV PARK
	8:12	10362 GLENNWOOD
	8:13	9656 GLENNWOOD
	8:14	FORREST CR
	8:16	10471 NURSERY BLVD
		HWY 90 @ HIGGINBOTHAM TOWNG (PM ONLY)
	8:19	N. CLINTON AVE @ POST OFFICE
	8:20	10184 SHERMAN AVE
	8:25	DROP @ WES
	8:35	DROP @ PKK
		6/26/2025

Drop Off

us 59Secondary	Pick Up Time	Stop Address	Drop Off
	6:11	7847 ODIS YARBOROUGH RD	
	6:13	7573 ODIS YARBOROUGH RD	
	6:13	ODIS YARBOROUGH @ GLEN FARMS	
	6:14	ODIS YARBOROUGH & FRED TAYLOR	
	6:14	8059 ODIS YAROROUGH RD	
	6:15	8109 ODIS YARBOROUGH RD	
	6:15	8338 ODIS YARBOROUGH RD	
	6:16	8421 ODIS YARBOROUGH RD	
	6:17	8478 ODIS YARBOROUGH RD	
	6:17	8501 ODIS YARBOROUGH RD	
	6:18	8540 ODIS YARBOROUGH RD	
	6:21	14466 HUNTER'S RIDGE WEST	
	6:21	14396 HUNTER'S RIDGE WEST	
	6:22	8209 HUNTER'S RIDGE SOUTH	
	6:22	14493 HUNTER'S RIDGE	
	6:23	8279 HUNTER'S RIDGE	
	6:23	14512 HUNTER'S RIDGE	
	6:25	7544 ODIS YARBOROUGH	
	6:26	7933 YELLOW PINE CIRCLE	
	6:26	7703 YELLOW PINE CIRCLE	
	6:27	7598 YELLOW PINE CIRCLE	
	6:29	BOB BURNSED & BIG BEAR LANE	
	6:30	BOB BURNSED & COTTONTAIL	
	6:30	BOB BURNSED & OAK RIDGE DR	
	6:32	7352 OAK RIDGE DR	
	6:33	7036 OAK RIDGE LOOP	
	6:33	OAKRIDGE LOOP @ OAKRIDGE DRIVE	
	6:33	7267 OAK RIDGE LOOP	
	6:37	11347 PINE LOOP	
	6:38	11596 PINE LOOP	
	6:38	1159 PINE LOOP	
	6:40	CONFEDERATE DR @ PARK ST	
	6:41	11583 CONFEDERATE DR	
	6:41	11621 CONFEDERATE DR	
	6:42	11672 CONFEDERATE DR	
	6:43	12298 CONFEDERATE DR	
	6:45	RUFUS POWERS RD @ LESLIE THOMAS LN	
	6:45	RUFUS POWERS RD @ NORMAN ST	
	6:46	11000 RUFUS POWERS RD	
	6:46	MADISON BETWEEN 125 AND RUFUS- MS ONLY	
	6:47	MADISON ST @ WESTSIDE ST	
	6:47	MADISON ST @ WESTSIDE LOOP	
	6:55	DROP @ BCHS	
	7:05	DROP@ BCMS	
		6/26/25	

s 59Elementa	Pick Up	Stop Address	Drop Off
	7:55	6058 CR 23D (PM ONLY)	
	7:58	RIVERHILLS @ RIVERWAY	
	8:00	6550 CR 23D	
	8:00	CR 23-D & WEBB HAVEN RD	
	8:01	CR 23-C & STONE RD	
	8:02	CR 23-C & DURLAND RD	
	8:04	7127 JAMES BRITT RD	
	8:05	JAMES BRITT RD @ BRINDLE LN	
	8:06	6835 JAMES BRITT RD	
	8:07	JAMES BRITT RD @ GALLUP LN	
	8:08	6835 JAMES BRITT RD	
	8:10	7397 CR23C	
	8:11	7132 CR23C	
	8:12	14729 JESSIE YARBOROUGH	
	8:14	SMOOTHE BORE @ EVERGREEN	
	8:15	ODIS YARBOROUGH RD @ WILDCAT ALLEY	
	8:16	6810 ODIS YARBOROUGH	
	8:20	REUBEN CRAWFORD	
	8:25	ROLLING MEDOWS- 23 B	
		KID CITY (PKK ONLY)	
	8:25	DROP @ MES	
	8:35	DROP @ PKK	
		**TRANSFER BUS FROM PKK TO MES	
		6/26/25	

