Baker County Public Schools

AGENDA
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, June 17, 2024 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
Minute Book #40 / Supplemental Book #52 / Page #20

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

1. INVOCATION AND PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL OF MEMBERS

4. PUBLIC HEARINGS

5. RECOGNITIONS / PRESENTATIONS

5.1 Recognize Retiree Joy Helms (Hire Date: 08/18/1989 ; Retire Date: 05/29/2024)
Sherrie Raulerson - (259-0401)

5.2 Recognize Retiree Kimbra Lane (Hire Date: 02/01/1988 ; Retire Date: 05/29/2024)
Sherrie Raulerson - (259-0401)

5.3 Recognize Retiree Janet Waller (Hire Date: 08/16/1996 ; Retire Date: 05/29/2024)
Sherrie Raulerson - (259-0401)

5.4 Recognize Retiree Martha Mann (Hire Date: 02/17/1994 ; Retire Date: 05/31/2024)
Sherrie Raulerson - (259-0401)

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

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

8.1 Approval of the Personnel Items List for Approval on June 17, 2024.
Sherrie Raulerson - (259-0401)

8.2 Approval of the Minutes of the May 29, 2024, Special School Board Meeting.
Sherrie Raulerson - (259-0401)

8.3 Approval of the Minutes of the June 3, 2024, School Board Meeting.
Sherrie Raulerson - (259-0401)

8.4 Approval to Renew Family Service Center Interagency Agreement with Hubbard House, Inc., Effective July 1, 2024 - June 30, 2025. (Rate Change from Previous Year.)
Tina Bradley - (259-0476)

8.5 Approval of to Renew Agreement with Episcopal Children's Services, Inc. for the Head Start Program Facilities, Effective July 1, 2024 - June 30, 2025. (No Changes from Previous Year.)
Tina Bradley - (259-0476)

8.6 Approval to Renew Family Service Center Interagency Agreement with Episcopal Children's Services Head Start, Effective July 1, 2024 - June 30, 2025. (Rate Change from Previous Year)
Tina Bradley - (259-0476)

8.7 Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Six School Sites Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.8 Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.9 Approval of the Mobile Home Property Agreement with Michael Antonini, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.10 Approval of the Mobile Home Property Agreement with Mike Hauge, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.11 Approval of the Mobile Home Property Agreement with Ben Anderson, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.12 Approval of the Resolution with the District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.13 Approval of the Main Contractual Agreement #731-25-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.14 Approval of Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.15 Approval of the Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.16 Approval to Renew Agreement Attachment #25-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2024-June 30, 2025.
Sherrie Raulerson - (259-0401)

8.17 Approval of the Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.18 Approval of Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.19 Approval of Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.20 Approval of Attachment #25-020-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, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.21 Approval of the NEFEC Contract Attachment #25-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2024 - June 30, 2025.
Sherrie Raulerson - (259-0401)

8.22 Approval of the April 2024 District Property Inventory.
Denny Wells - (259-5420)

8.23 Approval of the May 2024 District Property Inventory.
Denny Wells - (259-5420)

8.24 Approval to Award Bid No. 2022-002 (Transportation Fuel and Unleaded Gasoline) to RH Davis Oil Co, Inc. Effective July 1, 2024 - June 30, 2025.
Tonya Tarte - (259-4330)

8.25 Approval to Renew Agreement with Richard Healey, Physical Therapist, Effective August 1, 2024 - July 31, 2025. (No Changes from Previous Year.)
Michael Green - (259-0444)

8.26 Approval to Amend the Positive Behavior Supports Agreement for Additional Support for the Extended School Year Program, June 11, 2024 - July 9, 2024. Funding Source: Mental Health Allocation to be Reimbursed by Resiliency Grant.
Michael Green - (259-0444)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Removed Routine Items.
N/A

9.2 Approval to De-authorize and Dispose of Itemized Property on the Macclenny Elementary School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Lynn Green - (259-2551)

9.3 Approval to De-authorize and Dispose of Itemized Property on the Baker County High School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Johnnie Jacobs - (259-6286)

9.4 Approval to De-authorize and Dispose of Itemized Property on the Baker County Pre-K / Kindergarten Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Bonnie Jones - (259-0405)

9.5 Approval to De-authorize and Dispose of Itemized Property on the Westside Elementary School Title I Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Kelley Murphy - (259-2216)

9.6 Approval to De-authorize and Dispose of Itemized Property on the Westside Elementary School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Kelley Murphy - (259-2216)

9.7 Approval of the 2024-2027 Agreement with the Baker County Education Association (Revised July 1, 2024).
Allen Murphy - (259-0429)

9.8 Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Revised July 1, 2024).
Allen Murphy - (259-0429)

9.9 Approval of the 2024-2025 Salary Schedule.
Teri Ambrose - (259-0418)

9.10 Approval to De-authorize and Dispose of Itemized Property on the Baker County High School VoTech Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Carrie Dopson - (259-0408)

9.11 Approval to De-authorize and Dispose of Itemized Property on the Baker County Middle School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Naomi Anderson - (259-2226)

9.12 Approval to De-authorize and Dispose of Itemized Property on the Keller Intermediate School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Kelly Horne - (259-4244)

10. CITIZEN INPUT

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

11. INFORMATION AND ANNOUNCEMENTS

12. ADJOURNMENT

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

AGENDA ITEM NO. 5.1

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Joy Helms (Hire Date: 08/18/1989 ; Retire Date: 05/29/2024)

AGENDA ITEM NO. 5.2

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Kimbra Lane (Hire Date: 02/01/1988 ; Retire Date: 05/29/2024)

AGENDA ITEM NO. 5.3

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Janet Waller (Hire Date: 08/16/1996 ; Retire Date: 05/29/2024)

AGENDA ITEM NO. 5.4

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Recognition / Presentation
AGENDA SECTION:	**RECOGNITIONS / PRESENTATIONS**
SUBJECT:	Recognize Retiree Martha Mann (Hire Date: 02/17/1994 ; Retire Date: 05/31/2024)

AGENDA ITEM NO. 8.1

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (259-0401)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Personnel Items List for Approval on June 17, 2024.

ATTACHMENTS:
06.17.2024.Approval of Personnel Items List_S.Raulerson.pdf

PERSONNEL ITEMS LIST FOR APPROVAL ON JUNE 17, 2024

RESIGNATION LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Crawford	John David		Retirement	Director of School Safety and Auxiliary Services (261 Days)	Maintenance	August 30, 2024
Dinkins	Gregory		Retirement	Landscape Gardener (261 Days)	Maintenance	June 28, 2024
Rhoden	Julia			Registered Nurse (197 Days)	Legacy Elementary School	May 29, 2024
Smart	Sandra			Teacher, Eighth Grade Math (197 Days)	Baker County Middle School	May 29, 2024

EMPLOYMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Andrews	Nancy		Transfer within Same Site from Teacher, Fifth Grade (197 Days) / Replacing Tracy Register	Teacher, First Grade (197 Days)	Legacy Elementary School	August 2, 2024
Banner	Elizabeth		Transfer Within Same Site from Account Clerk / Payroll Clerk (261 Days) at District Office - 100% ESSER Grant Funded / Replacing Theresa Lankford	Account Clerk / Payroll Clerk (261 Days)	District Office	July 1, 2024
Cannon	Stephen		Promotion / Transfer from Vice-Principal (261 Days) at Baker County High School / Replacing John David Crawford	Director of School Safety and Auxiliary Services (261 Days)	Maintenance	July 1, 2024
Couture	Autumn		Transfer within Same Site from Teacher, Fifth Grade (197 Days) / Replacing Gracemarie Rhoden	Teacher, First Grade (197 Days)	Westside Elementary School	August 2, 2024
Crews	Bryce		Initial Employment / Replacing Angela Waite	Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County Middle School	August 9, 2024

EMPLOYMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Crews	Mykayla		Transfer from Teacher, Third Grade (197 Days) at Legacy Elementary School / Replacing Elisa Reagan	Teacher, Language Arts (197 Days)	Baker County High School	August 2, 2024
Davis	Michaelle		Initial Employment / Replacing Jessica Roth	Nutrition Services Assistant (191 Days, 7 Hours)	Baker County High School	August 8, 2024
Harris	Audrie		Promotion / Transfer from Custodian (261 Days, 5.5 Hours) at Baker County High School / Replacing Martha Mann	Custodian (261 days, 8 Hours)	Macclenny Elementary School	July 1, 2024
Jennings	Kimberly		Transfer within Same Site from Teacher, Second Grade (197 Days) / Replacing Nancy Andrews	Teacher, Fifth Grade (197 Days)	Legacy Elementary School	August 2, 2024
Nunn	Brianna		Transfer from Registered Nurse (197 Days) at Family Service Center / Replacing Julia Rhoden	Registered Nurse (197 Days)	Legacy Elementary School	August 2, 2024
Oakes	Caitlyn		Initial Employment / Replacing Shelley Allen	Teacher, Second Grade (197 Days)	Legacy Elementary School	August 2, 2024
Platto	Katherine		Transfer from Teacher, Fourth Grade (197 Days) at Westside Elementary School / Replacing Wyatt Stilwell	Teacher, Fourth Grade (197 Days)	Legacy Elementary School	August 2, 2024
Raulerson	Hampton Dushayne		Initial Employment / Replacing William Christopher Allen	Transportation Parts / Inventory Clerk (261 Days)	Transportation	June 10, 2024
Rhoden	Gracemarie		Transfer within Same Site from Teacher, First Grade (197 Days) / Replacing Amber Ondish	Teacher, Second Grade (197 Days)	Westside Elementary School	August 2, 2024

EMPLOYMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**POSITION**	**LOCATION**	**EFFECTIVE DATES**
Scott	Cynthia		Promotion Within Same Site from Nutrition Services Area Coordinator (206 Days) / Replacing Herself / Unit Reassigned to Increase Number of Contractual Days	Nutrition Services Area Coordinator (240 Days)	District Office	July 1, 2024
Sparkman	Grace		Initial Employment / Replacing Crystal Cabral	Teacher, Fourth Grade (197 Days)	Legacy Elementary School	August 2, 2024
Vonk	Rafala		Transfer from Teacher, Fifth Grade (197 Days) at Legacy Elementary School / Replacing Melissa Long	Teacher, Mathematics M/J (197 Days)	Baker County Middle School	August 2, 2024
Waddell	Ashley		Transfer within Same Site from Teacher, Fourth Grade (197 Days) / Replacing Kimberly Jennings	Teacher, Second Grade (197 Days)	Legacy Elementary School	August 2, 2024

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Ahrens	Karibeth		Registered Nurse (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Allen	Allison		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Anderson	Marie Pawnee		Bus Aide (186 Days)	Transportation	Year to Year Continuous Employee	2024-2025
Baker	Victoria		Teacher, Third Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Beck	Jessica		Teacher, Fourth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Benton	Tiffany		Teacher, First Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Booker	Sandy		Teacher, Varying Exceptionalities (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Bowers	Rhonda		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Boyd	Cynthia		School Bookkeeper (216 Days)	Macclenny Elementary School	Year to Year Continuous Employee	2024-2025
Brantley	Kaley		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Canaday	Leigh Ann		Teacher, Kindergarten (197 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2024-2025
Carter	Meara Lynn		Teacher, Fourth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Carver	Andrea		Teacher, Language Arts (197 Days)	Baker County High School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Couture	Autumn		Teacher, Fifth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Crawford	John David		Director of School Safety and Auxiliary Services (261 Days)	Maintenance	Annual Contract (Pending Availability of Funding)	2024-2025
Crawford	Staci		Teacher, Fifth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Crews	Ashley		Paraprofessional, Elementary (187 Days) / 100% ESSER Grant Funded Through 09/30/2024	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025 / 100% ESSER Grant Funded Through 09/30/2024 Only
Crews	Collin		Teacher, Resource (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Crews	Stephen		Teacher, Dropout Prevention M/J (197 Days)	Baker County Middle School CATS Academy	Annual Contract (Pending Availability of Funding)	2024-2025
Crews	Terry		Shop Manager (261 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Davis	Jessalyn		Teacher, Third Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Dees	Bethany		Paraprofessional, Pre-Kindergarten (187 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Dietz	Emma		Paraprofessional, Elementary (187 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Dillingham	Melanie		Teacher, Third Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Driggers	Melissa		Teacher, First Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Dugger	Nicole		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Dugger	Tabitha		Teacher, Third Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Eiserman	Melissa		Teacher, Second Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Fish	Anthony		Bus Mechanic (261 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Francis	Alicia		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Fritz	Arielle		Paraprofessional, ESE Ages 6-21 (187 Days) / 100% ESSER Grant Funded Through 09/30/2024	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025 / 100% ESSER Grant Funded Through 09/30/2024 Only

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Goodwin	Sandra		Teacher, Third Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Grendzinski	Mariah		Speech and Language Associate (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Guthrie	Karla		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Harvey	Beki		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Harvey	Chellsie		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Harvey	Hannah		Teacher, First Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Hatcher	Tiffany		Teacher, Fifth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Henderson	Sherri		Teacher, Fourth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Hickox	Heather		Assistant Principal (240 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Hodges	Lena		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Horne	Ridge		Teacher, Physical Education (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Howell	Kymberli		Paraprofessional, ESE ages 6-21 (187 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
James	Vanessa		Bus Driver (186 Days)	Transportation	Year to Year Continuous Employee	2024-2025
Lancaster	Nikki		Secretary (261 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Lee	Toree		Teacher, Fifth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Linville	Lori		Teacher, Fourth Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Mallard	Karen		Teacher, Fifth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Miller	Sherry		Teacher, Fourth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Minshew	Lesley		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Mitchell	Jennifer		Teacher, First Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Mixon	Marina Faith		Teacher, First Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Mobley	Tina		Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Moore	Myles		Teacher, Music (197 Days)	Baker County High School	Annual Contract (Pending Availability of Funding)	2024-2025
Murphy	Kelley		Principal (261 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Nash	Rhonda		Paraprofessional, Pre-Kindergarten (187 Days)	Baker County Pre-K / Kindergarten Center	Annual Contract (Pending Availability of Funding)	2024-2025
Navarra	Charles		Teacher, Third Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Norman	Tiffany		Teacher, First Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Nunn	Brianna		Registered Nurse (197 Days)	Family Service Center	Annual Contract (Pending Availability of Funding)	2024-2025
Ondish	Amber		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Padgett	Deborah		Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Platto	Katherine		Teacher, Fourth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Raulerson	Hampton Dushayne		Transportation Parts / Inventory Clerk (261 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Raulerson	Hannah		Teacher, Second Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Rhoden	Gracemarie		Teacher, First Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Rhoden	Katie		Teacher, Third Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Rich	Alyssa		Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Roberts	Amanda		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Roberts	Tyler		Paraprofessional, Elementary (187 Days)	Macclenny Elementary School	Year to Year Continuous	2024-2025
Scott	Joyce		Paraprofessional, Title I Elementary (187 Days)	Macclenny Elementary School	Year to Year Continuous	2024-2025
Sharp	Amber		Teacher, Second Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Sharpe	Chana		Teacher, First Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Sharpe	Robert		Teacher, Varying Exceptionalities (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Snellgrove	Amanda		Teacher, Fourth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Southey	Laurie		Teacher, Third Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Stewart	Kristyn		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Stewart	Paula		School Secretary (216 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025

REAPPOINTMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**POSITION**	**LOCATION**	**CONTRACT STATUS**	**EFFECTIVE**
Trippett	Joshua		Teacher, Fourth Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Trippett	Kailee		Teacher, Second Grade (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Underwood	Kay		Bus Driver (186 Days)	Transportation	Annual Contract (Pending Availability of Funding)	2024-2025
Waite	Kristopher		Teacher, Physical Education (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Weber	Ellie		Library / Media Aide (197 Days)	Westside Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Wells	Franklin Denny		Director of Facilities and Maintenance (261 Days)	Maintenance	Annual Contract (Pending Availability of Funding)	2024-2025
Willingham	Rebecca		Teacher, First Grade (197 Days)	Macclenny Elementary School	Annual Contract (Pending Availability of Funding)	2024-2025
Wilson	Jessica		Paraprofessional, Elementary (187 Days)	Westside Elementary School	Year to Year Continuous	2024-2025

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Akins	Kristina			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 3, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Anderson	Jacob			Attend Word Press Training	$24.53 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024
Anderson	Jacob			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Andrews	Nancy			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Auger	Kristine			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Baker	Jana			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Beasley	Jane			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Blackshear	Clayton			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Blackshear	Tabitha			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Britt	Lauren			Curriculum Mapping	$30.58 Per Hour / Maximum 9 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Bryant	Makena			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Bullard	Sarah			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Burnsed	Amanda			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Burnsed	Hunter			CTE Curriculum Planning	$30.58 Per Hour / Maximum 2 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024
Carter	Meara Lynn			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Chauncey	Alicia			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Christopher	Heather			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Coleman	Karen			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Colvin	Tim			Planning for Electrical Bootcamp	$30.58 Per Hour / Maximum 10 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024
Combs	Stephanie			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Craven	Morgan			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 75 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Crawford	Danielle			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Crawford	Staci			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Crews	Collin			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Crews	Kimberly			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Crews	Rebecca			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Crews	Tucker			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Crummey	Jennifer			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Cushenberry	Haley			Curriculum Mapping for CTE Courses	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024
Cushenberry	Haley			Attend Word Press Training	$24.53 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024
Davis	Beth			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Davis	Brenda			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Davis	Jessalyn			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Dennis	Jaime			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Dunbar	Savannah			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Ferguson	Kathryn			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Goodwin	Sandra			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Hamel	Rena			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Hand	Daphne			Extended School Year (ESY) Planning, IEP Records Review, Etc.	Regular Hourly Rate / Maximum 75 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Hand	Peggy			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Harrell	Sandra			Summer Professional Development	$15.00 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Harrison	McKenzie			Curriculum Mapping	$30.58 Per Hour / Maximum 11 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Harvey	Tammie			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Hatcher	Tiffany			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Hawkins	Cynthia			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Hodges	Karlie			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Holtom	Sharon			Curriculum Mapping	$30.58 Per Hour / Maximum 22 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Jackson	Sherri			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Jefferson	Adrium			ESY Summer School Bus Aide	Regular Hourly Rate / As Needed / Funding Source: Federal	May 28, 2024 - August 9, 2024
Jennings	Kimberly			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Johnson	Jill			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Kennon	Leigh Ann			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Kick	Leanna			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Kosakowski	Tara			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Lee	Toree			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Linville	Lori			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Lyons	Lalia Renee			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Mallard	Karen			Summer School Teacher	Regular Hourly Rate / Maximum 112 Hours / Funding Source: Federal	May 30, 2024 - July 10, 2024
Mazzanoble	Valerie			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
McCart	Maggie			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
McCullough	Tammy			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
McDonald	Emily			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
McGee	Ryan			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Melton	Rachaelle			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Mixon	Marina			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Mixon	Norma Deneese			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Moore	Jessica			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Moore	Richard			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Murphy	Bryan			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Nelson	Mekenzie			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Nordstrom	Shannon			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Norman	Tiffany			Curriculum Mapping	$30.58 Per Hour / Maximum 12.5 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Norrell	Sonya			Summer Professional Development	$15.00 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Oakes	Caitlyn			New Teacher Training	$24.53 Per Hour / Maximum 6 Hours / Funding Source: General	August 1, 2024
Odom	Jessica			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Odom	Jessica			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Padgett	Karen			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Pape	Harold			HBI Training for Building Construction Program	$24.53 Per Hour / Maximum 10 Hours / Funding Source: Federal	May 30, 2024 - June 30, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Payne	Camryn			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Payne	Jennifer			Summer Guidance Hours	Regular Hourly Rate / Maximum 50 Hours / Funding Source: General	July 1, 2024 - August 1, 2024
Prescott	Amy			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Register	Reagan			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Register	Tracy			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Rhoden	Sierra			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Richerson	Kristina			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Roberts	Tyler			Summer Professional Development	$15.00 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Rogers	Kaley			Curriculum Mapping	$30.58 Per Hour / Maximum 12 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Rothas	Adam			Curriculum Mapping	$30.58 Per Hour / Maximum 22.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Sapp	Sarah			Assist Guidance Counselor with Scheduling IEP Meetings, Records Reviews, and Other Services for ESE Students for the 2024-2025 School Year.	Regular Hourly Rate / Maximum 50 Hours / Funding Source: Federal	May 28, 2024 - August 8, 2024
Sharpe	Robert			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Smith	Lacy			Curriculum Mapping	$30.58 Per Hour / Maximum 7.5 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Stokes	Jaime			Summer Guidance Hours	Regular Hourly Rate / Maximum 75 Hours / Funding Source: General	July 1, 2024 - August 1, 2024
Surrency	Stephanie			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Thacker	Myriah			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Thornton	Nancy			Title I Family Reading Night	Regular Hourly Rate / Maximum 1.67 Hours / Funding Source: Federal	March 11, 2024
Thrift	Pamela Joy			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024
Vickers	Jacqueline			Curriculum Mapping	$30.58 Per Hour / Maximum 12 Hours / Funding Source: Federal	June 18, 2024 - August 1, 2024
Waddell	Ashley			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024

EXTRA DUTY LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**MI**	**SPECIAL NOTE**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Wall	Molly			Curriculum Mapping	$30.58 Per Hour / Maximum 16.62 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Ward	James Evan			Attend CS Festival Professional Learning	$24.53 Per Hour / Maximum 35 Hours / Funding Source: Federal	June 10, 2024 - June 14, 2024
Wells	Diane			Summer Guidance Hours	Regular Hourly Rate / Maximum 75 Hours / Funding Source: General	July 1, 2024 - August 1, 2024
Wheeler	Stephanie			Summer Guidance Hours	Regular Hourly Rate / Maximum 75 Hours / Funding Source: General	July 1, 2024 - August 1, 2024
Wignall	Staci			Curriculum Mapping	$30.58 Per Hour / Maximum 13 Hours / Funding Source: Federal	May 30, 2024 - August 1, 2024
Wingard	Stephanie			Summer Hours for ESE Extended School Year	Regular Hourly Rate / Maximum 91 Hours / Funding Source: Federal	June 10, 2024 - July 10, 2024
Wingard	Stephanie			Summer Professional Development	$24.53 Per Hour / Maximum 40 Hours / Funding Source: General	June 1, 2024 - August 1, 2024

SUPPLEMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Davey	Eryn		Baker County Pre-K / Kindergarten Center	ESE Teacher	Board Approved Rate	2024-2025
Drigger	Jessica	Rescind Previously Approved on May 6, 2024	Rescind Student Services	Rescind ESE Paraprofessional	Rescind Board Approved Rate	Rescind 2024-2025
Harrell	Sandra		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025
Keast	Rebecca		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025

SUPPLEMENT LIST FOR APPROVAL ON JUNE 17, 2024						
LAST NAME	**FIRST NAME**	**SPECIAL NOTE**	**LOCATION**	**DESCRIPTION**	**AMOUNT**	**EFFECTIVE DATES**
Milton	Lisa		Baker County Middle School	Head Volleyball Coach	Board Approved Rate	2024-2025
Nash	Rhonda		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025
Norrell	Sonya		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025
Raulerson	Caitlyn		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025
Russell	Lori		Baker County Pre-K / Kindergarten Center	ESE Paraprofessional	Board Approved Rate	2024-2025

STIPEND LIST FOR APPROVAL ON JUNE 17, 2024					
LAST NAME	**FIRST NAME**	**MI**	**ASSIGNMENT**	**AMOUNT**	**EFFECTIVE**
McCullough	Tammy		NEFEC Rural Connect Summer Literacy Institute	$125.00 Flat Rate Per Day / Maximum 4 Days / Funding Source: General	June 24, 2024 - June 27, 2024

AGENDA ITEM NO. 8.2

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the May 29, 2024, Special School Board Meeting.

ATTACHMENTS:
06.17.2024.Approval of 05.29.2024.Special Board Meeting Minutes_S.Raulerson.pdf

Baker County Public Schools

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Wednesday, May 29, 2024 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Special Meeting) Minute Book #40 / Supplemental Book #52 / Page #18

"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 Wednesday, May 29, 2024, at 9:00 a.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida 32063. The purpose of this special meeting was to approve the Phase I Plans for the replacement of Baker County Middle School. Chairperson Tiffany McInarnay announced that Jack Baker Jr. was going to give the invocation followed by the Pledge of Allegiance led by Amanda Hodges.

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

3. ROLL CALL OF MEMBERS
The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandi Canaday. Board Member Paula T. Barton was not present for the meeting. Superintendent Sherrie Raulerson was present for the meeting and School Board Attorney Jeffrey Grosholz was present for the meeting virtually via Google Meet.

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

5. RECOGNITIONS / PRESENTATIONS
There were no recognitions/presentations.

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

7. REMOVAL OF ROUTINE ITEMS
There were no routine items on the agenda. Therefore, no action was taken on this agenda item.

8. APPROVAL OF ROUTINE ITEMS
There were no routine items on the agenda. Therefore, no action was taken on this agenda item.

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval of Phase I Plans for the Replacement of Baker County Middle School.
Mr. Greg Kelley of CRA Architects presented a PowerPoint presentation to the Board and Superintendent Raulerson that included the Phase I Plans for the replacement of Baker County Middle School. Mr. Kelley also fielded questions from the Board and Superintendent Raulerson. He and Superintendent Raulerson both noted that the Phase I Plans are due to the Florida Department of Education by June 1, 2024, however, they are Phase I and can/will be modified to suit the needs of the

District prior to becoming final.
Following the presentation, Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended by Superintendent Raulerson:
Jack Baker Jr. made a motion to approve, seconded by Mandi Canaday. The motion carried 4-0.

10. CITIZEN INPUT

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

11. INFORMATION AND ANNOUNCEMENTS

There were no announcements at this meeting.

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: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the June 3, 2024, School Board Meeting.

ATTACHMENTS:
06.17.2024.Approval of 06.03.2024.Minutes_S.Raulerson.pdf

Baker County Public Schools

MINUTES
SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)
Monday, June 3, 2024 - 9:00 AM
District Board Room (270 South Boulevard East, Macclenny, Florida 32063)
(Revised Agenda) Minute Book #40 / Supplemental Book #52 / Page #19

"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 3, 2024, 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 that Thomas Hill was going to give the invocation followed by the Pledge of Allegiance led by Kelly Horne.

2. CALL TO ORDER

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

3. ROLL CALL OF MEMBERS

The following Board Members were present to wit: Chairperson Tiffany McInarnay, Vice-Chairperson Jack Baker Jr., Amanda Hodges, and Mandi Canaday. Board member Paula T. Barton was not present for the meeting. Superintendent Sherrie Raulerson was present for the meeting. School Board Attorney Jeffrey Grosholz was not present for the meeting.

4. PUBLIC HEARINGS

There were no public hearings at this meeting.

5. RECOGNITIONS / PRESENTATIONS

5.1 Recognize Retiree Cynthia Odom (Hire Date: 08/22/1991 ; Retire Date: 08/31/2023)
Superintendent Raulerson presented retiree Cynthia Odom with a restaurant gift card for her years of service to our district.

5.2 Recognize Retiree Amanda Melvin (Hire Date: 07/29/2004 ; Retire Date: 09/25/2023)
Retiree Amanda Melvin was not present for the meeting.

5.3 Recognize Retiree Kelly Woods (Hire Date: 08/07/1995 ; Retire Date: 03/15/2024)
Superintendent Raulerson presented retiree Kelly Woods with a restaurant gift card for her years of service to our district.

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

6.1 Approval to Add Item 9.2.: Approval of Removed Routine Items.
Chairperson McInarnay read the recommended revision to the agenda and entertained a motion from the Board. As recommended by Superintendent Raulerson:
Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 4-0.

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 by Superintendent Raulerson:
Jack Baker Jr. made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 4-0.

8.1 Approval of the Personnel Items List for Approval on June 3, 2024.

8.2 Approval of the Minutes of the May 10, 2024, Special School Board Meeting.

8.3 Approval of the Minutes of the May 10, 2024, School Board Work Session.

8.4 Approval of the Minutes of the May 16, 2024, School Board Executive Session.

8.5 Approval of the Minutes of the May 20, 2024, School Board Meeting.

8.6 Approval of the Revised Data Sharing Agreement with Today Foundation.

8.7 Approval of the Financial Reports for the Month Ending April 30, 2024.

8.8 Approval of Amendment #1 to Grant Proposal "Perkins V Secondary" in the Amount of $8,261.00 with No Change in Overall Budget Total of $61,758.00. Amendment / Federal / No Matching

8.9 Approval of Amendment #1 to Grant Proposal "Perkins V Rural Innovations Grant" in the Amount of $19,717.00 with No Change in Overall Budget Total of $43,140.00. Amendment / Federal / No Matching

8.10 Approval of Amendment #1 to Grant Proposal "AEFL - Corrections Education Project" in the Amount of $2,806.00 with No Change in Overall Budget Total of $82,703.00. Amendment / Federal / No Matching

8.11 Approval of Out of State Travel for Baker County High Electrical Program Students and District Employees to the SkillsUSA National Championship in Atlanta, Georgia on June 23-29, 2024.

8.12 Approval of the 2024-2025 Extended Day Enrichment Program Fees and Payment Schedule.

8.13 Approval of the 2024-2025 Extended Day Enrichment Program Policy and Procedures Manual.

8.14 Approval of Amendment #5 for the "Title II, Part A Supporting Effective Instruction" Grant in the Amount of $937.00 with No Change in Overall Budget Total of $346,947.85. Amendment / Federal / No Matching

8.15 Approval of Amendment #1 for the "Adult Education and Family Literacy " Grant in the Amount of $7,923.00 with No Change in Overall Budget Total of $93,407.00. Amendment / Federal / No Matching

8.16 Approval of Amendment #3 for the "High Impact Reading Interventions and Target Supports ARP" Grant in the Amount of $18,559.26. with No Change in Overall Budget Total of $299,583.00. Amendment / Federal / No Matching

8.17 Approval to Renew Agreement with Resolutions in Special Education, Inc. Effective July 1, 2024 - June 30, 2025. (No Changes from Previous Agreement.)

9. APPROVAL OF ITEMS FOR ACTION

9.1 Approval to De-authorize and Dispose of Itemized Property on the Baker County High School Property

List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson McInarnay entertained a motion from the Board to approve this agenda item. As recommended by Superintendent Raulerson:
Amanda Hodges made a motion to approve, seconded by Jack Baker Jr.. The motion carried 4-0.

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

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 Raulerson noted that summer school begins on June 10, 2024.

Superintendent Raulerson shared that she and the school board members would be traveling to Tampa this week to attend the FSBA/FADSS joint summer conference.

Superintendent Raulerson noted that she had just returned from Miami, Florida where she participated in the 2024 Florida Education Commissioner's Summit: Growing Florida's Teacher Pipeline.

12. ADJOURNMENT

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

_____ _____

Superintendent Board Chairperson

AGENDA ITEM NO. 8.4

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Tina Bradley - (259-0476)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Family Service Center Interagency Agreement with Hubbard House, Inc., Effective July 1, 2024 - June 30, 2025. (Rate Change from Previous Year.)

ATTACHMENTS:
06.17.2024.Approval of Hubbard House Agreement Renewal_T.Bradley.pdf

Family Service Center
418 - 8th Street South * Macclenny, Fl 32063
Located on the campus of Keller Intermediate School - Baker County School District
Phone (904) 259-7871 * Fax (904)259-9169
The First Newly Constructed Family Service Center in Florida

June 5, 2024

Sherrie Raulerson
Superintendent
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Raulerson:

Please submit for approval the (renewal) Interagency Agreement between Hubbard House, Inc., and the Baker County School Board to provide services to clients at the Family Service Center. No changes to the agreement except a rate change from $2,827.42 to $2,711.98. See attached worksheet.

Thank you for your continued support.

Sincerely,

Tina Bradley

Tina L. Bradley RN, BSN
Health Services Specialist

TLB/alg

Enclosure

INTERAGENCY AGREEMENT
FAMILY SERVICE CENTER
AT KELLER EDUCATIONAL CENTER

THIS AGREEMENT is entered by and between **Hubbard House, Inc**,
(Name of Agency)

P.O. Box 4909, Jacksonville, Florida, 32201, hereinafter referred
(Address of Agency)

to as **Hubbard House**, and the SCHOOL BOARD OF BAKER COUNTY,
(Agency)

hereinafter referred to as the BOARD.

WITNESSETH

I. For and in consideration of the mutual understanding and agreements

hereinafter set forth, it is therefore agreed between the **Hubbard House** and the
(Name of Agency)
BOARD as follows:

1. The Agency agrees to provide Services on site, as described in number I. 8, within the area of the Baker County School District.

2. The location of these services will be Keller Educational Center at the Family Service Center.

3. The Parties agree that any questions or concerns shall be resolved by Tina L. Bradley, RN BSN, Family Service Center Director, subject only to final board resolution.

4. Additional administrative procedures as may be necessary will be mutually coordinated and agreed upon by both Parties.

5. Scheduling of these Services will rest jointly with Tina L. Bradley, RN BSN, the BOARD'S Family Service Center Director, and **Karen Williams, Director of Outreach Services, Kasey Keister, Baker County Victim Advocate, Baker County CPI Victim Advocate - TBD.**

6. The daily operation of these Services will be the responsibility of the Agency's Designee, **Karen Williams, Kasey Keister, TBD.**

7. Decisions regarding hiring and further human resource management will be the sole responsibility of the respective employer.

8. Specific services will include, but are not limited to:

Support groups, individual counseling, crisis intervention and advocacy, court advocacy, community education liaison.

Hubbard House provides services to victims of domestic violence and their children by giving support, options, and advocacy for the rights of victims of domestic violence.

9. Specific in-kind contributions are:

	Daily Rate		Annually
Staff salary -5 days per week @ (Including benefits)	**$213.04**	**=**	**$55,390.00**
Clerical Support	**$26.55**	**=**	**$ 6,904.00**
Materials and Supplies	**$19.37**	**=**	**$ 5,036.00**
		Total	**$67,330.00**

10. The Parties agree to obtain the written consent for treatment from the parents or guardians of all children treated hereunder prior to formal commencement of non-emergency services. Copies of said consent shall be filed in each student's school record (maintained by the BOARD) and clinical record (maintained by the Family Service Center).

11. Paper goods, supplies, and office consumables will be the responsibility of **Hubbard House**.
(Agency)

II. The **Hubbard House** (Agency) further agrees as follows: to pay the BOARD **$2,711.98** per year. This includes the use of an office at the Family Service Center and a percentage of utilities and secretarial and custodian services.

III. The BOARD agrees as follows:

1. To provide general janitorial and maintenance services for the facility.

2. To allow **Hubbard House** (Agency) to establish and coordinate hours of operation with Tina L. Bradley, RN BSN, Family Service Center Director, in order to accomplish the service objectives as needed, and that these hours of operation may extend past school hours of operation.

IV. The **Hubbard House** and the BOARD further agree as follows:
(Agency)

1. Titles VI and VII, Civil Rights Act of 1964:

   Both Parties shall comply with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other Federal Laws applicable to equal employment opportunity.

2. Indemnification and Insurance:

   A. The **Hubbard House** agrees that it and its employees
   (Agency)
   shall act as independent contractors and not as employees of the BOARD in providing the aforementioned services.

   B. The **Hubbard House** agrees to comply with Florida Statute 768.28 (19) (Agency)

   C. The **Hubbard House** agrees to assume responsibility for and
   (Agency)
   maintain adequate insurance to cover loss or damage of agency property as may be in the possession of the BOARD during these services. The Agency also agrees to provide insurance to cover damage to the facility or to repaid its furniture and/or fixtures, as may be caused by Agency use of same.

   D. The BOARD will assume responsibility for and maintain adequate insurance to cover loss or damage to all items of its personal property.

3. Confidentiality

   The Parties shall recognize and safeguard the confidential nature of case records and student information in conformance with all applicable Federal and State laws, rules and regulations and both Parties' policies pertaining to the right of privacy of parents, guardians, and students.

4. Publicity

   All notices, informational pamphlets, press releases, research reports, and other similar public notices which reference the Family Service Center must have prior approval by Tina L. Bradley, RN BSN, Family Service Center Director, prior to publication and release.

5. Renegotiation or Modification

Any alterations, variations, modifications, or waivers of this AGREEMENT shall only be valid when they have been placed in writing, signed and attached to this AGREEMENT. Both Parties agree to renegotiate those portions of the agreement which may be affected by revision of federal or state laws or regulations.

6. Termination

A. Termination at Will. This AGREEMENT will be terminated by either Party at any time, with or without cause, upon no less than thirty (30) days notice in writing to the designated person as identified in I. 5. Said notice shall be delivered by Certified Mail or in person.

B. Termination Because of Lack of Funds. It is further agreed that in the event funds to finance this AGREEMENT become unavailable, the obligations of each Party hereunder may be terminated upon no less than thirty (30) days notice in writing to the other Party. Said notice shall be delivered by Certified Mail or in person. In such event, both Parties will endeavor to ensure the continuity of care for any displaced students and families by utilizing available community resources and applicable State and Federal Law. The **Hubbard House** shall be the final authority as to the availability of its Federal and State funds and as to how such funds will be allocated, and the BOARD shall be the final authority as to the availability of the facilities and school personnel.

7. Retention of Records

The Parties shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this AGREEMENT for a period of at least six (6) years after termination of this AGREEMENT or if any audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained at least until resolution of the audit findings.

8. Contract Duration and Renewal

This AGREEMENT shall become effective on **July 1, 2024**, and shall end on **June 30, 2025**. This AGREEMENT may be renewed each year upon mutual agreement by both parties.

SCHOOL BOARD OF BAKER COUNTY	**HUBBARD HOUSE, INC.**
_____	_____
Tiffany McInarnay, Chairperson	**Agency Administrator**
_____	_____
Date	**Date**

Hubbard House

Contract Date July 1, 2024 - June 30, 2025

Total Square Footage of Building Less Common Areas		5,768.00
Square Footage of 2 Offices		160.00
Percentage of Total Building used		2.77%
Secretary of Family Service Center - Andrea Griffis		
Salary	45,008.34	
FICA	3,443.14	
Retirement	5,360.49	
Insurance	6,452.64	
Total Salary	60,264.61	
Percentage of salary for secretary		1,671.70
Custodian (6 Hours) Belinda Cabiya		
Salary	19,384.13	
FICA	1,482.89	
Retirement	2,308.65	
Insurance	32.40	
Total Salary	23,208.06	
Percentage of Salary for Custodial Staff		643.77
Electricity from April 2023 to March 2024	10,583.12	
Percentage of Electricity		293.57
Water Bill from April 2023 to March 2024	3,711.06	
Percentage of Water Bill		102.94
Total for Contract		2,711.98

TOTAL CONTRACT DUE FOR 2024-2025	**$ 2,711.98**

AGENDA ITEM NO. 8.5

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Tina Bradley - (259-0476)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of to Renew Agreement with Episcopal Children's Services, Inc. for the Head Start Program Facilities, Effective July 1, 2024 - June 30, 2025. (No Changes from Previous Year.)

ATTACHMENTS:
06.17.2024.Approval of Head Start Facilities Agreement Renewal_T.Bradley.pdf

Family Service Center
418 - 8th Street South * Macclenny, Fl 32063
Located on the campus of Keller Intermediate School - Baker County School District
Phone (904) 259-7871 * Fax (904)259-9169
The First Newly Constructed Family Service Center in Florida

June 5, 2024

Sherrie Raulerson
Superintendent
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Raulerson:

Please submit for approval the renewal (no changes), of the Agreement between the Baker County School Board and Episcopal Children's Services, Inc. for The Head Start Program Facilities.

Thank you for your continued support.

Sincerely,

Tina L. Bradley, RN, BSN
Health Services Specialist

TLB/alg

Enclosure

AGREEMENT BETWEEN
THE BAKER COUNTY SCHOOL BOARD
AND
EPISCOPAL CHILDREN'S SERVICES, INC.
FOR
THE HEAD START PROGRAM FACILITIES

This agreement is between the Baker County School Board (hereinafter referred to as School Board), and the Episcopal Children's Services, Inc. (hereinafter referred to as Head Start).

WITNESSETH

1. The School Board and Head Start desire to provide quality services to children in Baker County.
2. The School Board and Head Start recognize the potential outstanding benefits of the Head Start Program and particularly to the children of Baker County.
3. It is in the best interest of the Head Start Program and the children and parents of Baker County to implement this program.

ARTICLE I

Rights and Duties of Head Start

The Head Start program will work cooperatively with the School Board in the implementation of this program. Head Start will provide the following:

A. Qualified employees to provide appropriate services.
B. Evidence of adequate liability insurance of no less than $1,000,000 per occurrence and shall indemnify, defend and hold the School Board harmless from all claims, suits, judgments, or damages that may arise out of the operation of the Head Start Program.
C. Adequate insurance to cover loss and damage of Head Start property.
D. Designate on-site Supervisors to communicate and coordinate services with the School Board.

ARTICLE II

Rights and Duties of the School Board

The Baker County School District will work cooperatively with the Head Start Program in the implementation of this agreement. The Baker County School Board will provide the following:

A. The site locations for the Head Start Programs on the campus of Keller Educational Center (Head Start Portables).
B. Designate an employee to work cooperatively with the Head Start designated on-site Supervisors.
C. Adequate liability insurance for School Board property.

ARTICLE III

The School Board, the Head Start Program and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by communication between the School Superintendent and the Chief Executive Officer and/or their designees.

ARTICLE IV

Modification

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

ARTICLE V

This Agreement and each and every covenant herein shall not be capable of assignment, unless the express written consent of the School Board, the Superintendent, and the Chief Executive Officer is obtained.

ARTICLE VI

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

July 1, 2024 and ending date of **June 30, 2025**. This Agreement may be renewed annually upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By: **_____**
Tiffany McInarnay, Board Chairperson

Date: **_____**

By: **_____**
Sherrie Raulerson, Superintendent

Date: **_____**

EPISCOPAL CHILDREN'S SERVICES, INC.
Head Start Program

By: **_____**
Dr. Natalya Bannister Roby, Chief Executive Officer

Date: **_____**

AGENDA ITEM NO. 8.6

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Tina Bradley - (259-0476)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Family Service Center Interagency Agreement with Episcopal Children's Services Head Start, Effective July 1, 2024 - June 30, 2025. (Rate Change from Previous Year)

ATTACHMENTS:
06.17.2024.Approval of Episcopal Agreement Renewal_T.Bradley.pdf

Family Service Center
418 - 8th Street South * Macclenny, Fl 32063
Located on the campus of Keller Intermediate School - Baker County School District
Phone (904) 259-7871 * Fax (904)259-9169
The First Newly Constructed Family Service Center in Florida

June 5, 2024

Sherrie Raulerson
Superintendent
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Raulerson:

Please submit for approval the (renewal) Interagency Agreement between the Episcopal Children's Services Head Start and the Baker County School Board to provide services to clients at the Family Service Center. There has been a rate change on the agreement from $5,442.78 to $5,220.56. See attached worksheet.

Thank you for your continued support.

Sincerely,

Tina L. Bradley, RN, BSN
Health Services Specialist

TLB/alg

Enclosure

INTERAGENCY AGREEMENT
FAMILY SERVICE CENTER
AT KELLER EDUCATIONAL CENTER

THIS AGREEMENT is entered by and between **Episcopal Children's Services Head Start, 8649 Baypine Rd., Building 7, Suite 300, Jacksonville, FL 32256,** hereinafter referred to as **ECS, Inc.**, and the SCHOOL BOARD OF BAKER COUNTY, hereinafter referred to as the BOARD.

WITNESSETH

I. For and in consideration of the mutual understanding and agreements hereinafter

set forth, it is therefore agreed between the **ECS, Inc.** and the BOARD as follows:
(Name of Agency)

1. The Agency agrees to provide Services on site, as described in number I. 8, within the area of the Baker County School District.

2. The location of these services will be Keller Educational Center at the Family Service Center.

3. The Parties agree that any questions or concerns shall be resolved by Tina L. Bradley, RN BSN, Family Service Center Director, subject only to final board resolution.

4. Additional administrative procedures as may be necessary will be mutually coordinated and agreed upon by both Parties.

5. Scheduling of these Services will rest jointly with Tina L. Bradley, RN BSN, the BOARD'S Family Service Center Director, and **Episcopal Children's Services.**,
(Name of Agency)

6. The daily operation of these Services will be the responsibility of the Agency's Designee, **Jamie Rich, Family Advocate; Frances Alford, Family Advocate Eryss Meguia, ECS Family Services Specialist.**

7. Decisions regarding hiring and further human resource management will be the sole responsibility of the respective employer.

8. Specific services will include, but are not limited to:

Providing educational, health, nutritional, parent involvement and social services to low income eligible families with children, aged 3 -5 years.

9. Specific in-kind contributions are:

Staff salary x 4	**=**	**$90,000.00 annually**
Materials & Supplies	**=**	**$1,000.00 annually**
Local/Long distance service	**=**	**$ 480.00 annually**

10. The Parties agree to obtain the written consent for treatment from the parents or guardians of all children treated hereunder prior to formal commencement of non-emergency services. Copies of said consent shall be filed in each student's school record (maintained by the BOARD) and clinical record (maintained by the Family Service Center).

11. Support expenses consisting of basic telephone services and for long distance calls will be the responsibility of **ECS, Inc.** .
(Agency)

12. Paper goods, supplies, and office consumables will be the responsibility of **ECS, Inc.** .
(Agency)

II. The **ECS, Inc.** further agrees as follows:
(Agency)

to pay the BOARD **$5,220.56**. This includes the use of ***three*** offices at the Family Service Center and a percentage of utilities and secretarial and custodial services.

III. The BOARD agrees as follows:

1. To provide general janitorial and maintenance services for the facility.

2. To allow **ECS, Inc.** to establish and coordinate hours of
(Agency)
operation with Tina L. Bradley, RN BSN, Family Service Center Director, in order to accomplish the service objectives as needed, and that these hours of operation may extend past school hours of operation.

IV. The **ECS, Inc.** and the BOARD further agree as follows:
(Agency)

1. Titles VI and VII, Civil Rights Act of 1964:

Both Parties shall comply with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other Federal Laws applicable to equal employment opportunity.

2. Indemnification and Insurance:

A. The **ECS, Inc.** agrees that it and its employees shall act as independent contractors and not as employees of the BOARD in providing the aforementioned services.

B. The **ECS, Inc.** agrees to assume responsibility for and maintain adequate liability insurance of no less than $1,000,000.00 per claim, and $2,000,000.00 aggregate during the course of the AGREEMENT and
shall indemnify, defend and hold the BOARD harmless from all claims, suits, judgments, or damages that may arise from the operation of **ECS, Inc.**

C. The **ECS, Inc.** agrees to assume responsibility for and maintain adequate insurance to cover loss or damage of agency property as may be in the possession of the BOARD during these services. The Agency also agrees to provide insurance to cover damage to the facility or to repair its furniture and/or fixtures, as may be caused by Agency use of same.

D. The BOARD will assume responsibility for and maintain adequate insurance to cover loss or damage to all items of its personal property.

3. Confidentiality

The Parties shall recognize and safeguard the confidential nature of case records and student information in conformance with all applicable Federal and State laws, rules and regulations and both Parties' policies pertaining to the right of privacy of parents, guardians, and students.

4. Publicity

All notices, informational pamphlets, press releases, research reports, and other similar public notices which reference the Family Service Center must have prior approval by Tina L. Bradley, RN BSN, Family Service Center Director, prior to publication and release.

5. Renegotiation or Modification

Any alterations, variations, modifications, or waivers of this AGREEMENT shall only be valid when they have been placed in writing, signed and attached to this AGREEMENT. Both Parties agree to renegotiate those portions of the agreement which may be affected by revision of federal or state laws or regulations.

6. Termination

A. Termination at Will. This AGREEMENT will be terminated by either Party at any time, with or without cause, upon no less than thirty (30) days notice in writing to the designated person as identified in I. 5. Said notice shall be delivered by Certified Mail or in person.

B. Termination Because of Lack of Funds. It is further agreed that in the event funds to finance this AGREEMENT become unavailable, the obligations of each Party hereunder may be terminated upon no less than thirty (30) days notice in writing to the other Party. Said notice shall be delivered by Certified Mail or in person. In such event, both Parties will endeavor to ensure the continuity of care for any displaced students and families by utilizing available community resources and applicable State and Federal Law. The **ECS, Inc.** shall be the final authority as to the availability of its Federal and State funds and as to how such funds will be allocated, and the BOARD shall be the final authority as to the availability of the facilities and school personnel.

7. Retention of Records

The Parties shall retain all financial records, supporting documents, statistical records, and any other documents pertinent to this AGREEMENT for a period of at least six (6) years after termination of this AGREEMENT or if any audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained at least until resolution of the audit findings.

8. Contract Duration and Renewal

This AGREEMENT shall become effective on **July 1, 2024**, and shall end on **June 30, 2025**. This AGREEMENT may be renewed each year upon mutual agreement by both parties.

SCHOOL BOARD OF BAKER COUNTY	**EPISCOPAL CHILDREN'S SERVICES, INC.**
_____	_____
Tiffany McInarnay, Chairperson	**Dr. Natalya Bannister Roby, Chief Executive Officer**
_____	_____
Date	**Date**

Episcopal Children's Services

Contract Date July 1, 2024 - June 30, 2025

Total Square Footage of Building Less Common Areas		5,768.00
Square Footage of 3 Offices used		308.00
Percentage of Total Building used		5.34%
Secretary of Family Service Center - Andrea Griffis		
Salary	45,008.34	
FICA	3,443.14	
Retirement	5,360.49	
Insurance	6,452.64	
Total Salary	60,264.61	
Percentage of salary for secretary		3,218.01
Custodian (6 Hours) Belinda Cabiya		
Salary	19,384.13	
FICA	1,482.89	
Retirement	2,308.65	
Insurance	32.40	
Total Salary	23,208.06	
Percentage of Salary for Custodial Staff		1,239.27
Electricity from April 2023 to March 2024	10,583.12	
Percentage of Electricity		565.12
Water Bill from April 2023 to March 2024	3,711.06	
Percentage of Water Bill		198.16
Total for Contract		5,220.56

TOTAL CONTRACT DUE FOR 2024-2025	**$ 5,220.56**

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AGENDA ITEM NO. 8.7

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Agreement with the Baker County Sheriff's Office for School Resource Officers at All Six School Sites Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of School Resource Officer Agreement 2024-2025_S.Raulerson.pdf

AGREEMENT BETWEEN
THE BAKER COUNTY SCHOOL BOARD
AND
THE BAKER COUNTY SHERIFF'S OFFICE
FOR
THE SCHOOL RESOURCE OFFICER PROGRAM

This Agreement, made and entered into this 17th day of June 2024, by and between the Baker County School Board (hereinafter referred to as the "School Board"), and The Baker County Sheriff's Office (hereinafter referred to as the "Sheriff");

WITNESSETH:

A. The School Board and the Sheriff desire to provide law enforcement and related services to the public schools of Baker County for the purposes of fulfilling sections 1006.12 and 1006.13(4), Florida Statutes; and
B. The School Board and the Sheriff recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of Baker County, Florida, and particularly to the students of the public school system of Baker County, Florida; and
C. It is in the best interests of the School Board, the Sheriff, and the citizens of Baker County to continue this program.

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

ARTICLE I

Rights and Duties of the Sheriff

The Sheriff shall provide School Resource Officers (hereinafter referred to as "SROs") as follows:

A. Number of School Resource Officers
    1. The Sheriff shall assign one regularly employed deputy sheriff to the following schools: **Baker County High School, Baker County Middle School, Legacy Elementary School, Macclenny Elementary School, Westside Elementary School, Baker County Pre/K-Kindergarten Center**
    2. The Sheriff shall assign one full-time supervisor to serve to oversee the deputy sheriffs assigned above and to perform scheduled or non-scheduled visits to elementary, middle and high schools.
    3. The Sheriff may dismiss or reassign a SRO based on department rules, regulations, and/or department orders, and when it is in the best

interest of the people of Baker County. In the event of resignation, dismissal, or reassignment of a SRO, or in the case of extended illness or injury and a period exceeding thirty (30) school days arises without availability of a qualified SRO, the School District shall adjust the amount of monies paid to the Sheriff's Office accordingly.

4. The SRO's may be changed during the course of the contract, and placement of School Resource Officers shall be a Sheriff's Office decision based on a joint, cooperative effort with the Baker County District Safety Officer.

B. Regular Duty Hours of School Resource Officers

The SRO shall be assigned on a full-time basis of (8) hours per day and (40) hours per week. The SRO will earn compensatory time when there are School Board sanctioned events that require SRO presence that exceed the normal (8) hour day and (40) hours per week. The SRO will be required to use the accrued compensatory time for days they are not required to be at the school due to closures and for their personal vacation Any unused accrued compensatory time for the SRO will be paid prior to the first day of school for students so each SRO can start the school year with a zero balance; therefore, the SRO will be required to use accrued compensatory time prior to the first day of school for students.

C. Regular Duties of School Resource Officers

1. The SRO is first and foremost a law enforcement officer. The SRO shall conduct himself/herself as follows:
    a) The SRO shall take law enforcement action required. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.
    b) The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her school assignment, whenever necessary.
    c) Should it become necessary to conduct formal police interviews with students, the SRO shall adhere to State statutes, police policy, and legal requirements with regard to such interviews.
    d) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, if the principal believes an incident is a violation of the law, the

principal will contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.

e) The SRO shall move freely on campus during the beginning of the school day, class breaks, lunches, and the end of the school day. During times of special need, the SRO will assist the principal by working proximity control in a specified area for security purposes.
f) The SRO shall be absent from campus to book prisoners, attend court, depositions, and state attorney hearings.
g) The SRO shall wear the standard Department uniform except when approved by his or her supervisors on special occasions.
h) During their regular duty hours, SROs will meet for the purpose of providing briefings on criminal or current activities, training, administrative, or supervisory concerns and other practices commonly performed during a police roll call. The Sheriff will make every effort to conduct these meetings on the school campus and outside of student contact time.
i) The SRO shall make himself/herself available for conferences with students, parents, and faculty members in order to assist them with problems of a law enforcement or crime prevention nature. Confidential information obtained pursuant to Chapter 39, Florida Statutes (1985) (Proceedings Relating to Juveniles), shall not be disclosed except as provided by law or court order.
j) The SRO will spend his/her regular work hours on matters associated with the security of the school to which he/she is assigned.
k) The SRO will sign-in and out each day at the school site to which they are assigned.
l) The SRO will notify, in advance, the principal or their designee anytime they are going to be absent from the campus, e.g., vacation, illness, meetings off campus.
m) The Baker County School District will consult with the Baker County Sheriff's Department regarding matters concerning students when they have allegedly engaged in criminal behavior and/or potential threats. Likewise, the Baker County Sheriff's Department will communicate with the Baker County School District in similar circumstances.

n) Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE II

Rights and Duties of the School Board

The Baker County School Board will work cooperatively with the Sheriff in the operation of the School Resource Officer Program, and it shall be understood that Sheriff's Office program guidelines will be followed by any agencies participating in the program.

The School Board shall provide to the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

A. Access to an air conditioned and properly lighted private office, which can be properly locked and secured. This office shall contain a telephone which may be used for general business purposes.
B. A filing cabinet which can be properly locked and secured.
C. A desk with drawers, a chair, a bookcase or work table, and office supplies.
D. District internet access which may be used for general business purposes.
E. Any other duties or responsibilities as set forth in the *"Marjory Stoneman Douglas High School Public Safety Act."*

ARTICLE III

Employment Status of School Resource Officers

School Resource Officers shall remain employees of the Baker County Sheriff's Office, and shall not be employees of the School Board of Baker County. The School Board and the Sheriff acknowledge that the School Resource Officers are deputy sheriffs who shall uphold the law under the direct supervision and control of the Baker County Sheriff's Office. School Resource Officers shall remain responsive to the chain of command of the Baker County Sheriff's Office.

ARTICLE IV

Dismissal/Replacement of School Resource Officers

A. In the event that the principal of the school to which the SRO is assigned feels that a particular SRO is not effectively performing his or her duties and responsibilities, the principal shall advise the Superintendent of Schools that he/she wishes the SRO be removed from the program at the school, and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the Sheriff or his/her designee of the principal's request. If the Sheriff so desires, the Superintendent and the Sheriff, or their designees, shall meet with the

SRO to mediate or resolve any problems which may exist. At such a meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Sheriff, then the SRO shall be removed from the program at the school and replacement shall be obtained.

B. At any time the Sheriff, or his designee, may dismiss or reassign any deputy sheriff appointed by him to act as a SRO based upon what the Sheriff believes is in the best interest of the people in Baker County.

ARTICLE V
Termination of Agreement

This Agreement may be terminated by either party upon ninety (90) days written notice that any other party has failed to substantially perform in accordance with the terms and conditions of this Agreement.

ARTICLE VI
Good Faith

The School Board, the Sheriff, their agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the Sheriff, or their designees.

ARTICLE VII
Modification

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

ARTICLE VIII
Non-Assignment

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

ARTICLE IX

Payment

The School Board shall pay to the Sheriff's Office the amount not to exceed **$465,415.00** for the School Resource Officer Program. The Sheriff provides all capital outlay costs for the deputies. Payment shall be made upon the submission of monthly invoices by the Sheriff's Finance Officer. These invoices will average **$38,784.59** per month with a not to exceed amount of **$465,415.00** for the fiscal year.

ARTICLE X

Merger

This Agreement, dated June 17, 2024, constitutes a final written expression of all the terms between the Parties and is a complete and exclusive statement of those terms. This agreement has a beginning date of **July 1, 2024**, and will continue until **June 30, 2025**. This Agreement may be renewed upon agreement of both parties.

ARTICLE XI

Compliance with Section 1006.12, Florida Statutes

This Agreement shall necessitate documented proof of SRO certification requirements set forth in section 1006.12, Florida Statutes, including requiring confirmation by the Sheriff that each SRO has received the required psychological evaluation and completed the required mental health crisis intervention training. The Sheriff may demonstrate such proof by means of affidavit of the Sheriff confirming each SRO has completed the required background checks, testing, evaluations, and trainings as required by sections 1006.12(1)(a), (2)(a), (2)(c), (6)(a), Florida Statutes, as well as any other requirements pursuant to section 1006.12, Florida Statutes. Article XI shall be incorporated into and made a part of any subsequent Agreement between the Parties.

THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA

By: _____
Tiffany McInarnay, Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

THE BAKER COUNTY SHERIFF'S OFFICE

By: _____
Scotty Rhoden, Sheriff
Date: _____

AGENDA ITEM NO. 8.8

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Agreement with the Baker County Sheriff's Office for School Crossing Guards, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of School Crossing Guards Agreement 2024-2025_S.Raulerson.pdf

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

THIS AGREEMENT, made and entered into this **17th** day of **June, 2024**, by and between The Baker County School Board (hereinafter referred to as the School Board and The Baker County Sheriff's Office (hereinafter referred to as the "Sheriff's Office").

W I T N E S S E T H:

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

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

ARTICLE I

Rights and Duties of the Sheriff's Office

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

A. Number of Crossing Guards

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

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

B. Work Days and Hours for Crossing Guards

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

C. Uniforms for Crossing Guards

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

D. Training for Crossing Guards

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

E. Employment Status of Crossing Guards

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

ARTICLE II

Rights and Duties of the School Board

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

A. Coordination of Services

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

B. Uniforms

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

ARTICLE III

Good Faith

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

ARTICLE IV

MODIFICATION

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

ARTICLE V

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

ARTICLE VI

Payment

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

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

ARTICLE VII

This Agreement constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. This Agreement has a beginning date of **July 1, 2024,** and ending date of **June 30, 2025**. This Agreement may be renewed upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By:_____

Tiffany McInarnay, Board Chairperson

Date: June 17, 2024

By:_____

Sherrie Raulerson, Superintendent

Date: June 17, 2024

BAKER COUNTY SHERIFF'S OFFICE

By:_____

Scotty Rhoden, Sheriff

Date: _____

AGENDA ITEM NO. 8.9

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Mobile Home Property Agreement with Michael Antonini, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of Mobile Home Property Agreement - Antonini 2024-2025_S.Raulerson.pdf

BAKER COUNTY SCHOOL BOARD

MOBILE HOME/PROPERTY AGREEMENT

This agreement made and entered into this **17th** day of **June, 2024**, by and between the Baker County School Board (hereinafter referred to as School Board), and **Michael Antonini**, who shall serve as a Campus Security Officer (hereinafter referred to as "CSO").

WITNESSETH

1. The School Board and CSO have a desire to protect the School Board's property as described on Attachment A.
2. The School Board and CSO recognize the potential benefits of locating a CSO on School Board property.
3. It is in the best interest of the School Board and CSO to enter into this Agreement.

ARTICLE I

Rights and Duties of the School Board

The School Board will work cooperatively with the above named CSO. The School Board will provide the following:

A. Property for location of a mobile home, the site to be selected by the School Board.

B. A fence surrounding the mobile home with an entrance gate;

C. An 8' x 10' outside storage shed;

D. Sewer and water costs;

E. Monthly electrical service not to exceed $150.00 per month;

F. Lawn service within the fenced area;

G. Forms for campus walk-through documentation;

H. Adequate liability insurance for School Board property.

I. The School Board has the right to terminate this agreement with or without cause. In the event a decision is made by the School Board to terminate this Agreement, the Superintendent of Schools will provide the CSO written notice at least thirty (30) days prior thereto, unless such termination is for a cause in which event no advance notice of termination is required.