us 60Secondary	Pick Up	Stop Address	Drop Off
	5:56	6408 SOUTH CR 229	
	6:01	5125 SOUTH CR 229	
	5:59	4558 SOUTH CR 229	
	6:00	4672 SOUTH CR 229	
		RICHARDSON RD @ KIZZY KAT LANE	
	6:05	MARVIN LANE @ SOUTH PRONG CEMETARY	
	6:09	RICHARDSON RD @ JR'S PLACE	
	6:10	RICHARDSON RD @ RUBY LANE	
	6:11	5961 RICHARDSON RD	
	6:13	MUDLAKE ROAD @ SUNSHINE LANE	
	6:14	12871 MUDLAKE ROAD	
	6:17	ELLIS RHODEN RD @ CHARNEY RHODEN RD	
	6:19	12697 MUDLAKE ROAD	
	6:21	11833 MUDLAKE ROAD	
	6:23	6426 BILL DAVIS RD	
	6:25	BILL DAVIS RD @ POWER LINE RD	
	6:26	BILL DAVIS RD @ PEACOCK CREEK RD	
	6:30	RIDGE ESTATES	
	6:30	7739 NUTTY BUDDY CIRCLE	
	6:30	11521 MUD LAKE RD	
	6:31	11494 MUDLAKE RD	
	6:32	MUD LAKE RD @ HUNTER LANE	
	6:34	MUDLAKE RD @ TRAVIS RHODEN	
	6:35	MUDLAKE RD @ LYNN LANE	
	6:36	11029 MUDLAKE RD	
	6:39	MUDLAKE RD @ HOOT OWL LANE	
		MUDLAKE RD @ CORBIN WAY (PM ONLY)	
		10266 HILLIARD AVE	
	6:55	DROP @ BCHS	
	7:05	DROP @ BCMS	
		6/26/2025	

us 60Elementar	Pick Up Time	Stop Address	Drop Off Time
	7:57	SOUTH CR 229 @ LAZY PINES	
	7:58	6423 SOUTH CR 229	
	7:58	6408 SOUTH CR 229	
	7:59	6114 SOUTH CR229	
		12630 SOUTH PRONG CEMETARY RD	
		4728 RICHARDSON RD	
	8:05	4672 SOUTH CR229	
	8:05	4927 SOUTH CR229	
	8:06	5125 SOUTH CR229	
		BETHLEHEM CHURCH TO RICHARDSON RD	
	8:10	5833 RICHARDSON RD	
	8:12	ELLIS RHODEN @ CHARNEY RHODEN	
	8:13	12882 MUDLAKE RD	
	8:13	12800 MUDLAKE RD	
	8:13	12202 MUDLAKE RD	
	8:13	11789 MUDLAKE RD	
	8:15	6426 BILL DAVIS RD	
	8:16	BILL DAVIS RD @ SILVER MEADOW	
	8:17	BILL DAVIS RD @ PEACOCK CREEK	
	8:20	RIDGE ESTATES	
	8:21	REID STAFFORD RD @ 2ND NUTTY BUDDY	
	8:27	MUDLAKE RD @ TRAVIS RHODEN TRAIL	
	8:28	11029 MUDLAKE RD	
		10809 MUDLAKE RD	
		9492 MUDLAKE RD	
	8:35	DROP AT LES	
	8:47	DROP AT PKK	
		6/26/2025	

s 61Secondar	Pick Up	Stop Address	Drop Off
	5:55	6256 SHELLY LANE	3:30
	5:56	6098 SHELLY LANE	3:31
	5:56	6064 SHELLY LANE	3:31
	5:58	6282 SOUTH CR-125	3:28
	6:00	7350 TAPLEY LANE	3:28
	6:02	7817 MUDLAKE ROAD	3:22
	6:03	MUDLAKE RD & SMOKERISE	3:22
	6:05	IRA STARLING RD & JIM STARLING RD	3:24
		KEITH GRIFFIS CIRCLE (PM ONLY)	3:21
	6:09	6627 KEITH GRIFFIS CIRCLE	3:20
	6:10	6722 CR125 S	3:19
	6:10	CR125 S @ BOBBY SAPP RD	3:19
	6:12	7756 PLANTATION RD	3:17
	6:13	TRIPPS WAY @ PLANTATION	
	6:14	TEE STREET @ NESBITT RD (AM ONLY)	
	6:15	8214 NESBITT RD	3:14
	6:17	RED TOP RD @ WINDER RD	3:12
	6:19	7745 OLD NURSERY RD	3:11
	6:20	7735 OLD NURSERY RD	3:11
	6:21	7689 OLD NURSERY RD	3:10
	6:22	OLD NURSERY RD @ VALLEY VIEW TRAIL	3:08
	6:23	7530 OLD NURSERY RD	3:08
	6:23	SOUTHERN STATES NURSERY @ CR-125 S	3:01
	6:26	7027 JOHN ROWE RD	3:04
	6:27	6890 JOHN ROWE RD	3:06
		SOUTHERN STATES NURSERY @ T & G FARMS (PM ONLY)	3:03
	6:40	8224 MAIZE LANE	
	6:40	7125 FRED PERRY RD	2:51
	6:46	8950 SMOKEY RD	2:46
	6:46	9173 RUSTIC PINES RD	2:45
	6:47	9224 SMOKEY RD	2:45
	6:47	HOPKINS RD	
	6:48	9629 SMOKEY RD	2:44
	6:52	STODDARD BLVD	2:41
		PIT STOP (PM ONLY)	2:39
	6:55	DROP @ BCHS	
	7:05	DROP @ BCMS	
		6/26/25	