ARTICLE II

Rights and Duties of Campus Security Officer

The CSO will work cooperatively with the School Board and agrees to the following provisions:

A. CSO will provide evidence of adequate liability insurance of no less than $100,000/$200,000 and shall indemnify, defend and hold the School Board harmless from all claims, suits, judgments or damages that may arise out of locating their personally owned mobile home on School Board property.

B. CSO will provide adequate homeowner's insurance to cover loss and damage of CSO's personal property and any other insurance coverage deemed necessary by the School Board's Risk Management Program.

C. CSO will conduct campus walk-throughs on Saturdays, Sundays, holidays, and when school is not in session. All exterior building doors will be checked during each walk-through.

D. CSO will complete documentation of campus walk-throughs on the approved forms and will submit form to the Principal within forty-eight (48) hours of the walk-through.

E. CSO will comply with all statutes, ordinances, and requirements of all city, county, state, and federal authorities. Unless CSO is a deputized member of the Baker County Sheriff's Office, the CSO shall not make any arrests or detentions

of suspected violators of any of the foregoing laws, but shall promptly notify appropriate law enforcement authorities of such suspected violation and shall thereafter fully cooperate with such law enforcement in the course of their handling of the matter.

F. If the CSO has use of a law enforcement vehicle, it shall be parked in an area most visible to the public.

G. CSO will pay directly to the School Board monthly electrical costs in excess of $150.00.

H. The outside appearance of the mobile home will be properly maintained by the CSO.

I. No permanent construction or changes will be made to the property, unless there is prior or written approval by the Superintendent or her designee.

J. Animals are not allowed inside or outside the mobile home.

K. All equipment, utilities, and other personal property are to be kept inside the storage shed or mobile home.

L A calm, orderly living environment will be maintained by the CSO.

M. In the event the CSO is married and a separation and/or divorce occurs, the CSO will retain occupancy of the property. Under no circumstances will the CSO's partner be allowed to claim residency of the property.

N. In the event the CSO vacates the property as described within, this agreement will immediately become null and void.

O. CSO will assume all expenses to locate the mobile home on School Board property.

P. All expenses in relocating the mobile home at the termination of this Agreement will be assumed by the CSO.

Q. The mobile home shall be relocated within thirty (30) days of the termination of this Agreement.

R. In the event a decision is made to relocate the mobile home, the Superintendent of Schools must be provided written notice at least thirty (30) days prior thereto.

S. The CSO acknowledges that the fence and utility shed are the property of the School Board

ARTICLE III

The School Board, Superintendent, and CSO agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by communication between the School Superintendent's and/or designee and the CSO. Both parties retain the right to terminate this Agreement in writing with a thirty (30) day notification.

ARTICLE IV

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

ARTICLE V

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

ARTICLE VI

This Agreement constitutes a final written expression of all terms of the Agreement and is a complete and exclusive statement of those terms. This Agreement has a beginning date of **July 1, 2024** and an ending date of **June 30, 2025.** This Agreement may be renewed upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Michael Antonini, Campus Security Officer
Date: _____

ATTACHMENT A

At a site, located on the Keller Intermediate School property, as selected by the Baker County School Board. Campus Security Officer is responsible for Legacy Elementary School and Baker County Pre-K / Kindergarten Center campuses.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Michael Antonini, Campus Security Officer
Date: _____

AGENDA ITEM NO. 8.10

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Mobile Home Property Agreement with Mike Hauge, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of Mobile Home Property Agreement - Hauge 2024-2025_S.Raulerson.pdf

BAKER COUNTY SCHOOL BOARD

MOBILE HOME/PROPERTY AGREEMENT

This agreement made and entered into this 17th day of **June, 2024**, by and between the Baker County School Board (hereinafter referred to as School Board), and **Mike Hauge**, who shall serve as a Campus Security Officer (hereinafter referred to as "CSO").

WITNESSETH

1. The School Board and CSO have a desire to protect the School Board's property as described on Attachment A.
2. The School Board and CSO recognize the potential benefits of locating a CSO on School Board property.
3. It is in the best interest of the School Board and CSO to enter into this Agreement.

ARTICLE I

Rights and Duties of the School Board

The School Board will work cooperatively with the above named CSO. The School Board will provide the following:

A. Property for location of a mobile home, the site to be selected by the School Board.

B. A fence surrounding the mobile home with an entrance gate;

C. An 8' x 10' outside storage shed;

D. Sewer and water costs;

E. Monthly electrical service not to exceed $150.00 per month;

F. Lawn service within the fenced area;

G. Forms for campus walk-through documentation;

H. Adequate liability insurance for School Board property.

I. The School Board has the right to terminate this agreement with or without cause. In the event a decision is made by the School Board to terminate this Agreement, the Superintendent of Schools will provide the CSO written notice at least thirty (30) days prior thereto, unless such termination is for a cause in which event no advance notice of termination is required.

ARTICLE II

Rights and Duties of Campus Security Officer

The CSO will work cooperatively with the School Board and agrees to the following provisions:

A. CSO will provide evidence of adequate liability insurance of no less than $100,000/$200,000 and shall indemnify, defend and hold the School Board harmless from all claims, suits, judgments or damages that may arise out of locating their personally owned mobile home on School Board property.

B. CSO will provide adequate homeowner's insurance to cover loss and damage of CSO's personal property and any other insurance coverage deemed necessary by the School Board's Risk Management Program.

C. CSO will conduct campus walk-throughs on Saturdays, Sundays, holidays, and when school is not in session. All exterior building doors will be checked during each walk-through.

D. CSO will complete documentation of campus walk-throughs on the approved forms and will submit form to the Principal within forty-eight (48) hours of the walk-through.

E. CSO will comply with all statutes, ordinances, and requirements of all city, county, state, and federal authorities. Unless CSO is a deputized member of the Baker County Sheriff's Office, the CSO shall not make any arrests or detentions

of suspected violators of any of the foregoing laws, but shall promptly notify appropriate law enforcement authorities of such suspected violation and shall thereafter fully cooperate with such law enforcement in the course of their handling of the matter.

F. If the CSO has use of a law enforcement vehicle, it shall be parked in an area most visible to the public.

G. CSO will pay directly to the School Board monthly electrical costs in excess of $150.00.

H. The outside appearance of the mobile home will be properly maintained by the CSO.

I. No permanent construction or changes will be made to the property, unless there is prior or written approval by the Superintendent or her designee.

J. Animals are not allowed inside or outside the mobile home.

K. All equipment, utilities, and other personal property are to be kept inside the storage shed or mobile home.

L A calm, orderly living environment will be maintained by the CSO.

M. In the event the CSO is married and a separation and/or divorce occurs, the CSO will retain occupancy of the property. Under no circumstances will the CSO's partner be allowed to claim residency of the property.

N. In the event the CSO vacates the property as described within, this agreement will immediately become null and void.

O. CSO will assume all expenses to locate the mobile home on School Board property.

P. All expenses in relocating the mobile home at the termination of this Agreement will be assumed by the CSO.

Q. The mobile home shall be relocated within thirty (30) days of the termination of this Agreement.

R. In the event a decision is made to relocate the mobile home, the Superintendent of Schools must be provided written notice at least thirty (30) days prior thereto.

S. The CSO acknowledges that the fence and utility shed are the property of the School Board

ARTICLE III

The School Board, Superintendent, and CSO agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by communication between the School Superintendent's and/or designee and the CSO. Both parties retain the right to terminate this Agreement in writing with a thirty (30) day notification.

ARTICLE IV

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

ARTICLE V

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

ARTICLE VI

This Agreement constitutes a final written expression of all terms of the Agreement and is a complete and exclusive statement of those terms. This Agreement has a beginning date of **July 1, 2024** and an ending date of **June 30, 2025.** This Agreement may be renewed upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Mike Hauge, Campus Security Officer
Date: _____

ATTACHMENT A

At a site, located generally between Westside Elementary and Baker County High School, as selected by the Baker County School Board. Campus Security Officer is responsible for Baker County High School and Westside Elementary School campuses.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Mike Hauge, Campus Security Officer
Date: _____

AGENDA ITEM NO. 8.11

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Mobile Home Property Agreement with Ben Anderson, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of Mobile Home Property Agreement - Anderson 2024-2025_S.Raulerson.pdf

BAKER COUNTY SCHOOL BOARD

MOBILE HOME/PROPERTY AGREEMENT

This agreement made and entered into this **17th** day of **June, 2024**, by and between the Baker County School Board (hereinafter referred to as School Board), and **Ben Anderson**, who shall serve as a Campus Security Officer (hereinafter referred to as "CSO").

WITNESSETH

1. The School Board and CSO have a desire to protect the School Board's property as described on Attachment A.
2. The School Board and CSO recognize the potential benefits of locating a CSO on School Board property.
3. It is in the best interest of the School Board and CSO to enter into this Agreement.

ARTICLE I

Rights and Duties of the School Board

The School Board will work cooperatively with the above named CSO. The School Board will provide the following:

A. Property for location of a mobile home, the site to be selected by the School Board.

B. A fence surrounding the mobile home with an entrance gate;

C. An 8' x 10' outside storage shed;

D. Sewer and water costs;

E. Monthly electrical service not to exceed $150.00 per month;

F. Lawn service within the fenced area;

G. Forms for campus walk-through documentation;

H. Adequate liability insurance for School Board property.

I. The School Board has the right to terminate this agreement with or without cause. In the event a decision is made by the School Board to terminate this Agreement, the Superintendent of Schools will provide the CSO written notice at least thirty (30) days prior thereto, unless such termination is for a cause in which event no advance notice of termination is required.

ARTICLE II

Rights and Duties of Campus Security Officer

The CSO will work cooperatively with the School Board and agrees to the following provisions:

A. CSO will provide evidence of adequate liability insurance of no less than $100,000/$200,000 and shall indemnify, defend and hold the School Board harmless from all claims, suits, judgments or damages that may arise out of locating their personally owned mobile home on School Board property.

B. CSO will provide adequate homeowner's insurance to cover loss and damage of CSO's personal property and any other insurance coverage deemed necessary by the School Board's Risk Management Program.

C. CSO will conduct campus walk-throughs on Saturdays, Sundays, holidays, and when school is not in session. All exterior building doors will be checked during each walk-through.

D. CSO will complete documentation of campus walk-throughs on the approved forms and will submit form to the Principal within forty-eight (48) hours of the walk-through.

E. CSO will comply with all statutes, ordinances, and requirements of all city, county, state, and federal authorities. Unless CSO is a deputized member of the Baker County Sheriff's Office, the CSO shall not make any arrests or detentions

of suspected violators of any of the foregoing laws, but shall promptly notify appropriate law enforcement authorities of such suspected violation and shall thereafter fully cooperate with such law enforcement in the course of their handling of the matter.

F. If the CSO has use of a law enforcement vehicle, it shall be parked in an area most visible to the public.

G. CSO will pay directly to the School Board monthly electrical costs in excess of $150.00.

H. The outside appearance of the mobile home will be properly maintained by the CSO.

I. No permanent construction or changes will be made to the property, unless there is prior or written approval by the Superintendent or her designee.

J. Animals are not allowed inside or outside the mobile home.

K. All equipment, utilities, and other personal property are to be kept inside the storage shed or mobile home.

L A calm, orderly living environment will be maintained by the CSO.

M. In the event the CSO is married and a separation and/or divorce occurs, the CSO will retain occupancy of the property. Under no circumstances will the CSO's partner be allowed to claim residency of the property.

N. In the event the CSO vacates the property as described within, this agreement will immediately become null and void.

O. CSO will assume all expenses to locate the mobile home on School Board property.

P. All expenses in relocating the mobile home at the termination of this Agreement will be assumed by the CSO.

Q. The mobile home shall be relocated within thirty (30) days of the termination of this Agreement.

R. In the event a decision is made to relocate the mobile home, the Superintendent of Schools must be provided written notice at least thirty (30) days prior thereto.

S. The CSO acknowledges that the fence and utility shed are the property of the School Board

ARTICLE III

The School Board, Superintendent, and CSO agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by communication between the School Superintendent's and/or designee and the CSO. Both parties retain the right to terminate this Agreement in writing with a thirty (30) day notification.

ARTICLE IV

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

ARTICLE V

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

ARTICLE VI

This Agreement constitutes a final written expression of all terms of the Agreement and is a complete and exclusive statement of those terms. This Agreement has a beginning date of **July 1, 2024** and an ending date of **June 30, 2025.** This Agreement may be renewed upon agreement of both parties.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Ben Anderson, Campus Security Officer
Date: _____

ATTACHMENT A

At a site, located on the Macclenny Elementary School property, as selected by the Baker County School Board. Campus Security Officer is responsible for Baker County Middle School and Macclenny Elementary School campuses.

BAKER COUNTY SCHOOL DISTRICT

By: _____
Tiffany McInarnay, Board Chairperson
Date: June 17, 2024

By: _____
Sherrie Raulerson, Superintendent
Date: June 17, 2024

By: _____
Ben Anderson, Campus Security Officer
Date: _____

AGENDA ITEM NO. 8.12

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 Resolution_S.Raulerson.pdf

North East Florida Educational Consortium
2024-2025 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 2024-2025:

Program:	Fee:
NEFEC Membership: Resolution Main Contract #731-25-020	$15,717.50
Instructional Services Program (ISP) - #25-020-A1	$23,713.00
Enterprise Resource Software– #25-020-A6	Education Technology Serv. Fee = $179,441.00 Skyward Annual License Fee = $56,568.00
Risk Management - #25-020-A10	$1,022,995.09
Information Technology - #25-020-A18	__Package 1 = $19,500, or __Package 2 = $24,500
Building Code Administrator - #25-020-A27	$25,180.29
Human Resources Management Network - #25-020-A43	$4,311.24
Document Archiving - #25-020-A45	$891.47
Virtual Instruction - #25-020-A47	See attachment for cost per student

APPROVED AND RECOMMENDED FOR SIGNING

District School Board of Baker County

_____
by Sherrie Raulerson, Superintendent

Dated:_____

_____
by Tiffany McInarnay, Chairperson

Dated:_____

District School Board of Putnam County

_____
by Richard M. Surrency, Sr. Ed.D., Superintendent

Dated: _____

_____
by Sandra Gilyard, 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 _____ 2024, 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 24-25: *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 and support
- 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) Public Relations/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 2023-2024 FEFP Third Calculation FTE enrollment minus Family Empowerment Scholarship (FES) students as of February 2024, for the general operation of NEFEC, $771.60 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 2024-2025 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, 2024, 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, 2024.

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. 8.13

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Main Contractual Agreement #731-25-020 with District School Board of Putnam County on Behalf of North East Florida Educational Consortium, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #731-25-020_S.Raulerson.pdf

CONTRACTUAL AGREEMENT

731-25-020

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, 2024. All work shall be completed by June 30, 2025, unless otherwise indicated in specific attachments.
3. No payment will be invoiced or paid for any work performed after June 30, 2025, 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, and 215.422, 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.

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. 8.14

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A1_S.Raulerson.pdf

ATTACHMENT #25-020-A1 TO CONTRACT # 731-25-020 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, 2024, TO JUNE 30, 2025:

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 learnig 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 $23,713 which represents a base fee of $2,500, plus $4.50 per FTE. FTE figures based on 2023-2024 FEFP Third Calculation minus Family Empowerment Scholarship (FES) students as of February 2024 . 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 2025.

AGENDA ITEM NO. 8.15

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A6_S.Raulerson.pdf

ATTACHMENT #25-020-A6 TO CONTRACT #731-25-020 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, 2024, to June 30, 2025, 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 - $179,441(FTE cost based on the 2023-24 FEFP Third Calculation of the FEFP minus the Family Empowerment Scholarship students as of February 2024). 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 $56,568.
        a) $55,245 – Business and Student
        b) $1,323- 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.

AGENDA ITEM NO. 8.16

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Sherrie Raulerson - (259-0401)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval to Renew Agreement Attachment #25-020-A10 to the Main Agreement with North East Florida Educational Consortium to Provide Risk Management Services Effective July 1, 2024-June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A10_S.Raulerson.pdf

ATTACHMENT #25-020-A10 TO CONTRACT 731-25-020 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, 2024, to June 30, 2025, 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 2024-25, 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 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.

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.

ASSESSMENT SCHEDULE

Policy Year	**24-25**

District	Total Due	35% 7/15/24	20% 8/15/24	20% 9/15/24	15% 10/15/24	10% 5/1/25
Baker	**$1,022,995.09**	$358,048.28	$204,599.02	$204,599.02	$153,449.26	$102,299.51
Bradford	**$684,154.94**	$239,454.23	$136,830.99	$136,830.99	$102,623.24	$68,415.49
Columbia	**$2,005,338.22**	$701,868.38	$401,067.64	$401,067.64	$300,800.73	$200,533.82
Dixie	**$540,827.28**	$189,289.55	$108,165.46	$108,165.46	$81,124.09	$54,082.73
Flagler	**$2,511,100.04**	$878,885.01	$502,220.01	$502,220.01	$376,665.01	$251,110.00
FLVS	**$296,946.24**	$103,931.19	$59,389.25	$59,389.25	$44,541.94	$29,694.62
Gilchrist	**$746,320.17**	$261,212.06	$149,264.03	$149,264.03	$111,948.03	$74,632.02
Hamilton	**$413,744.70**	$144,810.65	$82,748.94	$82,748.94	$62,061.71	$41,374.47
Hernando	**$4,365,600.78**	$1,527,960.27	$873,120.16	$873,120.16	$654,840.12	$436,560.08
Levy	**$1,186,527.43**	$415,284.60	$237,305.49	$237,305.49	$177,979.11	$118,652.74
Nassau	**$2,499,021.98**	$874,657.69	$499,804.40	$499,804.40	$374,853.30	$249,902.20
Putnam	**$2,471,564.72**	$865,047.65	$494,312.94	$494,312.94	$370,734.71	$247,156.47
Union	**$558,987.17**	$195,645.51	$111,797.43	$111,797.43	$83,848.08	$55,898.72
GRAND TOTAL	**$19,303,128.78**	**$6,756,095.07**	**$3,860,625.76**	**$3,860,625.76**	**$2,895,469.32**	**$1,930,312.88**

BAKER COUNTY SCHOOL DISTRICT

	2023-2024 Breakdown of Premium	2024-2025 Breakdown of Premium	$ Increase/ (Decrease)
Property	$463,029.00	$435,695.63	($27,333.37)
Terrorism	$1,859.00	$1,793.26	($65.74)
Workers' Compensation	$11,034.76	$11,593.86	$559.10
Blanket Crime	$713.43	$1,138.22	$424.80
Fiscal Agent Crime (Loss Fund)	$283.33	$404.51	$121.18
Equipment Breakdown	$3,798.16	$3,951.93	$153.76
Directors/Educators Liability	$26,651.44	$24,785.44	($1,866.00)
Cyber	$18,899.99	$18,446.28	($453.72)
Group Catastrophic Student Accident	$5,322.50	$5,462.39	$139.89
RMP Budget	$30,384.62	$30,384.62	$0.00
Claims Administration/TPA Service Fee	$24,953.00	$25,341.04	$388.05
Vector Training Solutions	$1,785.97	$1,544.42	($241.56)
Brokerage Service Fee	$12,708.54	$13,164.86	$456.32
WC State Ass'mt	$2,922.76	$3,838.70	$915.94
Liability Package	$27,033.75	$28,792.12	$1,758.37
Loss Fund	$379,301.08	$416,657.81	$37,356.74

Total Required Funding Assessment	**$1,010,681.33**	**$1,022,995.09**	**$12,313.76**

2024-2025 District Risk Management Program Returns			
Earned Interest for Year 42	$22,040.07		
Total Return	**$22,040.07**		

AGENDA ITEM NO. 8.17

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A18_S.Raulerson.pdf

ATTACHMENT #25-020-A18 TO CONTRACT #731-25-020 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, 2024, to June 30, 2025, 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. 8.18

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A27_S.Raulerson.pdf

ATTACHMENT #25-020-A27 TO CONTRACT #731-25-020 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, 2024, to June 30, 2025, 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 2024-2025. 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, 2025.

That this contractual attachment is incorporated into and subject to all terms and conditions of the master contractual agreement.

AGENDA ITEM NO. 8.19

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A43_S.Raulerson.pdf

ATTACHMENT #25-020-A43 TO CONTRACT #730-25-020 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 $4,311.24 based on $.66/FTE, (FTE figures are based on the 2023-2024 FEFP Third Calculation minus Family Empowerment Scholarship (FES) students as of February 2024), 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. 8.20

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of Attachment #25-020-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, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A45_S.Raulerson.pdf

ATTACHMENT #25-020-A45 TO CONTRACT #731-25-020 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, 2024, to June 30, 2025, 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. 8.21

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Sherrie Raulerson - (259-0401)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval of the NEFEC Contract Attachment #25-020-A47 to Provide Virtual Instruction Program (VIP) Services, Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval of NEFEC 2024-2025 #25-020-A47_S.Raulerson.pdf

ATTACHMENT #25-020-A47 TO CONTRACT #731-25-020 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, 2024, AND ENDING AUGUST 31, 2025:

WHEREAS, the 2008 Legislature created Florida Statute 1002.45, an act relating to virtual instruction programs that requires school districts 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(3)(c), Florida Statutes.
- **E.** To assist the school district in establishing procedures to monitor compulsory attendance requirements in a VIP per Section 1002.45(5)(a), 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 facilitate an online application and enrollment process for potential VIP students, ongoing VIP students, and district students within district-run virtual instruction programs.
- **H.** To recruit, train, provide, and pay virtual instructors for district-run virtual instruction programs.
- **I.** To oversee the NEFEC web-based portals for participating district-run virtual instruction programs.
- **J.** 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.
- **K.** To ensure that all virtual instructors are highly qualified and hold a valid Florida Teaching Certificate.

L. To assign virtual instructors to courses and students.
M. To enroll approved students in courses.
N. To monitor NEFEC-contracted virtual instructors.
O. To pay Florida Virtual School, K12 Florida LLC, and Imagine Learning, LLC the contracted fees pursuant to student participation and successful completion.
P. 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.
Q. To provide all confidential and identifiable information to districts via secure transmission methods, such as encrypted documents or use of available SFTP folders for each district.
R. To ensure that acceptable student-teacher ratios are established to ensure the number of students in the district VIP classes are not excessive.
S. To disclose student-teacher ratios as requested by individual districts contracted with NEFEC.
T. To provide all successful completion of courses to the Board for students enrolled in both full-time and part-time virtual instruction program in grades K-12 so that the District can confirm that a student has satisfied the requirements for graduation in Section 1003.4282, Section 1002.3105, Florida Statutes.
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 invoice the District no less than three times a year as follows for services offered through August 31, 2025. 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 with the exception of the following:	
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 or updated Imagine Learning, LLC (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	$75.00	Guitar 1	$60.00
AP Calculus AB	$50.00	Hospitality and Tourism Marketing Management	$67.00
AP Calculus BC	$50.00	Human Growth and Development	$48.00
AP Computer Science A (STEM)	$58.00	Introduction to Hospitality & Tourism	$67.00

AP Physics 1	$68.00	Introduction to the Teaching Profession	$67.00
AP United States Government and Politics	$78.00	Law Studies	$67.00
AP United States History	$65.00	Leadership Skills Development	$67.00
Agriculture Communications 2	$48.00	M/J Exploring Music	$48.00
Agriculture Communications 3	$48.00	M/J Grade 6 Mathematics	$48.00
Applications in Artificial Intelligence	$67.00	M/J Grade 7 Mathematics	$48.00
Artificial Intelligence in the World	$67.00	M/J Guitar 1	$60.00
Calculus Honors	$50.00	M/J Peer Counseling 1	$67.00
Career Research and Decision Making	$67.00	Mathematics for College Algebra	$57.00
Computer & Network Security Fundamentals	$59.00	Outdoor Education	$80.00
Critical Thinking and Study Skills	$67.00	Parenting Skills	$67.00
Digital Art Imaging 1	$48.00	Peer Counseling 1	$67.00
Digital Information Technology	$68.00	Peer Counseling 2	$67.00
Driver Education/Traffic Safety - Classroom	$71.00	Peer Counseling 2 ELL	$67.00
Forensic Science	$58.00	Principles of Entrepreneurship	$67.00
Foundations of Curriculum and Instruction	$67.00	Theater, Cinema, & Film Production	$58.00
All other franchise courses are billed at $45.			

**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 courses/ semester) (2 elective courses/ semester)	ELA $48/semester All other courses $45/semester	$300/semester	Core - $600/semester Elective - $240/semester	$2,826/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 - $150

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 VIP 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 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. W 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, 2025.

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. 8.22

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Denny Wells - (259-5420)

ITEM TYPE: Property

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the April 2024 District Property Inventory.

ATTACHMENTS:
06.17.2024.Approval of April 2024 Property_D.Wells.pdf

Baker County School District

F.D. (Denny Wells), Director
270 Jonathan Street – Macclenny, Florida 32063
904-259-5420

May 30, 2024

Mrs. Sherrie Raulerson
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mrs. Raulerson:

I would like to request School Board review and approval of the District Property Inventory for **April, 2024.**

Should you have any questions concerning this request, please feel free to contact me your convenience.

Sincerely yours,

F.D. Wells,
Director of Facilities and Maintenance

APRIL 2024	BEGINNING BALANCE	ACQUISITIONS							ENDING
		ACQUISITIONS	TRANS IN	TRADE INS	TOTALS	TRANS OUT	STOLEN	TOTALS	
	B C H S - 0012 $926,585.69	$ -	$ -		$ -	$ -		$ -	$926,585.69
	M E S - 0013 $110,255.35	$ -	$ -		$ -	$ -		$ -	$110,255.35
	L E S - 0021 $273,509.42	$ -	$ -		$ -	$ -		$ -	$273,509.42
	PREK-KDG CTR - 0022 $154,760.43	$ -	$ -		$ -	$ -		$ -	$154,760.43
	K I S - 0031 $175,275.45	$ -	$ -		$ -	$ -		$ -	$175,275.45
	B C M S - 0032 $881,512.75	$ -	$ -		$ -	$ -		$ -	$881,512.75
	W E S - 0091 $230,895.01	$ -	$ -		$ -	$ -		$ -	$230,895.01
	SURPLUS - 0099 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	IN ACTIVE - 1111 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	READ CLINIC - 2013 $30,249.51	$ -	$ -		$ -	$ -		$ -	$30,249.51
	BUS SHOP/VECH 2222 $7,494,820.00	$ -	$ -		$ -	$ -		$ -	$7,494,820.00
	MAINT/VECH 3333 $199,468.93	$ -	$ -		$ -	$ -		$ -	$199,468.93
	CHAP 1 - M E S - 4013 $20,967.00	$ -	$ -		$ -	$ -		$ -	$20,967.00
	CHAP 1 - KIS - 4031 $1,811.70	$ -	$ -		$ -	$ -		$ -	$1,811.70
	CHAP I - BCMS - 4032 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	CHAP 1 - WES - 4091 $47,082.94	$ -	$ -		$ -	$ -		$ -	$47,082.94
	CUST-LAND/VECH 4444 $200,549.19	$ -	$ -		$ -	$ -		$ -	$200,549.19
	VO. / ADULT ED - 5012 $118,836.21	$ -	$ -		$ -	$ -		$ -	$118,836.21
	VO. / ADULT ED - 5032 $6,654.30	$ -	$ -		$ -	$ -		$ -	$6,654.30
	TECHNOLOGY - 5555 $719,842.64	$ -	$ -		$ -	$ -		$ -	$719,842.64
	TECH/VECH 6666 $78,248.00	$ -	$ -		$ -	$ -		$ -	$78,248.00
	CURRENT MISSING - 7777 $3,835.59		$ -		$ -	$ -		$ -	$3,835.59
	PRIOR MISSING 05 - 8888 $323,943.10		$ -		$ -	$ -		$ -	$323,943.10
	SUB TOTAL- PAGE ONE $ 11,999,103.21	$ -	$ -	$ -	$0.00	$0.00	$ -	$0.00	$11,999,103.21
	CO OFF - 9001 $328,787.21	$ -	$ -		$ -	$ -		$ -	$328,787.21
	BUS SHOP - 9002 $84,943.88	$ -	$ -		$ -	$ -		$ -	$84,943.88
	MAINT. - 9003 $210,723.76	$ -	$ -		$ -	$ -		$ -	$210,723.76
	W-HSE - 9004 $26,764.10	$ -	$ -		$ -	$ -		$ -	$26,764.10
	FAMILY SER - 9005 $96,173.23	$ -	$ -		$ -	$ -		$ -	$96,173.23
	STUDENT SER - 9006 $161,406.05	$ -	$ -		$ -	$ -		$ -	$161,406.05
	ALT SCH - 9007 $53,866.70	$ -	$ -		$ -	$ -		$ -	$53,866.70
	VO. / ADULT ED - 9008 $104,320.37	$ -	$ -		$ -			$ -	$104,320.37
	LAND / CUST 9009 $432,218.46	$ -	$ -		$ -	$ -		$ -	$432,218.46
	SUPT. OFFICE - 9010 $57,803.82	$ -	$ -		$ -	$ -		$ -	$57,803.82
	SOUTHSIDE - 9021 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	DEAD FILE - 9999 $955,376.77				$ -			$ -	$955,376.77
	TOTAL $14,511,487.56	$ -	$ -	$ -	$0.00	$0.00	$ -	$ -	$14,511,487.56
					Dead File Adjustment				$955,376.77
					Final Property Total				**$13,666,427.22**

AGENDA ITEM NO. 8.23

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Denny Wells - (259-5420)

ITEM TYPE: Property

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the May 2024 District Property Inventory.

ATTACHMENTS:
06.17.2024.Approval of May 2024 Property_D.Wells.pdf

Baker County School District

F.D. (Denny Wells), Director
270 Jonathan Street – Macclenny, Florida 32063
904-259-5420

May 30, 2024

Mrs. Sherrie Raulerson
Superintendent of Schools
Baker County School District
370 South Blvd. East
Macclenny, Florida

Dear Mrs. Raulerson:

I would like to request School Board review and approval of the District Property Inventory for **May, 2024.**

Should you have any questions concerning this request, please feel free to contact me your convenience.

Sincerely yours,

F.D. Wells,
Director of Facilities and Maintenance

MAY 2024	BEGINNING BALANCE	ACQUISTIONS							ENDING
		ACQUISTIONS	TRANS IN	TRADE INS	TOTALS	TRANS OUT	STOLEN	TOTALS	
	B C H S - 0012 $939,067.37	$ 50,370.00	$ -		$ 50,370.00	$ 42,585.05		$ 42,585.05	$946,852.32
	M E S - 0013 $110,255.35	$ 36,848.00	$ -		$ 36,848.00	$ -		$ -	$147,103.35
	L E S - 0021 $325,855.66	$ -	$ -		$ -	$ -		$ -	$325,855.66
	PREK-KDG CTR - 0022 $163,991.19	$ 7,884.00	$ -		$ 7,884.00	$ -		$ -	$171,875.19
	K I S - 0031 $175,275.45	$ -	$ -		$ -	$ -		$ -	$175,275.45
	B C M S - 0032 $885,912.75	$ 34,713.00	$ -		$ 34,713.00	$ -		$ -	$920,625.75
	W E S - 0091 $230,895.01	$ 71,234.00	$ -		$ 71,234.00	$ -		$ -	$302,129.01
	SURPLUS - 0099 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	IN ACTIVE - 1111 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	READ CLINIC - 2013 $30,249.51	$ -	$ -		$ -	$ -		$ -	$30,249.51
	BUS SHOP/VECH 2222 $7,494,820.00	$ -	$ -		$ -	$ -		$ -	$7,494,820.00
	MAINT/VECH 3333 $199,468.93	$ -	$ -		$ -	$ -		$ -	$199,468.93
	CHAP 1 - M E S - 4013 $20,967.00	$ -	$ -		$ -	$ -		$ -	$20,967.00
	CHAP 1 - KIS - 4031 $1,811.70	$ -	$ -		$ -	$ -		$ -	$1,811.70
	CHAP I - BCMS - 4032 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	CHAP 1 - WES - 4091 $47,082.94	$ -	$ -		$ -	$ -		$ -	$47,082.94
	CUST-LAND/VECH 4444 $200,549.19	$ -	$ -		$ -	$ -		$ -	$200,549.19
	VO. / ADULT ED - 5012 $118,836.21	$ -	$ -		$ -	$ -		$ -	$118,836.21
	VO. / ADULT ED - 5032 $6,654.30	$ -	$ -		$ -	$ -		$ -	$6,654.30
	TECHNOLOGY - 5555 $719,842.64	$ -	$ -		$ -	$ -		$ -	$719,842.64
	TECH/VECH 6666 $78,248.00	$ -	$ -		$ -	$ -		$ -	$78,248.00
	CURRENT MISSING - 7777 $3,835.59		$ -		$ -	$ -		$ -	$3,835.59
	PRIOR MISSING 05 - 8888 $323,943.10		$ -		$ -	$ -		$ -	$323,943.10
	SUB TOTAL- PAGE ONE $ 12,077,561.89	$ 201,049.00	$ -	$ -	$201,049.00	$42,585.05	$ -	$42,585.05	$12,236,025.84
	CO OFF - 9001 $328,787.21	$ -	$ -		$ -	$ -		$ -	$328,787.21
	BUS SHOP - 9002 $84,943.88	$ -	$ -		$ -	$ -		$ -	$84,943.88
	MAINT. - 9003 $210,723.76	$ -	$ -		$ -	$ -		$ -	$210,723.76
	W-HSE - 9004 $26,764.10	$ -	$ -		$ -	$ -		$ -	$26,764.10
	FAMILY SER - 9005 $96,173.23	$ -	$ -		$ -	$ -		$ -	$96,173.23
	STUDENT SER - 9006 $161,406.05	$ -	$ -		$ -	$ -		$ -	$161,406.05
	ALT SCH - 9007 $53,866.70	$ -	$ -		$ -	$ -		$ -	$53,866.70
	VO. / ADULT ED - 9008 $103,430.13	$ -	$ -		$ -	$ -		$ -	$103,430.13
	LAND / CUST 9009 $432,218.46	$ -	$ -		$ -	$ -		$ -	$432,218.46
	SUPT. OFFICE - 9010 $57,803.82	$ -	$ -		$ -	$ -		$ -	$57,803.82
	SOUTHSIDE - 9021 $0.00	$ -	$ -		$ -	$ -		$ -	$0.00
	DEAD FILE - 9999 $955,376.77		$ 39,287.82		$ 39,287.82	$ 39,287.82		$ 39,287.82	$955,376.77
	TOTAL $14,589,056.00	$ 201,049.00	$ 39,287.82	$ -	$240,336.82	$81,872.87	$ -	$ 81,872.87	$14,747,519.95
					Dead File Adjustment				$955,376.77
					Final Property Total				**$13,666,427.22**

AGENDA ITEM NO. 8.24

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Tonya Tarte - (259-4330)
ITEM TYPE:	Bid
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Award Bid No. 2022-002 (Transportation Fuel and Unleaded Gasoline) to RH Davis Oil Co, Inc. Effective July 1, 2024 - June 30, 2025.

ATTACHMENTS:
06.17.2024.Approval to Renew Transportation Fuel Bid_T.Tarte.pdf

392 South Boulevard, East • Macclenny, Florida 32063
Tonya L. Tarte
Director of Nutrition Services, Purchasing and Warehousing
"Where Children Are First!"

Phone: (904) 259-4330 www.baker.k12.fl.us Fax: (904) 259-2825

TO: Sherrie Raulerson, Superintendent of Schools

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

RE: **Transportation Gasoline & Diesel Fuel Bid No: 2022-002**

DATE: May 30, 2024

I am seeking approval to renew Transportation Gasoline & Diesel Fuel Bid No: 2022-002 beginning July 1, 2024 through June 30, 2025. RH Davis Oil Company, Inc. has agreed to keep the same pricing, terms, and conditions originally awarded.

Thank you for your time and consideration of this recommendation.

cc: Teri Ambrose, Executive Director for Support Services

AGENDA ITEM NO. 8.25

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Michael Green - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Renew Agreement with Richard Healey, Physical Therapist, Effective August 1, 2024 - July 31, 2025. (No Changes from Previous Year.)

ATTACHMENTS:
06.17.2024.Approval of Richard Healy PT Renewal Agreement_M.Green.pdf

Baker County Public Schools
Exceptional Student Education
420 South 8th.St., Macclenny, Florida 32063
Telephone: (904) 259-7825 www.bakerk12.org Fax: (904) 259-9099

June 4, 2024

Sherrie Raulerson, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

I would like to request School Board approval to renew the agreement between the Baker County School Board and Richard Healey, Physical Therapist. This agreement provides Physical Therapy services to qualifying students in the Baker County School system from August 1, 2024 through July 31, 2025. There are no changes from the prior year agreement and the funding source will remain General.

If you have any questions please contact me at (904)259-7825 or michael.green@bakerk12.org

Sincerely,

Michael Green

Michael Green Jr., Director
Exceptional Student Education/
Student Services

MG:cm

AGREEMENT BETWEEN
BAKER COUNTY SCHOOL BOARD
AND
RICHARD HEALEY, PHYSICAL THERAPIST

THIS AGREEMENT is made between **Baker County School Board, 290 Jonathan Street East, Macclenny, Florida 32063 (referred to as Agency) and Richard Healey, Physical Therapist, 5001 N. W. 65th Lane, Gainesville, Florida 32653-3386.**

THIS AGREEMENT contains the following:

A. Agency is an agency serving individuals with special needs;

B. Both parties wish to enter into an AGREEMENT in which Richard Healey, Physical Therapist, and staff, which may include Physical Therapist Assistants, will provide physical therapy services to individuals of the Agency.

THE PARTIES agree to the following:

Services

a) Both parties agree that the scope of **Richard Healey, Physical Therapist,** responsibility as set forth in the AGREEMENT, is to provide on an "as needed" hours of physical therapy service and on an "as needed" hours of physical therapist assistant service for the clients of the Agency.

Duties of Therapist(s):

a) The services provided by the therapy practitioners under this AGREEMENT will be consistent with the available facilities, the therapy practitioners professional judgment and the standards established in the Agency's community;

b) The therapy practitioners shall maintain adequate and current records, in the manner required by the Agency, for individuals who are provided with service;

c) The therapy practitioners will furnish a professional liability insurance policy to cover all therapy practitioners who provide services to the Agency. This policy must be effective on or before the therapy practitioners first day of work;

d) The Agency understands and agrees that the therapy practitioners are acting and performing as independent contractors at all times. The administrative duties of all therapy practitioners will be directed by the Agency. The Agency and the therapy practitioners must fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to licensure and the regulation of the therapy practitioners and the Agency;

e) The therapy practitioners under their contract, must comply with policies, rules, and regulations of the Agency;

f) The therapy practitioners, will attend staff meetings (i.e., IEP meetings, parent meetings, Child Study team meetings and LATS meetings.) regarding physical

therapy services (staffing should be mutually agreed upon regarding date and time);

g) Richard Healey, PT will provide records for Medicaid Service billing information as requested by the Exceptional Student Education Service office;

h) Richard Healey, PT, will provide the Agency with an invoice for services rendered during the preceding calendar month. Therapy practitioners will document services to the quarter hour and billing invoice will document the date, the location where the service was provided (including school sites and office administrative services) and the times at that location. In addition to this monthly billing invoice, Richard Healey, PT will provide supporting documentation that includes all necessary documentation required by the Agency (i.e. Students' initials with therapy services that gives an account of administrative hours for the required documentation of therapy services, administrative hours for IEP meetings, parent meetings and documentation records requested by ESE services office to bill Medicaid Services).

i) To perform services a maximum of 84 hours per month. The Director of ESE & Student Services must provide written approval of any Physical therapist service hours in excess of 84 hours per month.

Term:

a) This AGREEMENT shall be in effect from August 1, 2024 and extending until July 31, 2025. Either party can terminate this agreement by giving of a thirty (30) days written notice.

Fees:

a) Richard Healey, PT shall be compensated for documented services rendered;

b) Richard Healey, PT will receive from the Agency a guaranteed income of seventy-two ($72.00) dollars per hour for every hour of documented contracted physical therapist services approved by the Agency and sixty-two ($62.00) dollars per hour for every documented hour of the physical therapist assistant services approved by the Agency. Richard Healey, PT will be paid by the Baker County School Board per the Vendor schedule for the current school year for the previous month.

Duties of the Agency:

a) The Agency will provide the therapy practitioners with adequate work areas and equipment, as deemed necessary by the Agency, for the Therapy Practitioners to perform her/his job;

b) Provide support services as needed;

c) Make available records and information relevant to the child for purposes of service being provided;

d) Provide a calendar year schedule for activities which might possibly interfere with sessions scheduled by the therapy practitioners and to notify the therapy practitioners of any change in school plans for activities that might interfere with the therapy schedule. If the therapy practitioners arrive at school for treatment and all students are unavailable, the therapy practitioners will be paid for the first therapy session;

e) Provide Accounts Payable Voucher schedule for the current school year.

Service of Notices:

a) Notices served on the Agency will be served Certified Mail with a return receipt, to the Baker County School Board, 290 Jonathan Street East, Macclenny, Florida 32063. Notices served on Richard Healey, Physical Therapist, will be served by Certified Mail with a return receipt, to 5001 N. W. 65th Lane, Gainesville, Florida 32653-3386.

Confidential Information:

a) Both parties agree they will not at any time during or after termination of this AGREEMENT use or disclose any confidential information or methods to any person or entity for any purpose whatsoever without the prior written consent of the Agency and Richard Healey, Physical Therapist and staff.

Termination:

a) This AGREEMENT may be terminated immediately upon written notice of breach of any party by the other party, or by either party upon thirty (30) days prior written notice. Notice will be delivered to the other party by Certified Mail with a return receipt.

THE PARTIES execute this AGREEMENT on the _____day of _____, 2024.

Baker County School Board

By: _____ Date:_____

Title:_____

By: _____ Date: _____
Superintendent of Schools

Richard Healey, Physical Therapist

By: Richard Healey, P.T. Date: 6/3/2024
Owner

AGENDA ITEM NO. 8.26

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Michael Green - (259-0444)
ITEM TYPE:	Agreement
AGENDA SECTION:	**APPROVAL OF ROUTINE ITEMS**
SUBJECT:	Approval to Amend the Positive Behavior Supports Agreement for Additional Support for the Extended School Year Program, June 11, 2024 - July 9, 2024. Funding Source: Mental Health Allocation to be Reimbursed by Resiliency Grant.

ATTACHMENTS:
06.17.2024.Approval of Amended PBS Agreement_M.Green.pdf

Baker County Public Schools
Exceptional Student Education
420 South 8th St., Macclenny, Florida 32063
Telephone: (904) 259-7825 www.bakerk12.org Fax: (904) 259-9099

June 3, 2024

Sherrie Raulerson, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Raulerson:

I would like to request School Board approval to amend the previous agreement between the Baker County School Board and Positive Behavior Supports Corporation from June 11, 2024 through July 9, 2024. This agreement provides comprehensive, student behavioral support and will support individual client and school needs in our district. This will provide support to our Extended School Year program. The funding source will be through our Mental Health Allocation and the school district will be reimbursed from the Resiliency Grant.

If you have any questions, please contact me at (904)259-7825 or michael.green@bakerk12.org.

Sincerely,

Michael Green

Michael Green Jr., Director
Exceptional Student Education/
Student Services

MG:cm

POSITIVE BEHAVIOR SUPPORTS CORP.

• EST 2007•

Agreement: Organization Contract

This contract represents an agreement between Baker County School District (Agency) for comprehensive, student (Entity) behavioral support through *Positive Behavior Supports Corporation* (PBS Corp.). PBS Corp. will support individual client and school needs as requested and defined by Baker County School District.

Individual Client Needs

PBS Corp. specializes in providing individual supports to clients with special needs. We take a team approach to identify problematic behaviors, evaluate functions of behaviors, and develop strategies that are a good contextual fit.

The process begins with our Behavior Analyst completing a records review of the client, conducting staff and caregiver interviews, and observation, as part of a Functional Behavior Assessment. In this process we hypothesize why behaviors are occurring and which behavior analytic strategies would benefit the client for behavior reduction. In conjunction, we identify appropriate and functional replacement behaviors and skills to teach. Based on this assessment a comprehensive plan is written.

Once the behavior plan is developed, it is recommended to have a meeting to review plan development with all stakeholders (managers, support specialists, and caregivers). We provide a variety of different services, and our assigned staff and regional team will work collaboratively with you to identify our services that are the best match for your program.

Risks and Benefits

Participating in any treatment has numerous benefits, but also certain inherent risks. For example, individuals receiving services from PBS Corp. may experience disruptions in daily schedules and routines (e.g., due to professionals entering the setting or suggesting changes in routines), stress associated with identifying problematic patterns or learning to respond differently to the individual's behavior, or frustration at delays in progress or the necessity to modify approaches periodically. These are, of course, in addition to risks to privacy and confidentiality that occur when sharing information. PBS Corp. will make every effort to minimize these risks and make services optimally beneficial and enjoyable.

Cost Description

The following is a proposed summary of cost per service provided at an hourly rate. PBS Corp. provides an extensive list of services in addition to the standard daily supports within the school. These rates are derived based on what other state and private funding sources are currently reimbursing. Please note that trainings can be offered in half or full day increments.

Service Type	Rate	Not To Exceed
Board Certified Behavior Analyst Services (BCBA) – including 5% oversight of staff for RBT (as needed)	$85/hr	
Registered Behavior Technician (RBT)	$40/hr	

Witnesses

For and in consideration of the mutual covenants contained herein, the parties to this Agreement agree as follows:

PBS Corp. shall:

a. Provide behavioral services with comprehensive report of recommendations and training services to properly classified exceptional individuals and staff as identified by school personnel.
b. Present a monthly summary of services rendered as applicable.
c. Furnish copies of evaluation/reviews.
d. Maintain record keeping practices. Data collection will be reviewed, and ongoing feedback/inquiry given.
e. Conduct training as requested and modify existing contract to meet any requested ongoing service needs as authorized.
f. Comply with all Federal, State and Local Statues prohibiting discrimination, abuse, and neglect while maintaining confidentiality.
g. Follow ethical guidelines set forth by the Behavior Analyst Certification Board.
h. Complete background check requirements as identified by the agency.
i. Maintain adequate liability insurance coverage on a comprehensive basis to hold such liability insurance at all times during the term of the contract. PBS Corp. accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for PBS. Corp. and the consumers to be served under this contract. Upon the execution of the contract, PBS Corp. shall furnish the The Agency written verification supporting both the determination and existence of such coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the operating state. At a minimum the following types of insurance will be maintained by PBS Corp. during the term of this contract:

Type	**Amount**
Comprehensive General Liability (to include professional liability) with a minimum limit of:	$1,000,000/ occurrence $2,000,000/ aggregate
Worker's Compensation	Statutory limit, as required

2. Baker County School District shall:

a. Pay the sum of fee schedule above per hour for services rendered and as agreed upon by the The Agency and PBS Corp.
b. Pay all outstanding invoices within 60 days of receiving to:
Attn: Accounts Payable
7108 S Kanner Hwy
Stuart, Fl 34997
c. Render payment within 60 days of invoice.
d. Obtain client consent.
e. Be responsible for encouraging/overseeing revolving staff to ensure that behavioral management procedures learned during training are utilized and ethical guidelines are followed.
f. Provide 15-day notice prior to any requested trainings.
g. Understand any invoicing change needed will be considered, but not guaranteed during the authorized annual contract period.
h. Communicate changes or requests within a timely manner. A two week notice is required before discontinuing a service line or staff position.

In Witness Whereof, the parties agree and have executed this Agreement on 06/11/2024 through 07/09/2024. Either party, with a 30-day written notice, can dissolve this agreement at any time.

Agency Name - Baker County School District

Payee - Positive Behavior Supports Corp.

Payor Signature	Date	Payor Print Name

Point of Contact to Receive Invoices	Email Address

Physical Address	Phone Number

Torey Torsiello	5/20/24	
Contract Manager Print Name	Date	Michael Nolan, CEO, PBS Corp.

AGENDA ITEM NO. 9.1

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	N/A
ITEM TYPE:	Removed Routine
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of Removed Routine Items.

AGENDA ITEM NO. 9.2

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Lynn Green - (259-2551)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Macclenny Elementary School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove MES Property_L.Green.pdf

Macclenny Elementary School

One Wildkitten Drive
Macclenny, Florida 32063

Lynn T. Green, Principal *Phone: (904) 259-2551*
Dr. Rachel West, Assistant Principal *Fax: (904) 259-5171*

May 23, 2024

RE: Removal of Technology Items: Broken and/or Obsolete

Members of the Baker County School Board:

This letter is to request the removal of the following equipment from the Macclenny Elementary Inventory List. This equipment includes laptops, chromebooks, iPads, etc. which are obsolete or broken beyond repair. The equipment will be disposed of in the proper manner in keeping with Florida Statutes. Please see the list below for property numbers and item descriptions.

Thank you for your attention and consideration in this matter. If you have any other questions, please call me at (904) 259-2551.

Sincerely,

Lynn T. Green

Lynn T. Green
Principal

Property Number	Description
15747	**Laptop**
15706	**Mini iPads**
15707	**Mini iPads**
15708	**Mini iPads**
15709	**Mini iPads**
15634	**Mini iPads**
15635	**Mini iPads**
15639	**Mini iPads**
15644	**Mini iPads**
15731	**ThinkPad (laptop)**
22752	**ThinkPad (laptop)**
15673	**HP Laptop**
22125	**Laptop**
15656	**Mini iPad**
15660	**Mini iPad**
15715	**ThinkPad (laptop)**
22195	**Dell Laptop**

AGENDA ITEM NO. 9.3

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Johnnie Jacobs - (259-6286)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Baker County High School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove BCHS Property_J.Jacobs.pdf

Baker County High School

Johnnie Jacobs, *Principal*
Steve Cannon, *Vice-Principal*
Donna Gurganious, *Assistant Principal*
Danyle, Lewis, *Assistant Principal*
Angela Rhoden, *Assistant Principal*

June 5, 2024

Sherrie Raulerson, Superintendent
Baker County School Board Members
Baker County School District
270 South Boulevard East
Macclenny, Florida 32063

Dear Superintendent Raulerson and School Board Members:

The purpose of this letter is to request School Board approval to remove from our inventory items that are obsolete or broken beyond repair. The itemized list is on the attached document.

Sincerely,

Johnnie Jacobs

Johnnie Jacobs, Principal

JJ/ss

Baker County High School has the following items that are outdated and obsolete. We would like to request that they are removed from our inventory. They are:

18182	IMAC COMPUTER WORK STATION
19040	LCD MONITOR
19041	CAMERA - CANPN
19043	COMPUTER
19044	PROJECTOR
19076	COMPUTER
19108	ICE MACHINE
19115	COMPUTER
19116	COMPUTER
19118	COMPUTER
19121	COMPUTER
19125	WIRELESS SPEAKER
19127	COMPUTER
19128	COMPUTER
19129	LAPTOP IBOOK
19130	COMPUTER - APPLE
19132	COMPUTER - APPLE
19135	PROJECTOR
19136	PROJECTOR
19144	LICENSE - PINPOINT
19151	LAPTOP DELL
19153	LAPTOP DELL
19154	LAPTOP LENOVO
19157	LAPTOP DELL
19180	SERVER
19191	COPIER
19192	PROJECTOR
19233	DOCUMENT CAMERA
19234	DOCUMENT CAMERA
19236	DOCUMENT CAMERA
19240	DOCUMENT CAMERA
20251	COBALT 2 DR FIREPROOF SAFE
20351	LAPTOP

20352	LAPTOP
20356	LIFT
20363	PROJECTOR
20418	DELL OPTIPLEX
20419	DELL OPTIPLEX
20444	DELL OPTIPLEX
20446	DELL OPTIPLEX
20447	DELL OPTIPLEX
20454	LENOVA THINKPAD
20455	LENOVA THINKPAD
20456	LENOVA THINKPAD
20458	LENOVA THINKPAD
20459	LENOVA THINKPAD
20460	LENOVA THINKPAD
20467	LENOVA THINKPAD
20472	LENOVA THINKPAD
20760	FEDE2T2 MACBOOK WHITE
20761	FEDE2T2 MACBOOK WHITE
20762	FEDE2T2 MACBOOK WHITE
20763	FEDE2T2 MACBOOK WHITE
20764	FEDE2T2 MACBOOK WHITE
20765	FEDE2T2 MACBOOK WHITE
20766	FEDE2T2 MACBOOK PRO 15 INCH
20769	FEDE2T2 MACBOOK PRO 13 INCH
20770	FEDE2T2 MACBOOK PRO 13 INCH
20779	FEDE2T2 IPAD
20781	FEDE2T2 IPAD
20782	FEDE2T2 MACBOOK WHITE
20783	FEDE2T2 MACBOOK WHITE
20784	FEDE2T2 MACBOOK WHITE
20785	FEDE2T2 MACBOOK WHITE
20786	FEDET2T MACBOOK WHITE
20787	FEDE2T2 MACBOOK WHITE
20788	FEDE2T2 MACBOOK WHITE
20789	FEDE2T2 MACBOOK WHITE
20790	FEDE2T2 MACBOOK WHITE

20791	FEDE2T2 MACBOOK WHITE
20792	FEDE2T2 MACBOOK WHITE
20793	FEDE2T2 MACBOOK WHITE
20794	FEDE2T2 MACBOOK WHITE
20795	FEDE2T2 MACBOOK WHITE
20796	FEDE2T2 MACBOOK WHITE
20797	FEDE2T2 MACBOOK WHITE
20798	FEDE2T2 MACBOOK WHITE
20799	FEDE2T2 MACBOOK WHITE
20800	FEDE2T2 MACBOOK WHITE
20801	FEDE2T2 MACBOOK WHITE
20802	FEDE2T2 IPAD
20803	FEDE2T2 IPAD
20804	FEDE2T2 IPAD
20805	FEDE2T2 IPAD
20806	FEDE2T2 IPAD
20807	FEDE2T2 IPAD
20808	FEDE2T2 IPAD
20809	FEDE2T2 IPAD
20810	FEDE2T2 IPAD
20811	FEDE2T2 IPAD
20815	FEDEWTW BRETFORD CART
20817	FEDE2T2 IPOD TOUCH
20818	FEDE2T2 IPOD TOUCH
20819	FEDE2T2 IPOD TOUCH
20820	FEDE2T2 IPOD TOUCH
20821	FEDE2T2 IPOD TOUCH
20822	FEDE2T2 IPOD TOUCH
20823	FEDE2T2 IPOD TOUCH
20824	FEDE2T2 IPOD TOUCH
20825	FEDE2T2 IPOD TOUCH
20826	FEDE2T2 IPOD TOUCH
20923	CPS PULSE SYSTEM (28 CLICKERS IN EACH SET)
21508	64" SMARTBOARD
21513	SECONDARY SOLUTION LIBRARY

21514	CUSTOMIZED TEACHER KIT
21515	CUSTOMIZED TEACHER KIT
21592	VIEWSONIC PROJECTOR
21593	VIEWSONIC PROJECTOR
21595	VIEWSONIC PROJECTOR
21596	VIEWSONIC PROJECTOR
21605	LENOVA THINKPAD
21610	LENOVA THINKPAD
21623	LAPTOP

AGENDA ITEM NO. 9.4

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Bonnie Jones - (259-0405)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Baker County Pre-K / Kindergarten Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove PKK Property_B.Jones.pdf

Home of the Kinder Kittens

Baker County Pre-K/Kindergarten Center

362 South Boulevard East
Macclenny, Florida 32063
(904) 259-0405 Fax: (904) 259-0379

Bonnie Jones, Principal *Kimber Faulkner, Lead Teacher on Assignment*

June 3, 2024

Removal of Property on Inventory List

Members of the Baker County School Board:

This letter is to request the removal of the following equipment from the Baker County Pre-K/Kindergarten Center School Property Inventory List. This equipment includes outdated laptop computers, elmos, and programs, etc. which are obsolete or broken beyond repair. The equipment will be disposed of in keeping with Florida Statutes governing their disposal. Please see the attached list for property numbers and item descriptions.

Thank you for your attention and consideration in this matter. If you have any other questions, please call me at (904) 259-0405.

Sincerely,

Kimber Faulkner
Teacher on Special Assignment

Property Number	Description
23298	Projector
150018	Chromebook
17068	Hooker Hutch
17069	Hooker Credenza
17070	Hooker Desk
19496	Lenovo Thinkpad
21898	Dell Latitude 13 Education Series Black Computer
19495	Lenovo A10 Desktop
23353	HP Probrook
23272	iPad
19475	ViewSonic Projector
19392	Apple Computer Education
21906	Dell Latitude 13 Education Series Black Computer
17681	CSR Computer
23325	Desktop
19274	Receptionist Desk

18387	Powerbook Laptop
19383	Smart Board
19420	Elmo
19430	Elmo
19494	Thinkpad L430 Laptop
23346	Chromebook
23349	Chromebook
19484	iPad
23280	iPad
23310	HP Smartbook
15713	Lenovo Thinkpad
19494	Thinkpad L430 Laptop
22166	Lenovo Laptop E580
23258	iPad
23261	iPad
23267	iPad
23269	iPad
23270	iPad
23273	iPad
23351	iPad
23331	Chromebook
23332	Chromebook
23333	Chromebook
23334	Chromebook
23335	Chromebook
23347	Chromebook
19487	Elmo
23253	iPad
23341	Chromebook
23342	Chromebook
23343	Chromebook
23344	Chromebook
23345	Chromebook
19412	Elmo
23260	iPad
19417	Elmo
23353	HP Probook
21906	Latitude 13 Education Series Black Computer
23275	iPad
23326	Chromebook
23327	Chromebook
23328	Chromebook
23329	Chromebook
23350	HP Probook
19413	Elmo

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Bonnie Jones, Principal *Kimber Faulkner, Lead Teacher on Assignment*

19422	Elmo
23337	Chromebook
23338	Chromebook
23339	Chromebook
23340	Chromebook
22151	Lenovo Laptop
19485	iPad
19424	Elmo
19425	Elmo
19432	Elmo
19490	Thinkpad L430 Laptop
23254	iPad
23348	iPad
19411	Elmo
19476	Computer
19383	Smartboard

AGENDA ITEM NO. 9.5

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Kelley Murphy - (259-2216)

ITEM TYPE: Property

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

SUBJECT: Approval to De-authorize and Dispose of Itemized Property on the Westside Elementary School Title I Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove WES Title I Property_K.Murphy.pdf

May 31, 2024

Dear Baker County School Board Members:

The following inventory items are either obsolete or are no longer financially feasible to repair. I am requesting that these items be removed from Westside Elementary School's Inventory (0091) and destroyed beyond use.

The items are:

Item #	Description	Seriel #	Original Cost
1269	Leapdesk Workstations		$575.00
5738	Wheel Writer		$795.000
9443	Kodak Datashow		$499.00
9792	TV/VCR	Q24103392	$475.00
14587	Spell It Deluxe		$699.95
14588	Kid Phonics 2		$699.95
14605	Hyperstudio Sftwr		$621.09
14606	Hyperstudio Sftwr		$621.09
14658	Proimage Plus Printer	51205926	$2885.00
14663	Star Reading Kit		$559.30
18968	Dell Computer	DTB1LL3	$754.00
20756	MacBook Computer	W8014QTGFYN	$899.00
20903	Elmo	610740	$555.00
21834	MacBook Computer	C02J3268F2FV	$1182.00
21840	MacBook Computer	C02J32CMF2FV	$1182.00
21841	MacBook Computer	C02J32CNF2FV	$1182.00
21859	Elmo	1264539	$590.00
21862	Projector	2Y00307EB	$326.20
21863	Projector	2Y00314EB	$326.20
21908	Dell Computer	7H4JL52	$573.00

21911	Dell Computer	GJ4JL52	$573.00
21920	Dell Computer	HJ4JL52	$573.00
2880	Projector	WDQK5Y01654	$319.00
2881	Projector	WDQK5900882	$319.00
2883	Projector	WDQK5Y00118	$319.00

Thank you for your consideration in this matter.

Sincerely,

Debbie Crews

Title One

Westside Elementary School

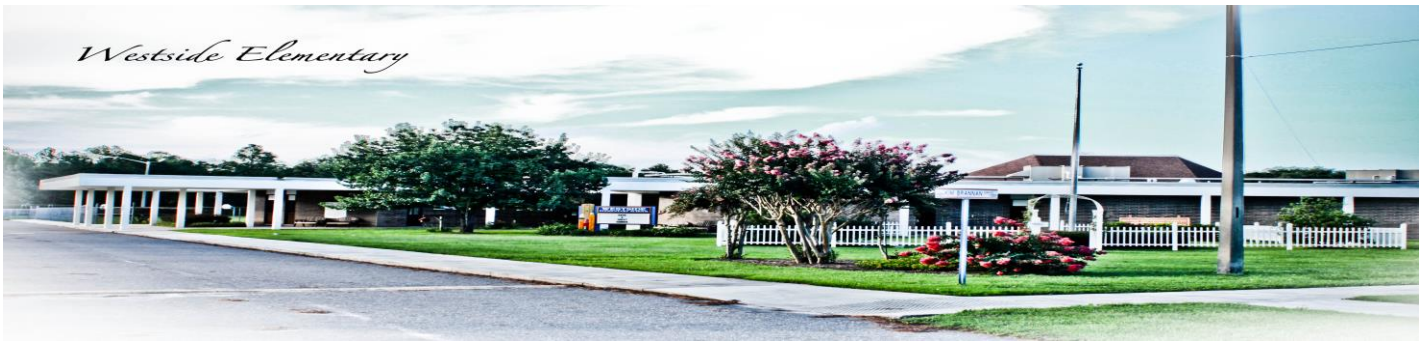
AGENDA ITEM NO. 9.6

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Kelley Murphy - (259-2216)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Westside Elementary School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove WES Property_K.Murphy.pdf



One Panther Circle • Glen St. Mary, FL 32040
Phone-904-259-2216 Fax: 904-259-5172
Kelley L. Murphy, Principal Heather Hickox, Assistant Principal

June 3, 2024

Dear Baker County School Board Members:

The following inventory items are either obsolete or are no longer financially feasible to repair. I am requesting that these items be removed from Westside Elementary School's Inventory (0091) and destroyed beyond use.