us 61Elementary	Pick Up Time	Stop Address	Drop Off
	7:45	7361 FRED PERRY	
	7:46	FRED PERRY @ DOLLIE MAE RD	
	7:47	7125 FRED PERRY RD	
	7:50	PREVATT'S PLACE @ REID STAFFORD	
	7:53	HORSESHOE LOOP @ SMOKEY RD	
	8:00	WOODLAWN RD & IVEY HODGES RD	
	8:01	WOODLAWN RD & wOODLAWN PARK	
	8:02	WOODLAWN RD & MYRTIS BARTON RD	
	8:03	WOODLAWN RD & WILLIE WILKERSON RD	
	8:05	7876 STEWART RD	
	8:06	SOUTHERN STATES & T&G RD	
	8:07	JOHN ROWE RD	
	8:08	6928 SOUTHERN STATES NURSERY	
	8:09	SOUTHERN STATES NURSERY & CR125 S	
	8:10	7530 OLD NURSERY RD	
	8:16	8214 NESBITT RD	
	8:20	7397 BOBBY SAPP RD	
	8:25	DROP @ LES	
	8:35	DROP @ PKK	
		6/26/25	

s 67Secondar	Pick Up	Stop Address	Drop Off
	5:25	CR 229 @ LOIS LANE	
	5:40	19409 B F FINLEY CIRCLE	
	5:42	1702 WHIPPOORWILL LANE (BACK GATE)	
	5:44	1618 WHIPPOORWILL LANE	
	5:49	18603 B F FINLEY CIRCLE	
	6:00	1787 EARNIE BRYANT RD	
	6:02	PINE RIDGE DRIVE @ JOE MANN	
	6:04	1381 CR 229 S	
	6:06	14530 CLARENCE DOBBS RD	
	6:07	14439 CLARENCE DOBBS RD	
	6:08	CLARENCE DOBBS RD @ BELMONT SMITH	
	6:09	13629 CLARENCE DOBBS RD	
	6:13	CR 229 SOUTH @ STEED RD	
	6:17	2515 WILL ELLEDGE RD	
	6:18	2555 WILL ELLEDGE RD	
	6:18	2719 WILL ELLEDGE RD	
	6:20	SOUTH CR 229 @ SUNCREST LANE	
	6:23	CLET HARVEY RD @ LEX JONES RD	
	6:24	12292 CLET HARVEY RD	
	6:24	12031 CLET HARVEY	
	6:25	CLET HARVEY RD @ CLIFFORD DUGGER	
	6:27	10353 CLET HARVEY RD	
	6:30	L E HARVEY RD @ GROVER LANE	
	6:31	L E HARVEY RD @ BRANNAN LANE	
	6:32	L E HARVEY RD @ BRIARBUSH LANE	
	6:35	9231 MUDLAKE RD	
	6:41	SOUTH CR 125 @ PONSELL NURSERY	
	6:55	DROP @ BCHS	
	7:05	DROP @ BCMS	
		6/26/2025	

s 67Elementa	Pick Up	Stop Address	Drop Off Time
	8:00	EAST PARMALEE @ SHERMAN AVE	
	8:01	9838 SHERMAN AVE	
	8:02	6802 EAST ANDREWS ST	
	8:03	EAST ANDREWS ST & HAMILTON CREWS RD	
	8:03	6690 E. ANDREWS ST.	
	8:05	10240 RIVER OAKS CIRCLE	
	8:06	10076 RIVER OAKS CIRCLE	
	8:10	7018 E. FRANKLIN ST.	
	8:12	9730 SOUTH GLEN AVE	
	8:13	GEORGE TABER	
	8:14	9721 SOUTH CLINTON AVE	
	8:15	9737 SOUTH CLINTON AVE	
		9750 SOUTH CLINTON AVE	
	8:15	9848 SOUTH CLINTON AVE	
	8:15	VANESSA'S LEARNING LODGE	
	8:16	7375 W. ANDREWS ST	
		10068 N LINCOLN AVENUE	
	8:18	GEITGEY ST @ SHERMAN AVE	
	8:25	DROP @ WES	
	8:35	DROP @ PKK	
		6/26/2025	