These items are:

18931	IPAD MINI	$399.00
15446	22 PAD CPS/IR SYSTEM	$1,523.32
18936	IPAD MINI	$399.00
20229	LAPTOP COMPUTER	$439.69
18926	IPAD MINI	$399.00
17123	SMARTBOARD	$750.00
14416	PENTIUM COMPUTER	$1356.00

Sincerely,

Heather Hickox

Assistant Principal

Westside Elementary School

AGENDA ITEM NO. 9.7

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Allen Murphy - (259-0429)
ITEM TYPE:	Contract
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2024-2027 Agreement with the Baker County Education Association (Revised July 1, 2024).

ATTACHMENTS:
06.17.2024.Approval of 2024-2027 BCEA Contract_A.Murphy.pdf

Baker County Public Schools

Sherrie Raulerson, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

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

June 5, 2024

Sherrie Raulerson, Superintendent
Baker County School District
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Raulerson,

I am requesting School Board approval of the 2024-2027 Agreement between Baker County School District and the Baker County Education Association.

If you have any questions, please call me at 259-0427.

Sincerely,

Everett Allen Murphy

Everett Allen Murphy
Associate Superintendent of Human Resources

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION ASSOCIATION

~~2021-2024~~
2024-2027

(Revised July 1, ~~2023~~2024)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY~~2023~~2024,BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD", AND THE BAKER COUNTY EDUCATION ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION."

WITNESSETH:

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

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

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

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

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

ARTICLE I –TERMS OF AGREEMENT

This Agreement is entered into as of July 1,~~2023~~2024, between the Baker County District School Board, hereinafter referred to as the "Board," and the Baker County Education Association, hereinafter referred to as the Association.

This Agreement shall expire on June 30, ~~2024~~2027, subject to annual reopeners for:

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

ARTICLE II -PURPOSE

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

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

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

ARTICLE III – RECOGNITION

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

Title

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

ARTICLE IV –SALARY

Item 1 -SALARY SCHEDULE GUIDELINES ~~2023-2024~~2024-2025

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

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

The ~~2023-2024~~ 2024-2025 Salary Schedule incorporates the School Board's proposed plan to implement the Florida Teacher Salary Increase Allocation (TSIA), raising the base of all applicable Baker County School District salaries to the minimum base of $~~45,189~~46,600. All instructional personnel will be paid in accordance with the ~~2023-2024~~ 2024-2025 negotiated salary schedule. The classification levels under those salary schedules will be implemented effective July 1, ~~2023~~2024 through June 30, ~~2024~~2025.

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

~~TSIA~~ Teacher Salary Schedule: 197 Day Contract
Fiscal Year~~2023-2024~~ 2024-2025

CL	Bachelors
~~0~~	~~45,189~~
~~1~~	~~45,189~~
~~2~~	~~45,189~~
~~3~~	~~45,189~~
~~4~~	~~45,239~~
~~5~~	~~45,239~~
~~6~~	~~45,239~~
~~7~~	~~45,239~~
~~8~~	~~45,339~~
~~9~~	~~45,339~~
~~10~~	~~46,056~~
~~11~~	~~46,926~~
~~12~~	~~47,826~~
~~13~~	~~48,926~~
~~14~~	~~50,026~~
~~15~~	~~51,057~~
~~16~~	~~52,157~~
~~17~~	~~53,257~~
~~18~~	~~54,357~~
~~19~~	~~55,457~~
~~20~~	~~56,557~~
~~21~~	~~57,657~~
~~22~~	~~58,757~~
~~23~~	~~59,857~~
~~24~~	~~61,132~~
~~25*~~	~~62,132~~

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

Effective: $125.00
Highly Effective: $250.00

0	46600
1	46600
2	46600
3	46600
4	46650
5	46650
6	46650
7	46650
8	46750
9	46750
10	47467
11	48337
12	49237
13	50337
14	51437
15	52468
16	53568
17	54668
18	55768
19	56868
20	57968
21	59068
22	60168
23	61268
24	62543
25	63543

SUPPLEMENTAL SALARY SCHEDULE

Athletics, Cheerleaders, Dance Teams, and Music

Athletic Directors and Trainer

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

Football

Football High School Varsity Head Coach..... ..4,350.00
******(Spring $1,305.00; Fall $3,045.00)**
~~**High School Assistant Coach (7)..... ..2,575.00**~~
~~******(Spring $772.50; Fall 1,802.50)**~~
High School Offensive Coordinator…….3,500.00
******(Spring $1050, Fall $2450)**
High School Defensive Coordinator……..…….3,500.00
******(Spring $1050, Fall $2450)**
High School Varsity Assistant (3)…….2,200.00
******(Spring $660, Fall $1540)**
High School Head Junior Varsity Coach……..…….2,200.00
******(Spring $660, Fall $1540)**
High School Assistant Junior Varsity Coach……..…….1,700.00
******(Spring $510, Fall $1190)**
Middle School Head Coach 2,000.00
******(Spring $600.00; Fall $1,400.00)**
Middle School Assistant Coach (3)..... ..1,500.00
******(Spring $450.00; Fall $1,050.00)**
High School Girls Flag Football Head Coach ……..……...1,390.00
High School Girls Flag Football Assistant Coach ……..……..……...890.00
Middle School Girls Flag Football Head Coach…… 750.00
Middle School Girls Flag Football Assistant Coach…… 450.00

Basketball

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

Wrestling

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

Baseball

Varsity Baseball Coach..... 3,090.00
Varsity Assistant Baseball Coach ~~(2)~~ 1,390.00
Junior Varsity Coach.....1,390.00
Middle School Baseball Coach.....1,500.00
Assistant Middle School Baseball Coach.....1,000.00

Weightlifting

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

Track

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

Cross Country

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

Tennis

Boys' Tennis Coach 1,390.00
Girls' Tennis Coach..... 1,390.00

Volleyball

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

Softball

Girls' Softball Coach (Fast Pitch)..... 3,090.00
Girls' Varsity Assistant Softball Coach (Fast Pitch) ~~(2)~~ 1,390.00
Girls' Junior Varsity Coach (Fast Pitch).....1,390.00
Middle School Girls' Softball Coach..... 1,500.00
Middle School Girls' Assistant Softball Coach..... 1,000.00

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

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

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

Cheerleader Sponsors
High School Varsity Football 1,030.00
High School Junior Varsity Football 750.00
High School Varsity Basketball 1,030.00
High School Junior Varsity Basketball 750.00
Middle School Football (1) 750.00
Middle School Basketball (1) 750.00
Competitive Cheerleading (1) 1,030.00
High School Dance Drill Team
Football Season (1) 525.00
Basketball Season (1) 525.00
Choreographer (1) 275.00

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

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

Chorus
High School 980.00
Middle School 775.00
Westside Elementary School 425.00
Macclenny Elementary School 425.00
Legacy Elementary School 425.00
PreK-Kindergarten School 425.00

Career and Technical Education Organizations

Agriculture

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

Future Homemakers of America (FHA)

High School 475.00

Future Business Leaders of America (FBLA)

High School 450.00

Additional CTE Organizations

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

High School Class Sponsor

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

Annual Yearbook

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

Beta Club

High School…….....……..525.00
Middle School…….....……..525.00

STEM Robotics Club

Macclenny Elementary…….....……..525.00
Westside Elementary…….....……525.00
Legacy Elementary…….....…….....……525.00
Middle School…….....……..525.00

Technology Student Association

High School 450.00
Middle School.....450.00

Miscellaneous Student Clubs and Organizations

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

Student Council

High School 450.00
Middle School.....450.00

Future Educators Sponsor

High School (1)..... 1,545.00
Middle School (1).....450.00

"Just Say No" Club Sponsors

Legacy Elementary (1) 400.00
Westside Elementary (1).....400.00
Macclenny Elementary (1) 400.00

Youth Power Club Sponsor

High School.....300.00
Middle School.....300.00

Instructional Special Certifications, Specialists and Instructional Leadership
Director of Guidance

High School (3)..... 1,235.00
Middle School (2)..... 1,235.00
Legacy Elementary(1) 1,235.00
Macclenny Elementary (1) 1,235.00
Westside Elementary (1)..... 1,235.00
Pre-K/Kindergarten Center (1)..... 1,235.00
Occupational Specialist..... 1,235.00

Chairpersons

High School 7,000.00**
Middle School..... 5,000.00**
Legacy Elementary..... 3,400.00
Macclenny Elementary..... 3,400.00
Westside Elementary 3,400.00

Pre-K Kindergarten Center…….....…….....3,400.00
Dual Enrollment (6)..……..750.00

Special Programs
Alternative Ed Supplement…….……1,545.00
Mental Health Counselor…….…….…3,000.00
Case Manager……...3,000.00
National Board Certified Teachers……425.00
ESE Staffing Specialist 2,060.00
Teachers assigned full time to an alternative school setting..... 1,500.00
Special Olympics Coordinator 1,415.00
Behavioral Analyst (2)……...2,000.00
School Psychologist ……6,000.00
School Wellness Coordinator…….…..500.00
Occupational Therapist (1) 1,545.00
Health Services Specialist..... 1,545.00

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

Speech
Speech and Hearing Therapist (3) 3000.00
National Board Certification for Speech 425.00

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

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

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

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

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

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

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

- *** Retention supplement at Classification Level (CL) 25 or above in the amount of $6,300.00**
- **See District Teacher Salary Schedule for 216, 240, and 261daycontracts.**
- **For the~~2023-2024~~2024-2025 school year, Title 1 schools' instructional staff will receive a $50.00 supplement.**
- **For the ~~2023-2024~~ 2024-2025 school year, instructional staff transfers from any school that is not low performing to a low performing school with a state grade of D or F will receive a one-time $300.00 supplement.**
- **For the ~~2023-2024~~ 2024-2025 school year, Advanced Degree Supplements-Masters: $2,800.00, Specialist: $3,800.00, Doctorate: $5,000.00**

- ~~For2023-2024 school year, all unit employees will receive a $300.00 duty supplement.~~

Item 2-Part Time Teaching Salary Schedule

BAKER COUNTY PART-TIME TEACHING SALARY SCHEDULE

Years of Experience (In the area of current part-time teaching)	Bachelor's Degree (Salary Per Hour)	Master's Degree (Salary Per Hour)	Specialist Degree (Salary Per Hour)	Doctorate Degree (Salary Per Hour)
0 - 9	~~$30.58~~ 31.54	~~$32.48~~ 33.43	~~$33.16~~ 34.11	~~$33.97~~ 34.92
10 - 14	~~$31.17~~ 32.13	~~$33.07~~ 34.02	~~$33.74~~ 34.70	~~$34.56~~ 35.51
15 - up	~~$34.56~~ 35.51	~~$36.45~~ 37.41	~~$37.13~~ 38.08	~~$37.94~~ 38.90

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

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

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

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

Item 3 -Instructional Support Personnel

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

Item 4 -Beginning Teacher Program

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

In addition, each Peer Teacher will receive additional compensation for the assignment per the currently existing Supplemental Salary Schedule. No Peer Teacher shall be assigned more than one beginning teacher during anyone school year except where reasonably necessary in the opinion of the Principal and/or Peer Teacher.

Item 5 -Payment of Direct Deposits

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

Item 6 -Summer School Pay -Work Day

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

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

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

Item 7 -Change in Deductions

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

Item 8 -Contracts

A. Individual Contracts

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

B. Probationary Teacher – instructional personnel hired on or after July 1, 2011, who are new to the profession or new to the district will receive a probationary contract for the first academic year of service. Such teachers

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

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

C. Annual Contracts

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

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

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

F. Professional Services Contracts

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

G. ~~Continuing Contract~~

~~Continuing contracts are recognized per Florida Statutes~~.

~~H.~~ Contract Status

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

Item 9 -Out of County/State Experience

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

1. **Must hold a valid teaching certificate for the time to be credited;**
2. **Must have held a full-time, salaried position for the time to be credited (including job-sharing) in a public school, accredited private school or college/university;**
3. **Must have received a satisfactory evaluation for the time to be credited;**
4. **Retroactive experience pay will be for the current year, pending completed certification**
5. **Retirement Credit: Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan or from another State retirement system.**

Item 10 -Military Experience

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

Item 11 -Attendance Incentive

Teachers who do not use sick or personal leave during any nine weeks (9) shall receive an incentive of $~~200~~ 225(before deductions) within thirty (30) working days of the end of the 9 weeks. To initiate the receipt of the incentive, teachers who qualify must notify their building principals, in writing or via e-mail, within ten working days of the end of the instructional quarter. Approved Temporary Duty Leave, Bereavement Leave, Compensatory Time, Approved Line of Duty Leave, and approved Association Leave shall not affect a teacher's perfect attendance. (Perfect attendance is defined as working all contractual days)

ARTICLE V -EMPLOYEE BENEFITS

Item I -Paid Legal Holidays

~~**A. Teachers shall be granted six (6) paid legal holidays as part of the one hundred ninety-seven (197) day contract year. In order to qualify for holiday pay, a teacher must have worked the last work day preceding the holiday and the first work day following the holiday, unless the employee is on approved leave (e.g., TDA, paid sick leave or paid personal leave, illness in line of duty, military leave, annual leave, jury duty, witness duty or limited professional leave).**~~

~~**All 240 day employees will receive the Fourth of July as a paid legal holiday.**~~

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

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

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

Labor Day
Thanksgiving
Christmas
New Years Day
M.L. King Day
Memorial Day

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

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

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

Item 2 -Personal Leave Days

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

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

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

Item 4- Group Term Life Insurance Coverage

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

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

Item 5-Terminal Pay

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

Item 6 -Retirement Insurance

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

Item 7 -Additional Retirement Benefit

For a period from July 1, ~~2021~~ 2024 through June 30, ~~2024~~ 2027, 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 an additional retirement benefit. This additional benefit will not be paid to an employee if he/she continues his employment beyond the time he/she is eligible for normal retirement. Persons entered in the Deferred Retirement Option Program (DROP) shall not be eligible for the benefits described in this section.

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

To qualify for the additional retirement benefit any employee must:

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

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

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

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

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

Item 8 -School Activities Pass

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

Item 9 -Job Sharing

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

The teachers will meet the following conditions:

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

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

<u>Item 10 -Payment for Accrued Sick Leave</u>

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

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

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

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

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

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

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

Item 11 – Bonus For Extra-Curricular Trips

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

ARTICLE VI -LEAVE OF ABSENCE

Item 1 -General Provisions

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

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

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

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

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

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

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

Item 2 -Return to Duty after Leave of Absence

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

Item 3 -Sick Leave

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

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

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

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

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

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in ~~I.B~~(F.S. 1012.61(2) 5.e.) , must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave

does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

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

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

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

2. **The teacher shall file a written claim signed by the Principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.**
3. **In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.**

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

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

Item 5 -Extended Health Leave

A teacher who is unable to perform the normal function and duty of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave will be granted, upon written request and approval of the Board, extended health leave for the duration of the illness or disability. Such

extended health leave shall be without pay and may be contingent upon medical evidence of illness or disability. The Board agrees to comply with the provisions of the Family and Medical Leave Act.

Item 6 -Jury Duty or Court Leave

~~**Where a teacher is under subpoena for jury duty during the time he/she is engaged in regular professional duties and is not released from such duties, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the teacher will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received for jury duty.**~~

~~**Where a teacher is under subpoena as a witness in connection with his/her official duties or in a court action in which he/she is not a party to the litigation, and is not released from such duties in Court, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the teacher will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received from witness duty**~~ **Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service.**

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

Item 7 -Professional Leave

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

Item 8 -Temporary Duty Elsewhere

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

Item 9 -Military Leave

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

Item 10-Bereavement Leave

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

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

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

4. **Bereavement leave must be used within 14 calendar days,excluding holiday breaks, of the death.**

5. **Such leave is not transferable.**

6. **Such leave is not redeemable.**

Item 11 -Sabbatical Leave

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

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

2. **Sabbatical leave for one-half year may be granted, provided that the applicant is eligible by formula with the further provision that such applicant not be eligible for additional sabbatical leave until eligibility**

has been re-established by rendering seven (7) more years of consecutive and satisfactory service.

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VII -TEACHER RIGHTS

Item 1 -Legal Assistance -Liability Protection

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

Item 2 -Teacher Protection

A. Against Assault

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

B. Personal Property

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

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

Item 3 -Personnel Files

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

Item 4 -Employee Discipline and Complaints

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

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

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

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

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

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

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

3. **An employee who is summoned to the office of the Principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting, which may lead to disciplinary action which requires a completed copy of Appendix A or B, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such representation is available. If a representative is to be used, the Principal/administrator/supervisor shall be informed in a timely manner.**
4. **When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.**

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

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

   No complaint or reprimand shall be placed in a teacher's personnel file unless an investigation ensues and the complaint is substantiated. Teachers shall be notified of all complaints prior to the district initiating an investigation. Every effort shall be made to process parent/student concerns.
   - **The parent, and/or complainant, shall be encouraged to talk with the teacher first.**
   - **If necessary, a conference with the parent, teacher, and principal shall be held. The teacher must be notified at least 24 hours in advance of the conference.**
   - **In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information**

Item 5 -Academic Freedom

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

Item 6 -No Reprisals

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

Item 7 -Teacher Assessment

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

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

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

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

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

F. **Prior to the final day of the school year, the employee shall have the right to issue a written response to the evaluation based on domains 1-8 and shall have ten (10) working days after the receipt of domain 9 results to issue a response. The response(s) shall become a permanent attachment to the evaluation, which will be placed in the employee's file. Such signature by the teacher shall indicate only that the teacher has read the**

report and does not necessarily indicate agreement with its contents. In the event a teacher disagrees with the evaluation, he/she shall have the opportunity to respond in writing to any item or items within ten (10) working days of receiving the evaluation form. Any response shall be attached to the evaluation form retained by the Principal and to the copy placed in the teacher's personnel file. Nothing in this provision shall prohibit an employee's rights to submit written response to any item in their personnel file at any time.

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

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

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

Item 8 -Political Activity

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

Item 9 -Teacher Right to Witness

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

Item 10 -Reduction in Force:

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

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

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

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

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

ARTICLE VIII -DUE PROCESS

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

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

ARTICLE IX -WORKING CONDITIONS

Item 1 -Workday

The teacher workday will be seven (7) hours and thirty (30) minutes per day, including a duty free lunch of at least thirty (30) minutes during the lunch serving time at each school. The time for lunch periods will be determined by the principal. The principal shall consider the desires of the employees when assigning duty. Under any circumstance which requires a teacher to surrender this duty free time, the teacher shall be given compensatory time. Compensatory time may be used during student contact time in 1/2 day increments or as entire work days; during non-student contact time, compensatory time may be used in half-hour intervals, with prior approval from the site supervisor. A teacher scheduled for lunch duty may allow another teacher to perform the duty. Only the teacher performing the duty will receive compensatory time.Compensatory leave may not be used to extend a holiday unless the day being requested is a non-student contact day, nor during scheduled state assessment days during the period of which the teacher is assigned to administer or proctor the test, or may

not be used in more than 2 day increments. Compensatory time earned in the fourth quarter of the school year may be paid out to the teacher at $24.53 per hour. The number of compensatory hours earned in the fourth nine weeks may not exceed 10 hours. Compensatory leave is capped at 40 hours and is not redeemable, transferable, or accruable from year to year. When a teacher plans on using compensatory time prior notification to the administration must be given and approved by the administrator. During the lunch period, any teacher(s) not on duty, will be free to leave the school grounds upon notification to the building Principal or his/her designee.

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

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

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

Item 2 -Teacher-Pupil Ratio

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

Item 3 -Teaching Load

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

Item 4 -Vacancies and Promotions

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

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

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

Item 5 -Transfers and Reassignments

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

A. Voluntary Transfer and Reassignment Provisions:

Teacher transfer and reassignment provisions are established, enabling any teacher seeking a transfer and/or a reassignment to be considered without any reprisals taken against him/her. A teacher, desiring a change in grade and/or subject assignment or desiring to transfer to another school center or position, shall file a written notice of such desire, providing one copy to the building principal(s) and one copy to the Association. Such requests shall be reviewed by the administration at least once each year.

When voluntary transfer and/or reassignment requests are acted upon, the administration will notify the teacher in writing of said action as soon as feasible after action is taken, but not later than seven (7) teacher workdays following action. In making transfers, the Principal will make every effort to use the following factors: district-wide seniority, certification and

qualifications (skill, preparation, training, ability/ instructional performance, and experience) in the hiring process. The ability and willingness toaccept extra-curricular responsibilities may also become a factor when all otherfactors are similar.

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

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

B. <u>Involuntary Transfer and Reassignment Provisions:</u>

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

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

<u>Item 6 -Before and After School Meetings</u>

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

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

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

Item 7 – Classroom Visits from Outside Parties

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

Item 8 -Safe and Clean Conditions; Tobacco Free Workplace

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

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

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

Item 9 -Conference Rooms and Telephones

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

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

Item 10 -Teaching Materials and Supplies

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

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

7. **All computers/printers, i.e. ink jets, shall be maintained in addition to regular classroom supplies.**

Item 11 -In-Service Training

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

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

Item 12 -Substitutes

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

Item 13 -Physical Examinations

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

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

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

Item 14 – Nursing Mothers

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

ARTICLE X -STUDENT DISCIPLINE / AUTHORITY OF TEACHERS

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

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

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

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

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

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

Item 15- Inservice for Supervising an Intern Teacher
Teachers who supervise an intern for a full semester, will earn 30 inservice points. (Component # 7-507-004)

ARTICLE XI -TEACHER INVOLVEMENT IN SCHOOL PROGRAMS AND PLANNING

Item 1 – School Advisory Committee(s)

Provisions will be established at each school by the building Principal and his/her faculty to include teacher recommendations in matters pertaining to textbook selection, curriculum materials, courses of study development,

educational specifications for school buildings, classroom equipment, program changes, discipline and student activities.
The school advisory council/committee will have the opportunity to participate in the following areas of discussion, including but not limited to:

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

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

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

Item 2 – Calendar Committee

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

Item 3 – Collaborative Action Team

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

Item 4 – Insurance Committee

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association

presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCEA will be updated regularly by their respective committee members. The insurance committee will update and report to BCEA the committee's recommendation that will be presented to the Superintendent.

Item 5 – Assessment Committee

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

Item 6 – Labor Management Committee

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

Item 7- Wellness Committee

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

ARTICLE XII -ORGANIZATIONAL RIGHTS

Item 1 -Representation at School Board Meetings

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

Item 2 -School Board Agenda and Minutes

~~Written~~ School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online @ https://www.bakerk12.org/Page/915.~~placed in the Association mailbox located in~~

~~the County Office~~**. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.**

~~**Item 3 -School Board Minutes**~~

~~**Copies of the unofficial School Board minutes will be noticed placed in the Association mailbox located in the County Office on the same day said minutes are provided to Principals and other administrative staff.**~~

Item ~~4~~ 3-Financial Information

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

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

Item ~~5~~4 -Dues Deduction ~~(~~The parties agree that under current Florida law the italicized language in Item 4 below is null and void. Should the law change and permit the School Board to allow union dues payroll deducations, the parties will meet and agree to the same language or modify as the law requires.)

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

1. ~~**Association members will authorize dues deductions by presenting an authorization card to the employer.**~~
2. ~~**The uniform amount specified will be deducted from paychecks in twenty-four (24) equal installments.**~~
3. ~~**The Association will notify the business office, in writing, no later than September 15, of the dollar amount of the deduction.**~~
4. ~~**Any teacher may stop dues deductions by written request thirty (30) days prior to payday.**~~
5. ~~**The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of notification of such cancellation by sending a copy of cancellation request to the Association.**~~

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1. *Association members will authorize dues deductions by presenting an authorization card to the employer.*

2. *The uniform amount specified will be deducted from paychecks in twenty-four (24) equal installments.*
3. *The Association will notify the business office, in writing, no later than September 15, of the dollar amount of the deduction.*
4. *Any teacher may stop dues deductions by written request thirty (30) days prior to payday.*
5. *The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of notification of such cancellation by sending a copy of cancellation request to the Association.*

Item ~~6~~ 5-Payroll Deductions

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

Item ~~7~~ 6-Use of Bulletin Boards and School Mailboxes

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

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

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

Item ~~8~~ 7-Released Time for President

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

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

Item ~~9~~8-Organizational Meetings

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

Item ~~10~~ 9-Leave to Attend State Affiliate Meetings

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

Item ~~11~~ 10– Bargaining Unit Information

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

ARTICLE XIII -GRIEVANCE PROCEDURE

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

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

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from

time totime, arise concerning this Agreement. Both parties agree thatthese proceedings shall be kept as informal and confidential as may be appropriate.

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

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

C. A formally written grievance shall contain the following:

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

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

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

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

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

employee who disagrees with the implementation of the adopted process and/or procedures of the employee assessment (relating to SB736) may file a grievance as outlined in this article.

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

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

I. Informal

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

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

J. Formal

Step One:

If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (see page 51) with copies as indicated on form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two:

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

writing, to the aggrieved employee and the Association within five (5) workdays after the meeting.

Step Three:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE XIV -SAVINGS CLAUSE

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

FOR THE TEACHERS

_____
Debra Crews
President, BCEA

_____
Angela Callahan
Chief Negotiator

FOR THE BOARD

_____
Leonard Dietzen
Chief Negotiator, BCSB

_____
Baker County School Board

_____
Baker County School Board

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

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

MEMORANDUM OF AGREEMENT
~~2023-2024~~2024-2025

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

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

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

Memorandum of Understanding
SWAT Coordinator ~~2023-2024~~ 2024-2025

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

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S): _____

SCHOOL: _____ ASSIGNMENT: _____

HOME ADDRESS: _____ HOMEPHONE: _____

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

DATE CAUSE OF GRIEVANCE OCCURRED: _____

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

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

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

_____
_____
_____
_____
_____

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

_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) **(DATE)**

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

_____
_____
_____
_____

_____ _____
(SIGNATURE) **(DATE)**

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____
_____
_____
_____

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

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

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

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____
_____

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

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form: _____

Date: _____

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

APPENDIX C

Change of Contract Request

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

_____ _____

Instructional Employee's Name **Date**

NOTARY PUBLIC
STATE OF FLORIDA, COUNTY OF BAKER

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

_____

Notary Public **Notary Stamp:**
My Commission Expires:

BAKER COUNTY SCHOOLS
2023-2024 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 5774				
Employee	$ 962.20	$ 535.02	$ 427.18	$ 213.59
Employee & Spouse	$ 1,733.64	$ 688.86	$ 1,044.78	$ 522.39
Employee & Children	$ 1,578.70	$ 657.36	$ 921.34	$ 460.67
Family Coverage	$ 2,288.30	$ 802.20	$ 1,486.10	$ 743.05
E/E Family Coverage	$ 2,288.30	$ 1,211.12	$ 1,077.18	$ 538.59
E/E Spouse Coverage	$ 1,733.64	$ 963.90	$ 769.74	$ 384.87
FL BLUECARE HMO 62				
Employee	$ 871.98	$ 535.02	$ 336.96	$ 168.48
Employee & Spouse	$ 1,571.04	$ 688.86	$ 882.18	$ 441.09
Employee & Children	$ 1,430.64	$ 657.36	$ 773.28	$ 386.64
Family Coverage	$ 2,073.70	$ 802.20	$ 1,271.50	$ 635.75
E/E Family Coverage	$ 2,073.70	$ 1,211.12	$ 862.58	$ 431.29
E/E Spouse Coverage	$ 1,571.04	$ 963.90	$ 607.14	$ 303.57
FL BLUEOPTIONS PPO 5301				
Employee	$ 828.16	$ 535.02	$ 293.14	$ 146.57
Employee & Spouse	$ 1,492.12	$ 688.86	$ 803.26	$ 401.63
Employee & Children	$ 1,358.78	$ 657.36	$ 701.42	$ 350.71
Family Coverage	$ 1,969.50	$ 802.20	$ 1,167.30	$ 583.65
E/E Family Coverage	$ 1,969.50	$ 1,211.12	$ 758.38	$ 379.19
E/E Spouse Coverage	$ 1,492.12	$ 963.90	$ 528.22	$ 264.11
FL BLUECARE HMO 128/29 (HSA)				
Employee	$ 664.06	$ 535.02	$ 129.04	$ 64.52
Employee & Spouse	$ 1,196.38	$ 688.86	$ 507.52	$ 253.76
Employee & Children	$ 1,089.52	$ 657.36	$ 432.16	$ 216.08
Family Coverage	$ 1,579.22	$ 802.20	$ 777.02	$ 388.51
E/E Family Coverage	$ 1,579.22	$ 1,211.12	$ 368.10	$ 184.05
E/E Spouse Coverage	$ 1,196.38	$ 963.90	$ 232.48	$ 116.24
COLONIAL LIFE - HIP				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
Employee	$ 35.70	$ 12.70	$ 23.00	$ 11.50
Employee & Spouse	$ 69.82	$ 12.70	$ 57.12	$ 28.56
Employee & Children	$ 76.66	$ 12.70	$ 63.96	$ 31.98
Family Coverage	$ 70.00	$ 12.70	$ 57.30	$ 28.65
E/E Family Coverage	$ 70.00	$ 25.40	$ 44.60	$ 22.30
E/E Spouse Coverage	$ 69.82	$ 25.40	$ 44.42	$ 22.21
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age

H: Premiums for 2023-2024

BAKER COUNTY SCHOOLS
2024-2025 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 5774				
Employee	$ 962.20	$ 535.02	$ 427.18	$ 213.59
Employee & Spouse	$ 1,733.64	$ 688.86	$ 1,044.78	$ 522.39
Employee & Children	$ 1,578.70	$ 657.36	$ 921.34	$ 460.67
Family Coverage	$ 2,288.30	$ 802.20	$ 1,486.10	$ 743.05
E/E Family Coverage	$ 2,288.30	$ 1,211.12	$ 1,077.18	$ 538.59
E/E Spouse Coverage	$ 1,733.64	$ 963.90	$ 769.74	$ 384.87
FL BLUECARE HMO 62				
Employee	$ 871.98	$ 535.02	$ 336.96	$ 168.48
Employee & Spouse	$ 1,571.04	$ 688.86	$ 882.18	$ 441.09
Employee & Children	$ 1,430.64	$ 657.36	$ 773.28	$ 386.64
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E/E Family Coverage	$ 2,073.70	$ 1,211.12	$ 862.58	$ 431.29
E/E Spouse Coverage	$ 1,571.04	$ 963.90	$ 607.14	$ 303.57
FL BLUEOPTIONS PPO 5301				
Employee	$ 828.16	$ 535.02	$ 293.14	$ 146.57
Employee & Spouse	$ 1,492.12	$ 688.86	$ 803.26	$ 401.63
Employee & Children	$ 1,358.78	$ 657.36	$ 701.42	$ 350.71
Family Coverage	$ 1,969.50	$ 802.20	$ 1,167.30	$ 583.65
E/E Family Coverage	$ 1,969.50	$ 1,211.12	$ 758.38	$ 379.19
E/E Spouse Coverage	$ 1,492.12	$ 963.90	$ 528.22	$ 264.11
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 668.72	$ 535.02	$ 133.70	$ 66.85
Employee & Spouse	$ 1,204.78	$ 688.86	$ 515.92	$ 257.96
Employee & Children	$ 1,097.16	$ 657.36	$ 439.80	$ 219.90
Family Coverage	$ 1,590.30	$ 802.20	$ 788.10	$ 394.05
E/E Family Coverage	$ 1,590.30	$ 1,211.12	$ 379.18	$ 189.59
E/E Spouse Coverage	$ 1,204.78	$ 963.90	$ 240.88	$ 120.44
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
Employee	$ 35.70	$ 12.70	$ 23.00	$ 11.50
Employee & Spouse	$ 69.82	$ 12.70	$ 57.12	$ 28.56
Employee & Children	$ 76.66	$ 12.70	$ 63.96	$ 31.98
Family Coverage	$ 70.00	$ 12.70	$ 57.30	$ 28.65
E/E Family Coverage	$ 70.00	$ 25.40	$ 44.60	$ 22.30
E/E Spouse Coverage	$ 69.82	$ 25.40	$ 44.42	$ 22.21
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age

H: Premiums for 2024-2025

AGENDA ITEM NO. 9.8

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Allen Murphy - (259-0429)
ITEM TYPE:	Contract
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval of the 2024-2027 Agreement with the Baker County Education Support Professionals. (Revised July 1, 2024).

ATTACHMENTS:
06.17.2024.Approval of 2024-2027 BCESP Contract_A.Murphy.pdf

Baker County Public Schools

Sherrie Raulerson, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

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

June 5, 2024

Sherrie Raulerson, Superintendent
Baker County School District
270 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Raulerson,

I am requesting School Board approval of the 2024-2027 Agreement between Baker County School District and the Baker County Education Support Professionals.

If you have any questions, please call me at 259-0427.

Sincerely,

Everett Allen Murphy

Everett Allen Murphy
Associate Superintendent of Human Resources

AGREEMENT

BETWEEN THE

BAKER COUNTY DISTRICT SCHOOL BOARD

AND

BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

~~2021-2024~~
2024-2027
(Revised July 1, ~~2023~~ 2024)

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PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY~~2023~~ 2024 BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD" AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS, HEREINAFTER CALLED THE "ASSOCIATION".

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

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

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

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

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

ARTICLE I
AGREEMENT

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

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

ARTICLE II
MANAGEMENT RIGHTS

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

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

ARTICLE III
RECOGNITION

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

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

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

ARTICLE IV
COMPENSATION

Item 1 -NEW CLASSIFICATION

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

Item 2 -JOB SPECIFICATIONS

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

Item 3 -CONTRACTS

A. ANNUAL EMPLOYMENT STATUS -Effective this Agreement, all employees shall serve a three (3) year probationary period. During the first year of this three (3) year period, the employee may be dismissed without cause or may resign without prejudice. All employees covered by this Agreement (who have been employed for the length of the probationary period) on its effective date will be past their probationary period and will be permanent employees.

~~An employee shall be notified in writing if not rehired for the following school/fiscal year no later than twenty (20) workdays prior to the end of the current school/fiscal year.~~ An employee who works a contract less than 261 days will be notified in writing if not rehired for the following year on or before May 1. If working 261 days, the employee will be notified in writing on or before June 1.

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

B. CONTINUOUS EMPLOYMENT STATUS – **Both parties agree that employees hired before the 2023-2024 school year will adhere to the following paragraph language**: After the third year of Annual Employment Status, continuous employment status shall be granted to an employee if the employee has been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment A continuous service employee will be entitled to due process in respect to their employment under the grievance procedure herein:

Beginning with 2023-2024 school year, all new fulltime employees shall be granted, continuous employment status if the employee has been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment for two full years of consecutive service. A continuous service employee will be entitled to due process in respect to their employment under the grievance procedure herein:

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

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

    1. Notice of deficiencies.
    2.Explanation of deficiencies and suggestions for corrections.
    3.Assistance rendered to correct deficiencies.
    4.Time for deficiencies to be corrected.

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

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

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

C. Work Week/Year

1. The minimum length of regular full-time employees' normal work week and length of the work year will be established by the employee's administrator and approved by the Superintendent prior to the beginning of each fiscal school year. Thereafter, no change in the length of the normal work week will occur during the fiscal school year unless the change is for cause or is a result of the reduction of force procedure outlined in this agreement.

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

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

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

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

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

Item 4 -EDUCATIONAL REQUIREMENTS

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

Item 5 -WORKING EXPERIENCE

All non-instructional personnel shall be permitted to bring in eleven (11) years of previous working experience either out of or within the County. The question of in-field shall be determined by the supervising administrator and the Superintendent of Schools. Substitutes within the County hired for a position in the field

for which they have substituted (accumulated work totals ½ plus one day or more of the position's contracted year) shall receive one year of experience credit if the service was in a full-time assignment. This does not include time served as an on-call or as needed substitute. This credit is not awarded retroactively to substitute time completed prior to July 1, 2016.

Item 6 -RETIREMENT CREDIT

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

Item 7 -MILITARY EXPERIENCE

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

Item 8 -SPECIAL BANQUETS

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

Item 9 -TRANSPORTATION

FIELD TRIP PROCEDURES AND SPECIAL USES OF SCHOOL BUSES

1) **Participation:**

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

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

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

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

2) **Scheduling Procedures:**

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

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

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

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

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

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

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

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

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

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

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

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

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

Two bus driver categories will be developed for special trips.

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

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

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

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

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

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

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

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

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

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

3.) **ADDITIONAL RESPONSIBILITIES:**

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

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

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

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

5. The board agrees to pay employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a $500600 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year and must complete a board form(see appendix). The bonus will be paid no later than June 30thof each fiscal year. The impact of this proposal will be evaluated at the end of the fiscal year.

4.) ADDITIONAL PROCEDURES:

1. The Board agrees to pay for one United States Department of Transportation Medical Examination per year for full-time employees. These employees must maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements, drive scheduled bus routes, drive officially sanctioned extra duty trips, and drive buses for the purpose of fulfilling their duties for the Baker County School District. This free physical will be scheduled by the director of transportation and paid for by the Baker County School District. The medical examinations will be scheduled on a day that is after the conclusion of one school year and prior to the beginning of the next. If an employee is unable to participate on the day scheduled, it will be the employee's responsibility to get a medical examination from a certified examiner that is on the federal registry, and the employee will incur the expense for the examination. In the event the employee does not meet the standards of the medical examination required to be eligible for at least one year, the expense of the three month or six month follow-up examination will be the responsibility of the employee.

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

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

Item 10 – ASSOCIATION PAYROLL DEDUCTION

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

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

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

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

~~B. Any employee, at any time, may authorize dues deduction by presenting an authorization card to the finance department. One-twenty-fourth (1/24) of the~~

~~annual membership dues will be deducted from each bi-weekly check of theemployee from the month of authorization through June of that fiscal year.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Item 11 -SALARY SCHEDULE

All non-instructional personnel will be paid in accordance with the ~~2023-2024~~2024-2025 negotiated salary schedules. The steps under those salary schedules will be implemented effective July 1, ~~2023-~~2024 through June 30,~~2024~~ 2025**.**

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

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

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

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

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

A longevity increase of .~~15~~25/hour will apply for all employees at step 11 and above.

Item 12 -USE OF PERSONAL VEHICLE

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

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

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

Item 13 -COLLEGE CREDIT AWARDS

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

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

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

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

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

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

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

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

Item 14 -DIRECT DEPOSITS

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

Item 15 -PARAPROFESSIONALS AS SUBSTITUTE CLASSROOM INSTRUCTORS

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

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

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

ARTICLE V
GRIEVANCE PROCEDURE

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

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

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

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

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

D. A formally written grievance shall contain the following:

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

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

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

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

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

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

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

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

J. Informal

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

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

K. Formal

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

Step Two: Unless the parties agree to adopt the report of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of the Step One report. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s)

shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the hearing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE VI
ORGANIZATIONAL RIGHTS

Item 1 -LABOR MANAGEMENT COMMITTEE

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

Item 2 -ASSOCIATION BUILDING REPRESENTATIVE

The Association shall have the right to select employees from within its group to act as Association Building Representatives. The names of employees selected as Building Representatives shall be certified in writing to the Board. It is agreed to and understood by the parties to the Agreement that Association Building Representatives may, with the prior notification of their supervisor, spend time to carry out,

investigate and process grievances and other matters pertaining to the carrying out of this Agreement without loss of pay. It is agreed to and understood by the parties to this Agreement that there shall be at least one (1) Association Building Representative for each school center, cafeteria, maintenance shop, and bus shop. It is agreed to and understood by the Association that Building Representatives shall conduct their duties in such a manner as not to interfere with work production. A Building Representative will function only in the center to which the Building Representative is assigned to work by his/her Employer.

Item 3 -ASSOCIATION REPRESENTATIVE

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

Item 4 -ASSOCIATION STATE MEETINGS

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

Item 5 -BULLETIN BOARDS

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

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

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

Item 6 -REPRESENTATION AT SCHOOL BOARD MEETINGS

An Association representative will be released, with pay, to attend the regular scheduled Board meeting. The Association will make an effort to identify a representative whose assigned duties are not

directly related to student contact and for whom a replacement would be required. In the event the representative does require a replacement, that individual may attend, with pay, no more than four (4) meetings a school year.

Item 7 -SCHOOL BOARD AGENDA AND MINUTES

~~Written~~ School Board meeting agenda with all supporting documentation, including meeting minutes, will be found online at https://www.bakerk12.org/Page/915. ~~placed in the Association mailbox located in the County Office~~. Placement date will coincide with public postings of School Board meetings, as specified in the Administrative Procedures Act of the State of Florida. A physical copy of the Agenda and Board Packet will be provided if requested by the President of the Association.

~~**Item 8 -SCHOOL BOARD MINUTES**~~

~~Upon request, copies of the unofficial School Board Minutes will be emailed to the Association President.~~

Item ~~9~~ 8-ORGANIZATIONAL MEETINGS

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

Item ~~10~~9 -SCHOOL CALENDAR INPUT

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

Item 10- Wellness Committee

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

Item 11- Insurance Committee

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

Item ~~11~~ 12 – RELEASED TIME FOR PRESIDENT/DESIGNEE

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

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

ARTICLE VII
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

ITEM 1 -WORKING CONDITIONS

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

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

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

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

Tentative schedules for breaks and lunches of employees will be established by the work location administrator and provided to the employee on the first contractual work day. Suggestions for such schedules may be made by the affected employees. The work location administrator ~~shall~~ will work with the affected employee ~~have the final authority~~ to schedule such breaks and lunches to

effectively maintain the operation of the center, the site administrator will have the final authority in the matter.

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

D. Job descriptions will be available from principals or supervisors for employees who request same. The Board shall provide all new employees a copy of the current job description and updated changes will be provided as appropriate. Job descriptions are also located at: https://www.bakerk12.org/domain/168.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

K. Work rules

Existing work rules will remain effective as presently constituted. TheBoard agreesto negotiate changes in existing work rules or the establishment of new work rules.

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

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

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

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

ITEM 2 -TRANSFERS AND REASSIGNMENTS

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

A. Voluntary Transfer and Reassignment Provisions

Employee transfer and reassignment provisions are established which will enable employees seeking transfer and reassignments to be considered without any reprisals taken against them. Employees who desire a change in assignment or desire to transfer to another school center or position shall file a written notice of such desire, providing one copy to the building Supervisor/Principal and one copy to the Association. Such requests shall be reviewed by the administration at least once each year. Reasonable effort will be made by all department heads to notify the applicant of the recommendation for or against approval, prior to final action by the Board.

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

B. Involuntary Transfer and Reassignment Provisions

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

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

Vacancies and Promotions

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

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

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

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

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

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

Item 3-OVERTIME AND WORK SCHEDULING

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

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

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

J. Employees who are assigned to call substitutes before or after regular work hours shall be given compensatory time at time and one-half or paid at the rate of time and one-half for any hours over 40 in a week. The employee should work directly with the site administrator to account for time worked.

K. Employees assigned to substitute cafeteria managerial duties shall be paid to work an additional ½ hour for each day performing said duty. If the hours performed exceed 40 hours in a week the employee shall be paid at a rate of time and one-half for additional hours.

Item 4-DISTRIBUTION

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

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

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

Item 5 -PHYSICAL EXAMINATION

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

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

Item 6-CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK

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

Item 7-LAYOFF PROCEDURES

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

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

a. Attrition
b. Volunteers
c. Non-permanent employees, i.e. probationary, part-time or temporary
d. Qualifications based on an employee's most recent performance evaluation
e. If two or more employees are equally qualified, the more senior employee within the job classification will be retained. For purposes of layoff, seniority shall mean the length of uninterrupted service within affected classification. Approved leaves of absence shall not be considered a break in uninterrupted service. Should the length of uninterrupted service be the same for more than one employee, the tie shall be broken by using the last four numbers/digits of the employees social security number, with the lowest number being considered the most senior. A seniority list shall be prepared, posted and maintained by the Board based upon the foregoing criteria.

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

Item 8-EMPLOYEE RIGHTS

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

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

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

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

1. Employees will follow all written and verbal directives, even if such directives are allegedly in conflict with the provisions of the Agreement. Compliance with such directives will not in any way prejudice the employees' right to file a grievance under the grievance procedure of the Agreement, nor shall compliance affect the ultimate resolution of the grievance.

2. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood, however, that some more severe acts of misconduct may warrant circumventing the established procedure.

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

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

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

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

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

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

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

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

Item 9 -PERSONNEL FILES

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

Item 10 -TOBACCO FREE WORKPLACE

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

ITEM 11 -STUDENT DISCIPLINE

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

ARTICLE VIII
LEAVE PROVISIONS

Item 1 -GENERAL PROVISIONS

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

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

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

Item 2 -APPROVAL OF LEAVE

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

Item 3 -ABSENCE WITHOUT LEAVE

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

Item 4 -NOTIFICATION OF ABSENCE

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

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

Item 5 -SICK LEAVE

During each contract year, each full-time employee shall be entitled to one (1) day sick leave for each month of employment. Regular part-time employees shall be entitled to 1/2 day sick leave for each month of employment. Sick leave will accrue at the end of each month of employment and shall not be used prior to the time it is earned and credited. There will be no limit to the number of days that may be accrued (Florida Statutes). Accrued leave shall be paid for 100 percent (100%) of the days accumulated upon retirement or death according to School Board Policy.

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

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

Any claim for sick leave shall be filed with the employee's supervisor by no later than five (5) days after the person returned to duty. The claim shall be in writing and shall set forth the days absent and that

such absence was allowable under this rule. This claim shall be duly signed by the employee or claimant certifying that the facts are correct and that the claim is valid and legal.

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

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

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

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

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

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

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

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in ~~I.B~~.,(F.S. 1012.61(2) 5.e), must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public

request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

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

Item 6 -PERSONAL LEAVE WITHOUT PAY

Any member of the non-instructional staff who desires personal leave shall file a written application for such leave. The person shall not be entitled to compensation while on personal leave except as provided in this rule. Personal leave will be granted at the discretion of the Board, except maternity leave, which shall be mandatory upon application. Authority to approve such leave shall be vested in the Board.

Item 7 -EXTENDED HEALTH LEAVE

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

Item 8 -LEAVE FOR POLITICAL CAMPAIGNING

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

Item 9 -PERSONAL LEAVE FOR OTHER REASONS

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

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

Item 10 -MILITARY LEAVE

Military leave will be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the Reserves of the Armed Forces or the National Guard. When an employee

enters voluntarily into any branch of the armed services for temporary duty, or an extended period of service, military leave will be granted at the discretion of the School Board and, except in unusual cases, will be denied to an employee if his/her absence will interfere with the orderly operation of the school program.

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

Item 11 -BEREAVEMENT LEAVE

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

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

Bereavement leave is not accruable from year to year.
Bereavement leave must be used within 14 calendar days, excluding holiday breaks, of the death.
Such leave is not transferable.
Such leave is not redeemable.
Such leave shall not disqualify one from the attendance incentive pay.

Item 12 -ILLNESS IN LINE OF DUTY LEAVE

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

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

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

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

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

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

Item 13 -JURY DUTY OR COURT LEAVE

Where an employee is either (1) under subpoena for jury duty during the time the employee is assigned regular duties, or (2) is under subpoena as a witness in connection with their official duties or (3) is under subpoena in a court action in which the employee is not a party to the litigation, the employee shall, upon application, be assigned "temporary duty elsewhere" and shall receive their regular pay upon verification of such service. ~~Where an employee is under subpoena for jury duty during the time he/she is engaged in regular professional duties and is not released from such duties, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the employee will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received for jury duty.~~

~~Where an employee is under subpoena as a witness in connection with his/her official duties or in a court action in which he/she is not a party to the litigation, is under subpoena and is not released from such duties in Court, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the employee will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received from witness duty.~~

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

Item 14 -PROFESSIONAL LEAVE

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

Item 15 -ANNUAL LEAVE

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

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

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

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

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

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

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

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

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

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

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

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

Item 16 -TEMPORARY DUTY

A member of the non-instructional staff may be granted temporary duty, as provided in State Board of Education regulations, when officially assigned short term professional duties outside the School District. An employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as provided by the law and these regulations. Temporary duty shall be considered equal to the regular duties of the employee and he shall not be classified or considered as being on leave.

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

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

Item 17 – TERMINAL SICK LEAVE PAY

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

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

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

ARTICLE IX
EMPLOYEE BENEFITS

Item 1 -HEALTH, LIFE, VISION AND DENTAL INSURANCE

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

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

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

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

Item 2 - PAID LEGAL HOLIDAYS

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

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

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

Labor Day
Thanksgiving
Christmas
New Years Day
M.L. King Day
Memorial Day

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

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

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

Item 3 - BADGES/SCHOOL ACTIVITIES PASS

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

Item 4 - RETIREMENT

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

Item 5 –ADDITIONAL RETIREMENT BENEFIT

For a period from July 1,~~2021~~ 2024 through June 30, ~~2024~~,2027 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 benefit. This benefit will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for *normal retirement. Any employee who is eligible for retirement during that time may take advantage of this benefit.

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

To qualify for retirement incentive an employee must:

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

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

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

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

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

Item 6 -ATTENDANCE INCENTIVE

School related employees who do not use sick or personal leave during any instructional quarter(9 weeks) shall receive an incentive of $~~150~~200(before deductions) within thirty (30) working days of the end of the instructional quarter. To initiate the receipt of this incentive, school related employees who qualify must notify their building principals/supervisors in writing (e-mail), within ten (10) working days of the end of theinstructional quarter. Approved Temporary Duty Leave, approved Line of Duty Leave (including when a bus driver is assigned a field trip), approved comp time, bereavement leave and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive

$~~25~~100 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive.

ARTICLE X
GENERAL PROVISIONS

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

ARTICLE XI
SAVINGS CLAUSE

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

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

ARTICLE XII
TERMS OF AGREEMENT

This Agreement shall be effective the 1st day of July ~~2023~~ 2024, and shall remain in full force and effect until the 30th day of June, ~~2024~~ 2025, subject to annual reopeners for Article IV, Article IX, plus three items for each side. This agreement shall be automatically renewed from year to year after termination unless either party shall notify the other, in writing, on or before June 30, ~~2024~~ 2027 that it desires to modify this Agreement. None of the provisions of this agreement shall be open for renegotiation, except as expressly stated herein, until the expiration of the agreement

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, ~~2023~~ 2024.

FOR THE ASSOCIATION:

_____
Amanda Nowlen
President, BCESP

_____
Angela Callahan
Chief Negotiator, BCESP

FOR THE BOARD:

_____
Leonard Dietzen, Chief Negotiator
Baker County School District

_____
Sherrie Raulerson, Superintendent

AGREEMENT BETWEEN THE BAKER COUNTY EDUCATIONSUPPORT PROFESSIONALSAND THE BAKER COUNTY SCHOOL BOARD

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

THE SCHOOL BOARD OF BAKER COUNTY
GRIEVANCE FORM

NAME(S)_____

SCHOOL: _____ASSIGNMENT:_____

HOME-ADDRESS:_____HOME-PHONE:_____

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

DATE CAUSE OF GRIEVANCE OCCURRED: _____

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

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

_____
_____
_____
_____
_____
_____

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

_____
_____
_____
_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

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

_____
_____
_____

_____ _____
(SIGNATURE) (DATE)

Copy to: Administrator, Association, Grievant, Superintendent

APPENDIX A

INFORMAL MEETING INFORMATION

Meeting Date: _____

Meeting Place: _____

Meeting Time: _____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

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

Signature of person receiving this form: _____

Date: _____

Signature of person delivering this form:_____

Date: _____

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

APPENDIX B

FORMAL MEETING INFORMATION

Meeting Date:_____

Meeting Place:_____

Meeting time:_____

Name: _____

Subject/Purpose of Meeting (information gathering/sharing)

_____
_____
_____
_____
_____

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

Signature of person receiving this form: _____

Date: _____

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Date: _____

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

BAKER COUNTY SCHOOLS
2023-2024 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 5774				
Employee	$ 962.20	$ 535.02	$ 427.18	$ 213.59
Employee & Spouse	$ 1,733.64	$ 688.86	$ 1,044.78	$ 522.39
Employee & Children	$ 1,578.70	$ 657.36	$ 921.34	$ 460.67
Family Coverage	$ 2,288.30	$ 802.20	$ 1,486.10	$ 743.05
E/E Family Coverage	$ 2,288.30	$ 1,211.12	$ 1,077.18	$ 538.59
E/E Spouse Coverage	$ 1,733.64	$ 963.90	$ 769.74	$ 384.87
FL BLUECARE HMO 62				
Employee	$ 871.98	$ 535.02	$ 336.96	$ 168.48
Employee & Spouse	$ 1,571.04	$ 688.86	$ 882.18	$ 441.09
Employee & Children	$ 1,430.64	$ 657.36	$ 773.28	$ 386.64
Family Coverage	$ 2,073.70	$ 802.20	$ 1,271.50	$ 635.75
E/E Family Coverage	$ 2,073.70	$ 1,211.12	$ 862.58	$ 431.29
E/E Spouse Coverage	$ 1,571.04	$ 963.90	$ 607.14	$ 303.57
FL BLUEOPTIONS PPO 5301				
Employee	$ 828.16	$ 535.02	$ 293.14	$ 146.57
Employee & Spouse	$ 1,492.12	$ 688.86	$ 803.26	$ 401.63
Employee & Children	$ 1,358.78	$ 657.36	$ 701.42	$ 350.71
Family Coverage	$ 1,969.50	$ 802.20	$ 1,167.30	$ 583.65
E/E Family Coverage	$ 1,969.50	$ 1,211.12	$ 758.38	$ 379.19
E/E Spouse Coverage	$ 1,492.12	$ 963.90	$ 528.22	$ 264.11
FL BLUECARE HMO 128/29 (HSA)				
Employee	$ 664.06	$ 535.02	$ 129.04	$ 64.52
Employee & Spouse	$ 1,196.38	$ 688.86	$ 507.52	$ 253.76
Employee & Children	$ 1,089.52	$ 657.36	$ 432.16	$ 216.08
Family Coverage	$ 1,579.22	$ 802.20	$ 777.02	$ 388.51
E/E Family Coverage	$ 1,579.22	$ 1,211.12	$ 368.10	$ 184.05
E/E Spouse Coverage	$ 1,196.38	$ 963.90	$ 232.48	$ 116.24
COLONIAL LIFE - HIP				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
Employee	$ 35.70	$ 12.70	$ 23.00	$ 11.50
Employee & Spouse	$ 69.82	$ 12.70	$ 57.12	$ 28.56
Employee & Children	$ 76.66	$ 12.70	$ 63.96	$ 31.98
Family Coverage	$ 70.00	$ 12.70	$ 57.30	$ 28.65
E/E Family Coverage	$ 70.00	$ 25.40	$ 44.60	$ 22.30
E/E Spouse Coverage	$ 69.82	$ 25.40	$ 44.42	$ 22.21
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age

H: Premiums for 2023-2024

BAKER COUNTY SCHOOLS
2024-2025 Insurance Health Care Premiums

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
FL BLUEOPTIONS PPO 5774				
Employee	$ 962.20	$ 535.02	$ 427.18	$ 213.59
Employee & Spouse	$ 1,733.64	$ 688.86	$ 1,044.78	$ 522.39
Employee & Children	$ 1,578.70	$ 657.36	$ 921.34	$ 460.67
Family Coverage	$ 2,288.30	$ 802.20	$ 1,486.10	$ 743.05
E/E Family Coverage	$ 2,288.30	$ 1,211.12	$ 1,077.18	$ 538.59
E/E Spouse Coverage	$ 1,733.64	$ 963.90	$ 769.74	$ 384.87
FL BLUECARE HMO 62				
Employee	$ 871.98	$ 535.02	$ 336.96	$ 168.48
Employee & Spouse	$ 1,571.04	$ 688.86	$ 882.18	$ 441.09
Employee & Children	$ 1,430.64	$ 657.36	$ 773.28	$ 386.64
Family Coverage	$ 2,073.70	$ 802.20	$ 1,271.50	$ 635.75
E/E Family Coverage	$ 2,073.70	$ 1,211.12	$ 862.58	$ 431.29
E/E Spouse Coverage	$ 1,571.04	$ 963.90	$ 607.14	$ 303.57
FL BLUEOPTIONS PPO 5301				
Employee	$ 828.16	$ 535.02	$ 293.14	$ 146.57
Employee & Spouse	$ 1,492.12	$ 688.86	$ 803.26	$ 401.63
Employee & Children	$ 1,358.78	$ 657.36	$ 701.42	$ 350.71
Family Coverage	$ 1,969.50	$ 802.20	$ 1,167.30	$ 583.65
E/E Family Coverage	$ 1,969.50	$ 1,211.12	$ 758.38	$ 379.19
E/E Spouse Coverage	$ 1,492.12	$ 963.90	$ 528.22	$ 264.11
FL BLUECARE HMO 134/35 (HSA)				
Employee	$ 668.72	$ 535.02	$ 133.70	$ 66.85
Employee & Spouse	$ 1,204.78	$ 688.86	$ 515.92	$ 257.96
Employee & Children	$ 1,097.16	$ 657.36	$ 439.80	$ 219.90
Family Coverage	$ 1,590.30	$ 802.20	$ 788.10	$ 394.05
E/E Family Coverage	$ 1,590.30	$ 1,211.12	$ 379.18	$ 189.59
E/E Spouse Coverage	$ 1,204.78	$ 963.90	$ 240.88	$ 120.44
COLONIAL LIFE HIP PLAN				
Employee	$ 55.56	$ 50.56	$ 5.00	$ 2.50
Employee & Spouse	$ 120.10	$ 95.10	$ 25.00	$ 12.50
Employee & Children	$ 83.20	$ 58.20	$ 25.00	$ 12.50
Family Coverage	$ 147.56	$ 122.56	$ 25.00	$ 12.50
DENTAL - SUN LIFE FINANCIAL				
Employee	$ 35.70	$ 12.70	$ 23.00	$ 11.50
Employee & Spouse	$ 69.82	$ 12.70	$ 57.12	$ 28.56
Employee & Children	$ 76.66	$ 12.70	$ 63.96	$ 31.98
Family Coverage	$ 70.00	$ 12.70	$ 57.30	$ 28.65
E/E Family Coverage	$ 70.00	$ 25.40	$ 44.60	$ 22.30
E/E Spouse Coverage	$ 69.82	$ 25.40	$ 44.42	$ 22.21
SHORT-TERM DISABILITY-THE HARTFORD	$ 9.38	$ -	$ 9.38	$ 4.69
VISION SERVICE PLAN				
Employee	$ 8.04	$ -	$ 8.04	$ 4.02
Employee & Spouse	$ 12.88	$ -	$ 12.88	$ 6.44
Employee & Children	$ 13.14	$ -	$ 13.14	$ 6.57
Family Coverage	$ 21.98	$ -	$ 21.98	$ 10.99

Optional Life Insurance: $10,000.00 to $500,000.00 Coverage--Varies by Age

H: Premiums for 2024-2025

Memorandum of Understanding
Between The Baker County School District
And
Baker County Education Support Professionals
Recruiting and Sign On Bonuses
~~2023-2024~~ 2024-2025

This memorandum is written between the Baker County School District (BCSD) and the Baker County Education Support Professional (BCESP) for the ~~2023-2024~~ 2024-2025 school year regarding the recruitment and retention of school bus drivers. Currently, the position of school bus driver is an area of critical shortage for the Baker County School District. Maintaining high performing professional bus drivers is imperative to ensuring the safety of students in Baker County.

Definitions:

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

1. Terms for Payment:

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

2. Conditions for Entry Level School Bus Driver

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

3. Timeline: Conditions for Payment

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

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

MEMORANDUM OF AGREEMENT
BETWEEN
THE BAKER COUNTY DISTRICT SCHOOL BOARD
AND
THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS
~~2023-2024~~ 2024-2025

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

NON-INSTRUCTIONAL PERSONNEL
SALARY SCHEDULE GUIDELINES
AWARD FOR COLLEGE SEMESTER HOURS
2024-2025

All non-instructional employees will be awarded for their college hours as follows: (Must be from an accredited awarded college with official transcript on file in the Personnel Department)

30 - 59 Semester Hours - $.40 per hr. x total contractual hours
60 - 89 Semester Hours - $.70 per hr. x total contractual hours
90+ Semester Hours - $.75 per hr. x total contractual hours

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

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

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

AA/AS Degrees	**$300/year**
BA/BS Degrees	**$500/year**

Baker County School Board
School Secretary-Bookkeeper Data Processors & VPK/Pre-/K Coordinator
School Secretary/Clerical Assistant to Teachers
Salary Schedule
FYE June 30, 2025

5 Hours, 186 Days - 930 Hours (including holidays)
7 1/2 Hours, 216 Days - 1620 Hours (including holidays)
7 1/2 Hours, 240 Days - 1800 Hours (including holidays)
7 1/2 Hours, 261 Days - 1957.5 Hours (including holidays)
5 Hours, 261 Days - 1305 Hours (including holidays)

School Secretary-Bookkeeper Data Processors & VPK/Pre-K Coordinator

Years Experience	216 Days Per Hour	216 Days Per Year Salary	240 Days Per Hour	240 Days Per Year Salary	261 Days Per Hour	261 Days Per Year Salary	5hr 261 Days Per Hour	5hr 261 Days Per Year Salary
0	17.22	27,896.40	17.22	30,996.00	17.22	33,708.15	17.22	22,472.10
1	17.49	28,333.80	17.49	31,482.00	17.49	34,236.68	17.49	22,824.45
2	17.63	28,560.60	17.63	31,734.00	17.63	34,510.73	17.63	23,007.15
3	17.92	29,030.40	17.92	32,256.00	17.92	35,078.40	17.92	23,385.60
4	18.05	29,241.00	18.05	32,490.00	18.05	35,332.88	18.05	23,555.25
5	18.27	29,597.40	18.27	32,886.00	18.27	35,763.53	18.27	23,842.35
6	18.43	29,856.60	18.43	33,174.00	18.43	36,078.73	18.43	24,051.15
7	18.54	30,034.80	18.54	33,372.00	18.54	36,292.05	18.54	24,194.70
8	18.69	30,277.80	18.69	33,642.00	18.69	36,585.68	18.69	24,390.45
9	18.82	30,488.40	18.82	33,876.00	18.82	36,840.15	18.82	24,560.10
10	19.05	30,861.00	19.05	34,290.00	19.05	37,290.38	19.05	24,860.25
11	21.83	35,364.60	21.83	39,294.00	21.83	42,732.23	21.83	28,488.15

School Secretary/Clerical Assistant to Teachers

Years Experience	216 Days Per Hour	216 Days Per Year Salary	5hr 186 Days Per Hour	5hr 186 Days Per Year Salary
0	16.32	26,438.40	16.32	15,177.60
1	16.58	26,859.60	16.58	15,419.40
2	16.71	27,070.20	16.71	15,540.30
3	17.01	27,556.20	17.01	15,819.30
4	17.16	27,793.20	17.16	15,949.50
5	17.35	28,107.00	17.35	16,135.50
6	17.50	28,350.00	17.50	16,275.00
7	17.61	28,528.20	17.61	16,377.30
8	17.74	28,738.80	17.74	16,498.20
9	17.90	28,998.00	17.90	16,647.00
10	18.16	29,419.20	18.16	16,888.80
11	20.89	33,841.80	20.89	19,427.70

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Instructional Assistants
LPN
Salary Schedule
FYE June 30, 2025

Aide 186 - 5 hours, 186 days, 930 hours
Aide 187 - 7.5 hours, 187 days, 1402.5 hours; 4 hours, 187 days, 748 hours
Aide 197 - 7.5 hours, 197 days, 1477.5 hours
Aide 206 - 7.5 hours, 206 days, 1545 hours
Aide 216 - 7.5 hours, 216 days, 1620 hours
Aide 240 - 7.5 hours, 240 days, 1800 hours

Years Experience	Aide 187 Per Hour	Aide 187 Salary	Aide 197 Per Hour	Aide 197 Salary	Aide 206 Per Hour	Aide 206 Salary	Aide 216 Per Hour	Aide 216 Salary	Aide 240 Per Hour	Aide 240 Salary	5 Hr/Day Aide 186 Per Hour	6 Hr/Day Aide 186 Salary
0	16.30	22,860.75	16.30	24,083.25	16.30	25,183.50	16.30	26,406.00	16.30	29,340.00	16.30	15,159.00
1	16.55	23,211.38	16.55	24,452.63	16.55	25,569.75	16.55	26,811.00	16.55	29,790.00	16.55	15,391.50
2	16.70	23,421.75	16.70	24,674.25	16.70	25,801.50	16.70	27,054.00	16.70	30,060.00	16.70	15,531.00
3	17.00	23,842.50	17.00	25,117.50	17.00	26,265.00	17.00	27,540.00	17.00	30,600.00	17.00	15,810.00
4	17.15	24,052.88	17.15	25,339.13	17.15	26,496.75	17.15	27,783.00	17.15	30,870.00	17.15	15,949.50
5	17.36	24,347.40	17.36	25,649.40	17.36	26,821.20	17.36	28,123.20	17.36	31,248.00	17.36	16,144.80
6	17.51	24,557.78	17.51	25,871.03	17.51	27,052.95	17.51	28,366.20	17.51	31,518.00	17.51	16,284.30
7	17.64	24,740.10	17.64	26,063.10	17.64	27,253.80	17.64	28,576.80	17.64	31,752.00	17.64	16,405.20
8	17.75	24,894.38	17.75	26,225.63	17.75	27,423.75	17.75	28,755.00	17.75	31,950.00	17.75	16,507.50
9	17.93	25,146.63	17.93	26,491.58	17.93	27,701.85	17.93	29,046.60	17.93	32,274.00	17.93	16,674.90
10	18.19	25,511.48	18.19	26,875.73	18.19	28,103.55	18.19	29,467.80	18.19	32,742.00	18.19	16,916.70
11	21.04	29,508.60	21.04	31,086.60	21.04	32,508.60	21.04	34,084.80	21.04	37,872.00	21.04	19,567.20

****A $250 EOY Matching Bonus will be paid to ESE Pre-K Classroom Paraprofessionals, pending grant award and availability of funding.**
****A $500 supplement will be paid to ESE K - 12 Classroom Paraprofessionals from the IDEA grant, pending grant award and availability of funding.**
A $750 annual supplement will be paid to Full time Classroom Paraprofessionals assigned to an alternative school setting.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

**** IDEA bonus/supplement amounts may vary in the future based upon the IDEA grant award amount and funding availability.**

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Baker County School Board
Instructional Assistants - Part-Time
Salary Schedule
FYE June 30, 2025

Aide 187 - 4 hours, 748 hours

Full Time Years Experience	Part Time Years Experience	Per Hour	Aide 187 4 Hr/Day
0	0	16.30	12,192.40
0	1	16.30	12,192.40
1	2	16.55	12,379.40
1	3	16.55	12,379.40
2	4	16.70	12,491.60
2	5	16.70	12,491.60
3	6	17.00	12,716.00
3	7	17.00	12,716.00
4	8	17.15	12,828.20
4	9	17.15	12,828.20
5	10	17.36	12,985.28
5	11	17.36	12,985.28
6	12	17.51	13,097.48
6	13	17.51	13,097.48
7	14	17.64	13,194.72
7	15	17.64	13,194.72
8	16	17.75	13,277.00
8	17	17.75	13,277.00
9	18	17.93	13,411.64
9	19	17.93	13,411.64
10	20	18.19	13,606.12
10	21	18.19	13,606.12
11	22	21.04	15,737.92
11	23	21.04	15,737.92

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Prekindergarten Child Development Associates
Salary Schedule
7.5 Hours - 197 days - 1477.5 hours
7.5 Hours - 240 days - 1800 hours
FYE June 30, 2025

Years Experience	Per Hour	CDA 197 Salary	Per Hour	CDA 240 Salary
0	19.72	29,136.30	19.72	35,496.00
1	20.01	29,564.78	20.01	36,018.00
2	20.32	30,022.80	20.32	36,576.00
3	20.61	30,451.28	20.61	37,098.00
4	20.93	30,924.08	20.93	37,674.00
5	21.22	31,352.55	21.22	38,196.00
6	21.52	31,795.80	21.52	38,736.00
7	21.83	32,253.83	21.83	39,294.00
8	22.13	32,697.08	22.13	39,834.00
9	22.43	33,140.33	22.43	40,374.00
10	22.73	33,583.58	22.73	40,914.00
11	25.95	38,341.13	25.95	46,710.00

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Maintenance Foreman/Inventory Manager
Salary Schedule
12 Month Employee - 8 hours per day, 261 Days = 2088 hours
FYE June 30, 2025

Years Experience	Per Year Salary
0	61,090.40
1	61,461.84
2	61,796.14
3	62,539.02
4	62,910.48
5	63,430.49
6	63,979.82
7	64,314.12
8	64,685.56
9	65,057.00
10	65,688.46
11	69,545.12

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Heating Cooling, Electrical Maintenance
Heating Cooling, Electrical (Journeyman)
Safety Inspector
Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)

Heating, Cooling, Electrical Maintenance

Years Experience	Per Hour	Per Year Salary
0	19.61	40,945.68
1	19.95	41,655.60
2	20.09	41,947.92
3	20.39	42,574.32
4	20.51	42,824.88
5	20.75	43,326.00
6	20.88	43,597.44
7	21.03	43,910.64
8	21.17	44,202.96
9	21.29	44,453.52
10	21.56	45,017.28
11	24.53	51,218.64

After two (2) years on this scale a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Journeyman salary schedule below.

Heating, Cooling, Electrical (Journeyman)
Safety Inspector

Years Experience	Per Hour	Per Year Salary
0	21.86	45,643.68
1	22.18	46,311.84
2	22.30	46,562.40
3	22.64	47,272.32
4	22.78	47,564.64
5	22.99	48,003.12
6	23.15	48,337.20
7	23.26	48,566.88
8	23.42	48,900.96
9	23.55	49,172.40
10	23.83	49,757.04
11	26.97	56,313.36

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive Immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Apprenticeship Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920)

Apprenticeship

Years Experience	261 day Per Hour	261 day Per Year Salary	240 day Per Hour	240 day Per Year Salary
0	16.30	34,034.40	16.30	31,296.00
1	16.30	34,034.40	16.30	31,296.00
2	16.30	34,034.40	16.30	31,296.00
3	16.30	34,034.40	16.30	31,296.00
4	16.30	34,034.40	16.30	31,296.00
5	16.30	34,034.40	16.30	31,296.00
6	16.30	34,034.40	16.30	31,296.00
7	16.30	34,034.40	16.30	31,296.00
8	16.30	34,034.40	16.30	31,296.00
9	16.42	34,284.96	16.42	31,526.40
10	16.90	35,287.20	16.90	32,448.00
11	19.58	40,883.04	19.58	37,593.60

After two (2) years on the Apprenticeship Salary Schedule a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Maintenance I salary schedule.
EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)
Maintenance I, Mechanic II, Warehouse/Inventory Clerk
Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 Hours, 240 days = 1920 hours)
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	20.79	43,409.52	39,916.80
1	21.08	44,015.04	40,473.60
2	21.23	44,328.24	40,761.60
3	21.53	44,954.64	41,337.60
4	21.68	45,267.84	41,625.60
5	21.91	45,748.08	42,067.20
6	22.04	46,019.52	42,316.80
7	22.19	46,332.72	42,604.80
8	22.32	46,604.16	42,854.40
9	22.45	46,875.60	43,104.00
10	22.73	47,460.24	43,641.60
11	25.74	53,745.12	49,420.80

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

Bus Mechanic Journeyman -- Employee must have worked three (3) years prior with a reputable firm employing more than one (1) full-time mechanic. This must be verified by employer.
A $500 supplement will be paid to the Bus Mechanic Trainer.
A $500 supplement will be paid to the Certified Bus Inspector.

SUBSTITUTE BUS MECHANIC $24.84 PER HOUR EFFECTIVE DECEMBER 5, 2023

Maintenance I, Mechanic II, Warehouse/Inventory Clerk

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	17.07	35,642.16	32,774.40
1	17.36	36,247.68	33,331.20
2	17.50	36,540.00	33,600.00
3	17.82	37,208.16	34,214.40
4	17.95	37,479.60	34,464.00
5	18.17	37,938.96	34,886.40
6	18.30	38,210.40	35,136.00
7	18.44	38,502.72	35,404.80
8	18.57	38,774.16	35,654.40
9	18.72	39,087.36	35,942.40
10	18.98	39,630.24	36,441.60
11	21.69	45,288.72	41,644.80

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
School Bus Driver
Salary Schedule
FYE June 30, 2025
(186 Days @ 5.5 hours = 1023 hours, 186 Days @ 8 hours = 1488 hours)
(Including 6 Holidays)

Years Experience	Per Hour	5.5 Hr Day Per Year Salary	Years Experience	Per Hour	8 Hr Day Per Year Salary
0	17.22	17,616.06	0	17.11	25,459.68
1	17.60	18,004.80	1	17.48	26,010.24
2	17.78	18,188.94	2	17.67	26,292.96
3	18.23	18,649.29	3	18.12	26,962.56
4	18.48	18,905.04	4	18.36	27,319.68
5	18.82	19,252.86	5	18.71	27,840.48
6	19.03	19,467.69	6	18.91	28,138.08
7	19.23	19,672.29	7	19.11	28,435.68
8	19.47	19,917.81	8	19.36	28,807.68
9	19.66	20,112.18	9	19.55	29,090.40
10	20.08	20,541.84	10	19.97	29,715.36
11	23.50	24,040.50	11	23.28	34,640.64

SUBSTITUTE BUS DRIVERS:

Daily Rate - A minimum salary on 0 years experience above.

Substitute Driver by a Bus Aide to Duval County paid on 1 years experience above.

Trips: $24.00 per trip or the hourly rate of 1 years experience or current step whichever is less.

Trainer of New Bus Drivers - employee's current hourly rate.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Bus Aide
Salary Schedule
(186 Days, 5.5 hours = 1023 hour)
(186 Days, 8 hours = 1488 hour)
(Including 6 Holidays)
FYE June 30, 2025

Years Experience	Per Hour	8 Hr Day Per Year Salary	Per Hour	5.5 Hr Day Per Year Salary
0	15.00	22,320.00	15.00	15,345.00
1	15.00	22,320.00	15.00	15,345.00
2	15.00	22,320.00	15.00	15,345.00
3	15.00	22,320.00	15.00	15,345.00
4	15.00	22,320.00	15.00	15,345.00
5	15.00	22,320.00	15.00	15,345.00
6	15.00	22,320.00	15.00	15,345.00
7	15.00	22,320.00	15.00	15,345.00
8	15.00	22,320.00	15.00	15,345.00
9	15.00	22,320.00	15.00	15,345.00
10	15.00	22,320.00	15.00	15,345.00
11	15.72	23,391.36	15.72	16,081.56

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Aides:

Paid at Step 0 of the bus aides pay schedule.

Bus Drivers who substitute as aides will be paid at their hourly rate.

Baker County School Board
Landscape Technician (261 Days) & (240 Days)
Custodian (261) & (197)
Salary Schedule
FYE June 30, 2025

(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920 hours)
(10 Months, 8 hours, 197 days =1576 hours)
(12 Months, 5.5 Hours, 261 days = 1435.5 hours)

Years Experience	Per Hour	261 - days Salary	Per Hour	240 - days Salary	Per Hour	197 - days Salary	Per Hour	5.5 Hrs/Day 261 - Days Salary
0	16.30	34,034.40	16.30	31,296.00	16.30	25,668.80	16.30	23,398.65
1	16.55	34,556.40	16.55	31,776.00	16.55	26,082.80	16.55	23,757.53
2	16.70	34,869.60	16.70	32,064.00	16.70	26,319.20	16.70	23,972.85
3	17.03	35,558.64	17.03	32,697.60	17.03	26,839.28	17.03	24,446.57
4	17.14	35,788.32	17.14	32,908.80	17.14	27,012.64	17.14	24,604.47
5	17.39	36,310.32	17.39	33,388.80	17.39	27,406.64	17.39	24,963.35
6	17.50	36,540.00	17.50	33,600.00	17.50	27,580.00	17.50	25,121.25
7	17.63	36,811.44	17.63	33,849.60	17.63	27,784.88	17.63	25,307.87
8	17.81	37,187.28	17.81	34,195.20	17.81	28,068.56	17.81	25,566.26
9	17.92	37,416.96	17.92	34,406.40	17.92	28,241.92	17.92	25,724.16
10	18.18	37,959.84	18.18	34,905.60	18.18	28,651.68	18.18	26,097.39
11	20.83	43,493.04	20.83	39,993.60	20.83	32,826.08	20.83	29,901.47

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Custodian - $15.00 per hour - EFFECTIVE October 1, 2022

Custodian Coordinator (Elementary Schools) - $900.00 supplement
Custodian Coordinator (Middle School) - $1,000.00 supplement
Custodian Coordinator (High School) - $1,150.00 supplement
Landscape Coordinator (All Schools) - $1,000.00 supplement

Baker County School Board
Part-time Custodian
Salary Schedule
FYE June 30, 2025
(12 Months, 4 Hours, 261 days=1044 hours)

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	17,017.20
0	1	16.30	17,017.20
1	2	16.55	17,278.20
1	3	16.55	17,278.20
2	4	16.70	17,434.80
2	5	16.70	17,434.80
3	6	17.03	17,779.32
3	7	17.03	17,779.32
4	8	17.14	17,894.16
4	9	17.14	17,894.16
5	10	17.39	18,155.16
5	11	17.39	18,155.16
6	12	17.50	18,270.00
6	13	17.50	18,270.00
7	14	17.63	18,405.72
7	15	17.63	18,405.72
8	16	17.81	18,593.64
8	17	17.81	18,593.64
9	18	17.92	18,708.48
9	19	17.92	18,708.48
10	20	18.18	18,979.92
10	21	18.18	18,979.92
11	22	20.83	21,746.52
11	23	20.83	21,746.52

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Nutrition Service Assistants - 7 hours per day - 191 days - 1337 hours
Salary Schedule
FYE June 30, 2025

Years Experience	Per Hour	Per Year Salary
0	16.30	21,793.10
1	16.40	21,926.80
2	16.51	22,073.87
3	17.09	22,849.33
4	17.22	23,023.14
5	17.28	23,103.36
6	17.35	23,196.95
7	17.46	23,344.02
8	17.53	23,437.61
9	17.61	23,544.57
10	17.72	23,691.64
11	20.27	27,100.99

Nutrition Service Substitutes - $15.00 per hour - EFFECTIVE October 1, 2022

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Nutrition Service Assistants - 3HR and 4HR per day
Salary Schedule
FYE June 30, 2025
(3 Hours, 186 Days - 558 Hours; 4 Hours, 186 Days, 744 hours)

3 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	9,095.40
0	1	16.30	9,095.40
1	2	16.40	9,151.20
1	3	16.40	9,151.20
2	4	16.51	9,212.58
2	5	16.51	9,212.58
3	6	17.09	9,536.22
3	7	17.09	9,536.22
4	8	17.22	9,608.76
4	9	17.22	9,608.76
5	10	17.28	9,642.24
5	11	17.28	9,642.24
6	12	17.35	9,681.30
6	13	17.35	9,681.30
7	14	17.46	9,742.68
7	15	17.46	9,742.68
8	16	17.53	9,781.74
8	17	17.53	9,781.74
9	18	17.61	9,826.38
9	19	17.61	9,826.38
10	20	17.72	9,887.76
10	21	17.72	9,887.76
11	22	20.27	11,310.66
11	23	20.27	11,310.66

4 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	12,127.20
0	1	16.30	12,127.20
1	2	16.40	12,201.60
1	3	16.40	12,201.60
2	4	16.51	12,283.44
2	5	16.51	12,283.44
3	6	17.09	12,714.96
3	7	17.09	12,714.96
4	8	17.22	12,811.68
4	9	17.22	12,811.68
5	10	17.28	12,856.32
5	11	17.28	12,856.32
6	12	17.35	12,908.40
6	13	17.35	12,908.40
7	14	17.46	12,990.24
7	15	17.46	12,990.24
8	16	17.53	13,042.32
8	17	17.53	13,042.32
9	18	17.61	13,101.84
9	19	17.61	13,101.84
10	20	17.72	13,183.68
10	21	17.72	13,183.68
11	22	20.27	15,080.88
11	23	20.27	15,080.88

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

AGENDA ITEM NO. 9.9

Item Cover Page

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

DATE: June 17, 2024

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Payroll

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

SUBJECT: Approval of the 2024-2025 Salary Schedule.

ATTACHMENTS:
06.17.2024.Approval of 2024-2025 Salary Schedule_T.Ambrose.pdf

Baker County Public Schools
Support Services

Sherrie Raulerson, Superintendent of Schools
392 South Boulevard East, Macclenny, Florida 32063
Telephone: (904) 259-6251 www.bakerk12.org Fax: (904) 259-2825

DATE: June 3, 2024

TO: Sherrie Raulerson, SUPERINTENDENT

FROM: Teri Ambrose
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

RE: 2024-2025 SALARY SCHEDULE

Please request Board approval of the 2024-2025 Salary Schedule pending contract ratification from both Unions.

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

DISTRICT SCHOOL BOARD MEMBERS
Tiffany McInarnay, District 1 Jack Baker Jr., District 2 Paula T. Barton, District 3 Mandi Canaday, District 4 Amanda Hodges, District 5
AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY DISTRICT SCHOOL BOARD

SALARY SCHEDULES

2024-2025

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INFORMATION ONLY

BENEFITS: As per Baker County School District Board Policy

HOLIDAY: All 12-month (261 day) employees will receive annual leave at a rate of 1.0, 1.25, 1.5, or 2.0 days per month depending on continuous service in district.

SICK LEAVE: All full-time employees will receive 1 day per month for each month in the contract period.

Baker County School Board
Educational Leader Placement Schedule
FYE June 30, 2025

CL	240 days	261 days
0	56,771.57	61,739.09
1	56,771.57	61,739.09
2	56,771.57	61,739.09
3	56,771.57	61,739.09
4	56,832.49	61,805.33
5	56,832.49	61,805.33
6	56,832.49	61,805.33
7	56,832.49	61,805.33
8	56,954.31	61,937.82
9	56,954.31	61,937.82
10	57,827.82	62,887.75
11	58,887.72	64,040.39
12	59,984.16	65,232.78
13	61,324.26	66,690.14
14	62,664.37	68,147.50
15	63,920.41	69,513.44
16	65,260.51	70,970.80
17	66,600.61	72,428.16
18	67,940.71	73,885.52
19	69,280.81	75,342.88
20	70,620.91	76,800.24
21	71,961.02	78,257.60
22	73,301.12	79,714.96
23	74,641.22	81,172.32
24	76,194.52	82,861.54
25	77,412.79	84,186.41

Advanced Degree Supplements ADD:

240 day		
Masters:	$	3,411.17
Specialist:	$	4,629.44
Doctorate:	$	6,091.37

261 day		
Masters:	$	3,709.64
Specialist:	$	5,034.52
Doctorate:	$	6,624.37

**PER FLORIDA STATUTE*
F.S. 1012.34
Administrators and instuctional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective
Effective
Needs Improvement

2024-2025 Baker County School Board — FYE June 30, 2025
EDUCATIONAL LEADERS' RESPONSIBILITY SCHEDULE

Superintendent	2.00% through year 16
Associate Superintendent for Personnel Services	15,000.00
Executive Director for Support Services	15,000.00
Executive Director for Teaching and Learning	15,000.00
Director of Accountability and Special Programs	13,000.00
Director of Student Services & ESE	13,000.00
Director of Vocational, Adult & Community Education	13,000.00
Director of Facilities & Maintenance & Property Control	13,000.00
Director of Operations & Auxiliary Services	13,000.00
Director of Transportation	13,000.00
Director of Nutrition Services, Purchasing & Warehousing	13,000.00
High School Principal	13,000.00
Middle School Principal	13,000.00
Macclenny Elementary School, Westside Elementary School, Pre-K Kindergarten Center, Legacy Elementary School and Alternative School Principals	12,500.00
High School Vice Principal, Middle School Vice Principal	10,500.00
Assistant Principals (261-Day): High School (3), Middle School (3)	9,245.00
Assistant Principals (240-Day): Westside Elementary (1), Macclenny Elementary (1), Legacy Elementary (1), and Pre-K Kindergarten Center (1)	8,500.00
Coordinator of Community Education	8,500.00
Health Service Specialist	6,500.00
Retention Supplement for 240-Day Administrators at Classification Level 25 with teaching/administrative service	7,675.00
Retention Supplement for 261-Day Administrators at Classification Level 25 with teaching/administrative service	8,347.00

SALARY SCHEDULE GUIDELINES
2024-2025

INSTRUCTIONAL PERSONNEL

For the term of this contract, a classification level represents one (1) year of recognized teaching experience. Teachers who have worked ninety-nine (99) or more days in Baker County during the preceding school year will be advanced one classification level in the appropriate column.

Upon official transcript notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly earned advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Associate Superintendent for Personnel Services. Those holding advanced degrees as of September 1, 1987 will be grandfathered in and will be entitled to this additional compensation.

BCHS and BCMS Athletic Event Gatekeepers will be paid $15 per hour effective October 1, 2022, as mandated by the 2022 General Appropriations Act and signed into law as Chapter 2022-156, Laws of Florida, by Governor DeSantis.

INSTRUCTIONAL SUPPORT PERSONNEL

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

BCHS and BCMS Athletic Event Gatekeepers will be paid $15 per hour effective October 1, 2022, as mandated by the 2022 General Appropriations Act and signed into law as Chapter 2022-156, Laws of Florida, by Governor DeSantis.

Baker County School Board
Teacher Placement Schedule
FYE June 30, 2025

CL	197 Days	216 Days	240 Days	261 Days
0	46,600.00	51,094.42	56,771.57	61,739.09
1	46,600.00	51,094.42	56,771.57	61,739.09
2	46,600.00	51,094.42	56,771.57	61,739.09
3	46,600.00	51,094.42	56,771.57	61,739.09
4	46,650.00	51,149.24	56,832.49	61,805.33
5	46,650.00	51,149.24	56,832.49	61,805.33
6	46,650.00	51,149.24	56,832.49	61,805.33
7	46,650.00	51,149.24	56,832.49	61,805.33
8	46,750.00	51,258.88	56,954.31	61,937.82
9	46,750.00	51,258.88	56,954.31	61,937.82
10	47,467.00	52,045.04	57,827.82	62,887.75
11	48,337.00	52,998.94	58,887.72	64,040.39
12	49,237.00	53,985.75	59,984.16	65,232.78
13	50,337.00	55,191.84	61,324.26	66,690.14
14	51,437.00	56,397.93	62,664.37	68,147.50
15	52,468.00	57,528.37	63,920.41	69,513.44
16	53,568.00	58,734.46	65,260.51	70,970.80
17	54,668.00	59,940.55	66,600.61	72,428.16
18	55,768.00	61,146.64	67,940.71	73,885.52
19	56,868.00	62,352.73	69,280.81	75,342.88
20	57,968.00	63,558.82	70,620.91	76,800.24
21	59,068.00	64,764.91	71,961.02	78,257.60
22	60,168.00	65,971.01	73,301.12	79,714.96
23	61,268.00	67,177.10	74,641.22	81,172.32
24	62,543.00	68,575.07	76,194.52	82,861.54
25	63,543.00	69,671.51	77,412.79	84,186.41

Advanced Degree Supplements ADD:

	197 Day	216 Day	240 Day	261 Day
Masters:	$ 2,800.00	$ 3,070.05	$ 3,411.17	$ 3,709.64
Specialist:	$ 3,800.00	$ 4,166.50	$ 4,629.44	$ 5,034.52
Doctorate	$ 5,000.00	$ 5,482.23	$ 6,091.37	$ 6,624.37

**PER FLORIDA STATUTE*
F.S. 1012.34
Administrators and instuctional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective
Effective
Needs Improvement

Baker County School Board
Teacher Placement Schedule: Summer School (Hourly Rate)
FYE June 30, 2025

Years	Bachelors	Masters	Specialist	Doctorate
0	31.54	33.43	34.11	34.92
1	31.54	33.43	34.11	34.92
2	31.54	33.43	34.11	34.92
3	31.54	33.43	34.11	34.92
4	31.57	33.47	34.15	34.96
5	31.57	33.47	34.15	34.96
6	31.57	33.47	34.15	34.96
7	31.57	33.47	34.15	34.96
8	31.64	33.54	34.21	35.03
9	31.64	33.54	34.21	35.03
10	32.13	34.02	34.70	35.51
11	32.72	34.61	35.29	36.10
12	33.32	35.22	35.90	36.71
13	34.07	35.96	36.64	37.45
14	34.81	36.71	37.39	38.20
15	35.51	37.41	38.08	38.90
16	36.26	38.15	38.83	39.64
17	37.00	38.90	39.57	40.38
18	37.74	39.64	40.32	41.13
19	38.49	40.38	41.06	41.87
20	39.23	41.13	41.81	42.62
21	39.98	41.87	42.55	43.36
22	40.72	42.62	43.29	44.11
23	41.47	43.36	44.04	44.85
24	42.33	44.23	44.90	45.71
25	43.01	44.90	45.58	46.39

2024-2025 PART-TIME TEACHING SALARY SCHEDULE

Years of Experience (In the area of current part-time teaching)	Bachelor's Degree (Hourly Rate)	Master's Degree (Hourly Rate)	Specialist Degree (Hourly Rate)	Doctorate Degree (Hourly Rate)
0 - 9	$31.54	$33.43	$34.11	$34.92
10 - 14	$32.13	$34.02	$34.70	$35.51
15 - up	$35.51	$37.41	$38.08	$38.90

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

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

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

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

Athletics, Cheerleaders, Dance Teams, and Music

Athletic Directors and Trainer

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

Football

[4] High School Varsity Head Coach	4,350.00
[4] High School Offensive Coordinator	3,500.00
[4] High School Defensive Coordinator	3,500.00
[4] High School Varsity Assistant Coach (3)	2,200.00
[4] High School Junior Varsity Head Coach	2,200.00
[4] High School Junior Varsity Assistant Coach	1,700.00
[4] Middle School Head Coach	2,000.00
[4] Middle School Assistant Coach (3)	1,500.00
High School Girls' Flag Football Head Coach	1,390.00
High School Girls' Flag Football Assistant Coach	890.00
Middle School Girls' Flag Football Head Coach	750.00
Middle School Girls' Flag Football Assistant Coach	450.00

Basketball

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

Wrestling

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

Baseball

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

Weightlifting

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

Track

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

Cross Country

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

Tennis

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

Volleyball

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

Softball

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

Swimming

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

Soccer

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

Cheerleader Sponsors

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

High School Dance Drill Team

Football Season (1)	525.00
Basketball Season (1)	525.00
Choreographer (1)	275.00

Middle School Dancin' Paws

Football Season (1)	300.00
Basketball Season (1)	300.00

Band

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

Chorus

High School	980.00
Middle School	775.00
Westside Elementary School	425.00
Macclenny Elementary School	425.00
Legacy Elementary School	425.00
Pre-K Kindergarten Center	425.00

Career and Technical Education Organizations

Agriculture

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

Future Homemakers of America (FHA)

High School	475.00

Future Business Leaders of America (FBLA)

High School	450.00

Additional CTE Organizations

Cooperative Education Club of Florida (CECF)	450.00
HOSA	450.00
Vocational Industrial Clubs of America (VICA)	450.00

Academic Clubs and Student Organizations

Beta Club

High School	525.00
Middle School	525.00

Technology Student Association

High School	450.00
Middle School	450.00

Art Club

Middle School	450.00

Student Council

High School	450.00
Middle School	450.00

Future Educators Club Sponsor

High School (1)	1,545.00
Middle School (1)	450.00

"Just Say No" Club Sponsor

Legacy Elementary School (1)	400.00
Macclenny Elementary School (1)	400.00
Westside Elementary School (1)	400.00

Youth Power Club Sponsor

High School	300.00
Middle School	300.00

High School Class Sponsor

Senior Class Sponsor	625.00
Junior Class Sponsor	625.00
Sophomore Class Sponsor	325.00
Freshman Class Sponsor	325.00

Annual Yearbook

BCHS	1,500.00
BCMS	1,000.00
Legacy Elementary	600.00
Macclenny Elementary	600.00
Westside Elementary	600.00
Pre-K Kindergarten Center	600.00

Enrichment

Macclenny Elementary (3)	450.00
Westside Elementary (3)	450.00
Pre-K Kindergarten Center (2)	450.00
Legacy Elementary School (3)	450.00

Miscellaneous Student Clubs and Organizations

Video Productions	475.00
Drama	3,000.00
Drama Assistant	1,000.00
Middle School Drama	600.00
Varsity High School High Q	1,000.00
Junior Varsity High School High Q	650.00
Foreign Language	450.00
Air Force ROTC (2)	2,060.00
SWAT Coordinator	500.00
Bullying Prevention Club Sponsor – BCMS & BCHS	450.00
Robotics (4)	525.00

Instructional Special Certifications, Specialists, and Instructional Leadership

Director of Guidance

High School (3)	1,235.00
Middle School (2)	1,235.00
Legacy Elementary (1)	1,235.00
Macclenny Elementary (1)	1,235.00
Westside Elementary (1)	1,235.00
Pre-K Kindergarten Center (1)	1,235.00
Occupational Specialist	1,235.00

Special Programs

Alternative Ed Supplement	1,545.00
Mental Health Counselor	3,000.00
Case Manager	3,000.00
ESE Staffing Specialist	2,060.00
ESE Teacher (Paid from IDEA grant)	1,200.00
Behavioral Analyst (2)	2,000.00
School Psychologist (2)	6,000.00
Teachers Assigned to the Alternative School Full Time	1,500.00
Program Specialist (initiated and approved by Title I)	1,030.00
National Board-Certified Teachers	425.00
Special Olympics Coordinator	1,415.00
School Wellness Coordinators	500.00
Occupational Therapist (1)	1,545.00
Health Services Specialist	1,545.00
Dual Enrollment teachers(6)	750.00

Speech

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

Chairpersons

[2] High School	7,000.00
[2] Middle School	5,000.00
[5] Legacy Elementary	3,400.00
[5] Macclenny Elementary	3,400.00
[5] Westside Elementary	3,400.00
[5] Pre-K Kindergarten Center	3,400.00

Miscellaneous Instructional Leadership

Team Leaders - Middle School (4 or more)	350.00
Program Specialist (initiated and approved by Title 1)	1,030.00
Peer Teacher	625.00
School Activities Coordinator - High School	750.00
School Activities Coordinator - Middle School	250.00
[3] Computer Network Manager	1,030.00
Teacher on Special Assignment (4)	2,575.00
Test Coordinator (1 per school)	500.00

2024-2025 SUPPLEMENTAL SALARY SCHEDULE — FYE June 30, 2025
BAKER COUNTY SCHOOL BOARD

Bus Duty Supplement

High School (1)	1,200.00
Middle School (1)	1,200.00
[1] Legacy Elementary	1,200.00
[1] Macclenny Elementary	1,200.00
[1] Westside Elementary	1,200.00
[1] Pre-K Kindergarten Center	1,200.00
Elem (20 Min. or more Beyond the Contractual Day) (Max 4)	1,600.00

[8] Resource Instructor Supplement

All schools	$1,000.00

Gate Duty - Student Drop-Off/Pick Up

[1] Baker County Middle School	1,200.00
Baker County High School (5)	1,200.00

[6] Retention Supplement

Retention for 197-Day Teachers	6,300.00
Retention for 216-Day Teachers	6,908.00
Retention for 240-Day Teachers	7,675.00
Retention for 261-Day Teachers	8,347.00

Performance Pay

Highly Effective	250.00
Effective	125.00

PER FLORIDA STATUTE 1012.34

Administrators and instructional personnel shall only be promoted to the next classification level and receive a pay increase if the evaluation instrument indicates they are:

Highly Effective
Effective
Needs Improvement

1 Number of positions subject to periodic adjustments as mutually agreed upon.

2 For BCHS and BCMS divide existing dollars pro rata based upon number of persons in department compared to number of persons in all departments.

3 Limit to maximum of $1,030 for each school that is networked (High School, Middle School, Westside Elementary, Macclenny Elementary, Legacy Elementary, Pre-K Kindergarten Center)

4 Football Coaches will be paid their supplement in two separate payments (this requires TWO separate board forms) (ONE board form for 30% Spring Football AND ONE board form for 70% Fall Football)

5 Amount is to be divided by the total number of chairpersons at school.

6 Retention supplement at Classification level 25 or higher.

7 These supplements will be paid entirely from sponsor/booster funds. No funds will be used from the school district to pay these supplements or to run these programs.

8 Resource instructor – an employee who is assigned students on a regular schedule and is solely responsible for implementing lesson plans, taking student attendance and assigning grades. Classroom Aides working under the direction of a teacher are not considered Resource instructors.

SUBSTITUTE TEACHER PAY

****As of September 28, 2023 ALL substitute teacher staffing will be recruited and paid through ESS Southeast, LLC.

ESS
Every day counts.

SUBSTITUTE NURSE PAY –

All substitutes, as verified by the Associate Superintendent in charge of certification, will be paid as follows:

LPN w/A.A. or A.S. Degree (Subbing for a Nurse)	$ 20.00 per hour
RN w/B.A. or B.S. Degree & above (Subbing for a Nurse)	$ 25.00 per hour

Data Processing Manager for Student/Staff & Finance	Annualized/261-Day Teacher Salary Schedule
Information Specialist Administrator	Annualized/261-Day Teacher Salary Schedule
Computer Network Specialist	Annualized/261-Day Teacher Salary Schedule
Finance Staff Accountant	Annualized/261-Day Teacher Salary Schedule
Information Systems Support Technician	240-Day Teacher Salary Schedule
Social Worker/Attendance Office	240-Day Teacher Salary Schedule

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER

Upon official transcript notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly earned advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Associate Superintendent for Personnel Services. Those holding advanced degrees as of September 1, 1987 will be grandfathered in and will be entitled to this additional compensation.

Baker County School Board
Health Services Specialist Salary Schedule - 197 Days
School Health Nurse/RN/Case Manager Salary Schedule - 197 Days
FYE June 30, 2025

Years Experience	197 days Annual Contract Salary
0	46,600.00
1	46,600.00
2	46,600.00
3	46,600.00
4	46,650.00
5	46,650.00
6	46,650.00
7	46,650.00
8	46,750.00
9	46,750.00
10	47,467.00
11	48,337.00
12	49,237.00
13	50,337.00
14	51,437.00
15	52,468.00
16	53,568.00
17	54,668.00
18	55,768.00
19	56,868.00
20	57,968.00
21	59,068.00
22	60,168.00
23	61,268.00
24	62,543.00
25	63,543.00

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Advanced Degree Supplements ADD:

	197 Day
Masters:	$ 2,800.00
Specialist:	$ 3,800.00
Doctorate	$ 5,000.00

Upon official notification, in writing, to Human Resources and verification by the Associate Superintendent for Personnel Services, newly earned advanced degrees will be pro-rated.

Any employee having an advanced degree, in field, and working the majority of their day in that field, will be eligible for an additional $300.00 as part of their salary as verified and approved by the Director of Certification. Those holding advanced degrees as of September 1, 1987, will be grandfathered in and will be entitled to this additional compensation.

CLASSIFIED/CONFIDENTIAL EMPLOYEES

An employee must work for three (3) years as a classified/confidential employee under the supervision of a district office administrator to start receiving the additional longevity salary on a cumulative basis as follows, effective July 1, 1984:

3 years.....	$ 425.00
6 years.....	$ 435.00
9 years.....	$ 445.00
12 years.....	$ 455.00
15 years.....	$ 465.00
18 years.....	$ 550.00

The following classified/confidential employees are eligible for the additional longevity salary:

- Executive Secretary
- Bus Garage Shop Manager
- Auxiliary Services Supervisor
- Nutrition Services Area Coordinator
- Secretary/School Food Service Finance Aide
- Maintenance Foreman/Inventory Manager
- Finance Aide I
- Finance Aide II
- Secretary I
- Secretary II
- Secretary III
- High School/Middle School Secretary/Bookkeeper - 12 month

An employee who is a classified/confidential employee will be awarded for their college (semester) hours as follows: The rates will not apply when the credit hours are required for employment. Anyone currently employed as of November 20, 2012, may continue on their current track and schedule of earnings according to this scale. For new hires after November 20, 2012, these rates will not be compounded. (Must be from an accredited awarded college with official transcript on file in the Personnel Department)

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

30-59 Semester Hours - $.40 per hr. x total contractual hours
60-89 Semester Hours - $.70 per hr. x total contractual hours
90+ Semester Hours - $.75 per hr. x total contractual hours

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

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

Baker County School Board

Executive Secretary - Salary Schedule CONFIDENTIAL

FYE June 30, 2025

Years Experience	1957.5 hours (Exec. Sec.) Annual Salary
0	47,713.07
1	48,006.58
2	48,300.12
3	48,949.42
4	49,242.96
5	49,714.37
6	50,185.79
7	50,479.31
8	50,772.85
9	51,066.36
10	51,626.74
11	53,100.36
12	53,393.90
13	53,687.41
14	53,980.95
15	54,274.46
16	54,568.00
17	54,861.51
18	56,318.53

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Finance Aide - 12 Month Employee (261 Days) CONFIDENTIAL
Secretary/Nutrition Services Finance Aide - 11 Month Employee (240 Days) CONFIDENTIAL
Nutrition Services Area Coordinator - 10 Month Employee (206 Days) CONFIDENTIAL
Salary Schedule
FYE June 30, 2025

Years Experience	1957.5 hours (Fin I) 261 Days Annual Salary	1957.5 hours (Fin II) 261 Days Annual Salary	1800 hours (Fin I) 240 Days Annual Salary	1800 hours (Fin II) 240 Days Annual Salary	1545 hours (Fin I) 206 Days Annual Salary	1545 hours (Fin II) 206 Days Annual Salary
0	47,713.07	44,991.29	43,874.08	41,371.30	37,658.59	35,510.36
1	48,006.58	45,284.80	44,143.98	41,641.20	37,890.25	35,742.03
2	48,300.12	45,578.34	44,413.90	41,911.11	38,121.93	35,973.70
3	48,949.42	46,227.64	45,010.96	42,508.17	38,634.41	36,486.18
4	49,242.96	46,521.18	45,280.87	42,778.09	38,866.08	36,717.86
5	49,714.37	46,992.59	45,714.36	43,211.57	39,238.16	37,089.93
6	50,185.79	47,464.02	46,147.85	43,645.07	39,610.24	37,462.02
7	50,479.31	47,757.53	46,417.75	43,914.97	39,841.90	37,693.68
8	50,772.85	48,051.07	46,687.67	44,184.88	40,073.58	37,925.36
9	51,066.36	48,344.58	46,957.57	44,454.78	40,305.25	38,157.02
10	51,626.74	48,904.96	47,472.86	44,970.07	40,747.54	38,599.31
11	53,100.36	50,378.58	48,827.92	46,325.13	41,910.63	39,762.40
12	53,393.90	50,672.12	49,097.83	46,595.05	42,142.31	39,994.08
13	53,687.41	50,965.63	49,367.73	46,864.95	42,373.97	40,225.75
14	53,980.95	51,259.17	49,637.65	47,134.86	42,605.65	40,457.42
15	54,274.46	53,331.63	49,907.55	49,040.57	42,837.31	42,093.16
16	54,568.00	53,625.16	50,177.46	49,310.49	43,068.99	42,324.83
17	54,861.51	53,918.68	50,447.36	49,580.39	43,300.65	42,556.50
18	56,318.53	55,366.60	51,787.15	50,911.81	44,450.64	43,699.31

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

After two (2) years on the Finance Aide II scale, a person may be promoted to the Finance Aide I scale with the approval of the immediate supervisor.

Baker County School Board
Part-Time Finance Aide - 11 Month Employee (240 Days at 3.5 Hours per Day)
Salary Schedule
FYE June 30, 2025

Years Experience	(Fin I) **240 Days** 3.5 Hours per Day Annual Salary	(Fin II) **240 Days** 3.5 Hours per Day Annual Salary
0	20,474.57	19,306.60
1	20,474.57	19,306.60
2	20,600.52	19,432.56
3	20,600.52	19,432.56
4	20,726.49	19,558.52
5	20,726.49	19,558.52
6	21,005.11	19,837.15
7	21,005.11	19,837.15
8	21,131.07	19,963.11
9	21,131.07	19,963.11
10	21,333.37	20,165.40
11	21,333.37	20,165.40
12	21,535.66	20,367.70
13	21,535.66	20,367.70
14	21,661.62	20,493.65
15	21,661.62	20,493.65
16	21,787.58	20,619.61
17	21,787.58	20,619.61
18	21,913.53	20,745.57
19	21,913.53	20,745.57
20	22,154.00	20,986.03
21	22,154.00	20,986.03
22	22,786.36	21,618.39
23	22,786.36	21,618.39
24	22,912.32	21,744.35
25	22,912.32	21,744.35
26	23,038.27	21,870.31
27	23,038.27	21,870.31
28	23,164.24	21,996.27
29	23,164.24	21,996.27
30	23,290.19	22,885.60
31	23,290.19	22,885.60
32	23,416.15	23,011.56
33	23,416.15	23,011.56
34	23,542.10	23,137.51
35	23,542.10	23,137.51
36	24,167.34	23,758.85

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

After Four (4) years on the part-time Finance Aide II scale, a person may be promoted to the Finance Aide I scale with the approval of the immediate supervisor.

Baker County School Board
Secretary I, II, III Salary Schedule - 261 Days and 240 Days CONFIDENTIAL
FYE June 30, 2025

Years Experience	1957.5 hours (Sec. I) Annual Salary 261	1957.5 hours (Sec. II) Annual Salary 261	1957.5 hours (Sec. III) Annual Salary 261	1800 hours (Sec. I) Annual Salary 240	1800 hours (Sec. II) Annual Salary 240	1800 hours (Sec. III) Annual Salary 240
0	44,991.29	44,048.45	42,584.37	41,371.30	40,504.32	39,158.04
1	45,284.80	44,341.97	42,877.91	41,641.20	40,774.22	39,427.96
2	45,578.34	44,635.50	43,171.42	41,911.12	41,044.14	39,697.86
3	46,227.64	45,284.80	43,820.75	42,508.18	41,641.20	40,294.94
4	46,521.18	45,578.34	44,114.26	42,778.09	41,911.12	40,564.84
5	46,992.59	46,049.75	44,585.69	43,211.57	42,344.60	40,998.34
6	47,464.02	46,521.18	45,057.10	43,645.07	42,778.09	41,431.82
7	47,757.53	46,814.69	45,350.63	43,914.97	43,047.99	41,701.73
8	48,051.07	47,108.23	45,644.15	44,184.89	43,317.91	41,971.63
9	48,344.58	47,401.74	45,937.68	44,454.79	43,587.81	42,241.55
10	48,904.96	47,962.12	46,498.04	44,970.08	44,103.10	42,756.82
11	50,378.58	49,435.75	47,971.69	46,325.13	45,458.16	44,111.90
12	50,672.12	49,729.28	48,265.20	46,595.05	45,728.07	44,381.80
13	50,965.63	50,022.80	48,558.74	46,864.95	45,997.97	44,651.71
14	51,259.17	50,316.33	48,852.25	47,134.87	46,267.89	44,921.61
15	51,552.68	50,609.85	49,145.79	47,404.77	46,537.79	45,191.53
16	51,846.22	50,903.38	49,439.30	47,674.68	46,807.71	45,461.43
17	52,139.73	51,196.90	49,732.84	47,944.58	47,077.61	45,731.34
18	53,570.52	52,618.59	51,140.40	49,260.24	48,384.91	47,025.66

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

After two (2) years on the Secretary III Scale, an employee may be promoted to Secretary II if the immediate supervisor feels that the employee has progressed well enough to assume the responsibilities of a Secretary II.

After two (2) years on the Secretary II Scale, an employee may be promoted to Secretary I if the immediate supervisor feels that the employee has progressed well enough to assume the responsibilities of a Secretary I.

Baker County School Board
High School & Middle School Secretary/Bookkeeper - 261 days CONFIDENTIAL
Salary Schedule
FYE June 30, 2025

Years Experience	Salary 261 - Days	Salary 240 - Days
0	43,035.80	39,573.15
1	43,332.95	39,846.39
2	43,667.25	40,153.79
3	44,298.71	40,734.45
4	44,633.01	41,041.85
5	45,115.88	41,485.87
6	45,628.08	41,956.85
7	45,925.22	42,230.09
8	46,185.23	42,469.18
9	46,519.53	42,776.58
10	47,076.70	43,288.92
11	48,591.11	44,681.48
12	48,888.27	44,954.73
13	49,185.41	45,227.97
14	49,519.71	45,535.37
15	49,816.88	45,808.62
16	50,151.16	46,116.01
17	50,448.32	46,389.26
18	51,866.46	47,693.30

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board

Bus Garage Shop Manager - CONFIDENTIAL
Auxiliary Services Supervisor - CONFIDENTIAL
Salary Schedule
12 Month Employee - 8 hours, 261 Days = 2088 hours
FYE June 30, 2025

Years Experience	Per Year Salary
0	61,090.40
1	61,461.84
2	61,796.14
3	62,539.02
4	62,910.48
5	63,430.49
6	63,979.82
7	64,314.12
8	64,685.56
9	65,057.00
10	65,688.46
11	69,023.12

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

NON-INSTRUCTIONAL LONGEVITY

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

All non-instructional personnel who have completed 20-24 years non-instructional service in the Baker County School District, shall receive $1,700 as part of their base salary. Eligibility for this $1,700.00 addition to the base salary ends at the end of the 25th year of service

All non-instructional personnel who have completed 25 or more years non-instructional service in the Baker County School District, shall receive an additional $2,200.00 as part of their base salary.

NON-INSTRUCTIONAL PERSONNEL
SALARY SCHEDULE GUIDELINES
AWARD FOR COLLEGE SEMESTER HOURS
2024-2025

All non-instructional employees will be awarded for their college hours as follows: (Must be from an accredited awarded college with official transcript on file in the Personnel Department)

30 - 59 Semester Hours - $.40 per hr. x total contractual hours
60 - 89 Semester Hours - $.70 per hr. x total contractual hours
90+ Semester Hours - $.75 per hr. x total contractual hours

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

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

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

AA/AS Degrees	**$300/year**
BA/BS Degrees	**$500/year**

Baker County School Board
School Secretary-Bookkeeper Data Processors & VPK/Pre-/K Coordinator
School Secretary/Clerical Assistant to Teachers
Salary Schedule
FYE June 30, 2025

5 Hours, 186 Days - 930 Hours (including holidays)
7 1/2 Hours, 216 Days - 1620 Hours (including holidays)
7 1/2 Hours, 240 Days - 1800 Hours (including holidays)
7 1/2 Hours, 261 Days - 1957.5 Hours (including holidays)
5 Hours, 261 Days - 1305 Hours (including holidays)

School Secretary-Bookkeeper Data Processors & VPK/Pre-K Coordinator

Years Experience	216 Days Per Hour	216 Days Per Year Salary	240 Days Per Hour	240 Days Per Year Salary	261 Days Per Hour	261 Days Per Year Salary	5hr 261 Days Per Hour	5hr 261 Days Per Year Salary
0	17.22	27,896.40	17.22	30,996.00	17.22	33,708.15	17.22	22,472.10
1	17.49	28,333.80	17.49	31,482.00	17.49	34,236.68	17.49	22,824.45
2	17.63	28,560.60	17.63	31,734.00	17.63	34,510.73	17.63	23,007.15
3	17.92	29,030.40	17.92	32,256.00	17.92	35,078.40	17.92	23,385.60
4	18.05	29,241.00	18.05	32,490.00	18.05	35,332.88	18.05	23,555.25
5	18.27	29,597.40	18.27	32,886.00	18.27	35,763.53	18.27	23,842.35
6	18.43	29,856.60	18.43	33,174.00	18.43	36,076.73	18.43	24,051.15
7	18.54	30,034.80	18.54	33,372.00	18.54	36,292.05	18.54	24,194.70
8	18.69	30,277.80	18.69	33,642.00	18.69	36,585.68	18.69	24,390.45
9	18.82	30,488.40	18.82	33,876.00	18.82	36,840.15	18.82	24,560.10
10	19.05	30,861.00	19.05	34,290.00	19.05	37,290.38	19.05	24,860.25
11	21.83	35,364.60	21.83	39,294.00	21.83	42,732.23	21.83	28,488.15

School Secretary/Clerical Assistant to Teachers

Years Experience	216 Days Per Hour	216 Days Per Year Salary	5hr 186 Days Per Hour	5hr 186 Days Per Year Salary
0	16.32	26,438.40	16.32	15,177.60
1	16.58	26,859.60	16.58	15,419.40
2	16.71	27,070.20	16.71	15,540.30
3	17.01	27,556.20	17.01	15,819.30
4	17.15	27,783.00	17.15	15,949.50
5	17.35	28,107.00	17.35	16,135.50
6	17.50	28,350.00	17.50	16,275.00
7	17.61	28,528.20	17.61	16,377.30
8	17.74	28,738.80	17.74	16,498.20
9	17.90	28,998.00	17.90	16,647.00
10	18.16	29,419.20	18.16	16,888.80
11	20.89	33,841.80	20.89	19,427.70

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Instructional Assistants
LPN
Salary Schedule
FYE June 30, 2025

Aide 186 - 5 hours, 186 days, 930 hours
Aide 187 - 7.5 hours, 187 days, 1402.5 hours; 4 hours, 187 days, 748 hours
Aide 197 - 7.5 hours, 197 days, 1477.5 hours
Aide 206 - 7.5 hours, 206 days, 1545 hours
Aide 216 - 7.5 hours, 216 days, 1620 hours
Aide 240 - 7.5 hours, 240 days, 1800 hours

Years Experience	Aide 187 Per Hour	Aide 187 Salary	Aide 197 Per Hour	Aide 197 Salary	Aide 206 Per Hour	Aide 206 Salary	Aide 216 Per Hour	Aide 216 Salary	Aide 240 Per Hour	Aide 240 Salary	5 Hr/Day Aide 186 Per Hour	5 Hr/Day Aide 186 Salary
0	16.30	22,860.75	16.30	24,083.25	16.30	25,183.50	16.30	26,406.00	16.30	29,340.00	16.30	15,159.00
1	16.55	23,211.38	16.55	24,452.63	16.55	25,569.75	16.55	26,811.00	16.55	29,790.00	16.55	15,391.50
2	16.70	23,421.75	16.70	24,674.25	16.70	25,801.50	16.70	27,054.00	16.70	30,060.00	16.70	15,531.00
3	17.00	23,842.50	17.00	25,117.50	17.00	26,265.00	17.00	27,540.00	17.00	30,600.00	17.00	15,810.00
4	17.15	24,052.88	17.15	25,339.13	17.15	26,496.75	17.15	27,783.00	17.15	30,870.00	17.15	15,949.50
5	17.36	24,347.40	17.36	25,649.40	17.36	26,821.20	17.36	28,123.20	17.36	31,248.00	17.36	16,144.80
6	17.51	24,557.78	17.51	25,871.03	17.51	27,052.95	17.51	28,366.20	17.51	31,518.00	17.51	16,284.30
7	17.64	24,740.10	17.64	26,063.10	17.64	27,253.80	17.64	28,576.80	17.64	31,752.00	17.64	16,405.20
8	17.75	24,894.38	17.75	26,225.63	17.75	27,423.75	17.75	28,755.00	17.75	31,950.00	17.75	16,507.50
9	17.93	25,146.83	17.93	26,491.58	17.93	27,701.85	17.93	29,046.60	17.93	32,274.00	17.93	16,674.90
10	18.19	25,511.48	18.19	26,875.73	18.19	28,103.55	18.19	29,467.80	18.19	32,742.00	18.19	16,916.70
11	21.04	29,508.60	21.04	31,086.60	21.04	32,506.80	21.04	34,084.80	21.04	37,872.00	21.04	19,567.20

****A $250 EOY Matching Bonus will be paid to ESE Pre-K Classroom Paraprofessionals, pending grant award and availability of funding.**
****A $500 supplement will be paid to ESE K - 12 Classroom Paraprofessionals from the IDEA grant, pending grant award and availability of funding.**
A $750 annual supplement will be paid to Full time Classroom Paraprofessionals assigned to an alternative school setting.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

**** IDEA bonus/supplement amounts may vary in the future based upon the IDEA grant award amount and funding availability.**

Baker County School Board
Instructional Assistants - Part-Time
Salary Schedule
FYE June 30, 2025

Aide 187 - 4 hours, 748 hours

Full Time Years Experience	Part Time Years Experience	Per Hour	Aide 187 4 Hr/Day
0	0	16.30	12,192.40
0	1	16.30	12,192.40
1	2	16.55	12,379.40
1	3	16.55	12,379.40
2	4	16.70	12,491.60
2	5	16.70	12,491.60
3	6	17.00	12,716.00
3	7	17.00	12,716.00
4	8	17.15	12,828.20
4	9	17.15	12,828.20
5	10	17.36	12,985.28
5	11	17.36	12,985.28
6	12	17.51	13,097.48
6	13	17.51	13,097.48
7	14	17.64	13,194.72
7	15	17.64	13,194.72
8	16	17.75	13,277.00
8	17	17.75	13,277.00
9	18	17.93	13,411.64
9	19	17.93	13,411.64
10	20	18.19	13,606.12
10	21	18.19	13,606.12
11	22	21.04	15,737.92
11	23	21.04	15,737.92

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Prekindergarten Child Development Associates
Salary Schedule
7.5 Hours - 197 days - 1477.5 hours
7.5 Hours - 240 days - 1800 hours
FYE June 30, 2025

Years Experience	Per Hour	CDA 197 Salary	Per Hour	CDA 240 Salary
0	19.72	29,136.30	19.72	35,496.00
1	20.01	29,564.78	20.01	36,018.00
2	20.32	30,022.80	20.32	36,576.00
3	20.61	30,451.28	20.61	37,098.00
4	20.93	30,924.08	20.93	37,674.00
5	21.22	31,352.55	21.22	38,196.00
6	21.52	31,795.80	21.52	38,736.00
7	21.83	32,253.83	21.83	39,294.00
8	22.13	32,697.08	22.13	39,834.00
9	22.43	33,140.33	22.43	40,374.00
10	22.73	33,583.58	22.73	40,914.00
11	25.95	38,341.13	25.95	46,710.00

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Maintenance Foreman/Inventory Manager
Salary Schedule
12 Month Employee - 8 hours per day, 261 Days = 2088 hours
FYE June 30, 2025

Years Experience	Per Year Salary
0	61,090.40
1	61,461.84
2	61,796.14
3	62,539.02
4	62,910.48
5	63,430.49
6	63,979.82
7	64,314.12
8	64,685.56
9	65,057.00
10	65,688.46
11	69,545.12

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Heating Cooling, Electrical Maintenance
Heating Cooling, Electrical (Journeyman)
Safety Inspector
Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)

Heating, Cooling, Electrical Maintenance

Years Experience	Per Hour	Per Year Salary
0	19.61	40,945.68
1	19.95	41,655.60
2	20.09	41,947.92
3	20.39	42,574.32
4	20.51	42,824.88
5	20.75	43,326.00
6	20.88	43,597.44
7	21.03	43,910.64
8	21.17	44,202.96
9	21.29	44,453.52
10	21.56	45,017.28
11	24.53	51,218.64

After two (2) years on this scale a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Journeyman salary schedule below.

Heating, Cooling, Electrical (Journeyman)
Safety Inspector

Years Experience	Per Hour	Per Year Salary
0	21.86	45,643.68
1	22.18	46,311.84
2	22.30	46,562.40
3	22.64	47,272.32
4	22.78	47,564.64
5	22.99	48,003.12
6	23.15	48,337.20
7	23.26	48,566.88
8	23.42	48,900.96
9	23.55	49,172.40
10	23.83	49,757.04
11	26.97	56,313.36

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Apprenticeship Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920)

Apprenticeship

Years Experience	261 day Per Hour	261 day Per Year Salary	240 day Per Hour	240 day Per Year Salary
0	16.30	34,034.40	16.30	31,296.00
1	16.30	34,034.40	16.30	31,296.00
2	16.30	34,034.40	16.30	31,296.00
3	16.30	34,034.40	16.30	31,296.00
4	16.30	34,034.40	16.30	31,296.00
5	16.30	34,034.40	16.30	31,296.00
6	16.30	34,034.40	16.30	31,296.00
7	16.30	34,034.40	16.30	31,296.00
8	16.30	34,034.40	16.30	31,296.00
9	16.42	34,284.96	16.42	31,526.40
10	16.90	35,287.20	16.90	32,448.00
11	19.58	40,883.04	19.58	37,593.60

After two (2) years on the Apprenticeship Salary Schedule a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Maintenance I salary schedule.
EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)
Maintenance I, Mechanic II, Warehouse/Inventory Clerk
Salary Schedule
FYE June 30, 2025
(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 Hours, 240 days = 1920 hours)
Maintenance Department (Journeyman),Transportation Mechanic (Journeyman)

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	20.79	43,409.52	39,916.80
1	21.08	44,015.04	40,473.60
2	21.23	44,328.24	40,761.60
3	21.53	44,954.64	41,337.60
4	21.68	45,267.84	41,625.60
5	21.91	45,748.08	42,067.20
6	22.04	46,019.52	42,316.80
7	22.19	46,332.72	42,604.80
8	22.32	46,604.16	42,854.40
9	22.45	46,875.60	43,104.00
10	22.73	47,460.24	43,641.60
11	25.74	53,745.12	49,420.80

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

Bus Mechanic Journeyman -- Employee must have worked three (3) years prior with a reputable firm employing more than one (1) full-time mechanic. This must be verified by employer.
A $500 supplement will be paid to the Bus Mechanic Trainer.
A $500 supplement will be paid to the Certified Bus Inspector.

SUBSTITUTE BUS MECHANIC $24.84 PER HOUR EFFECTIVE DECEMBER 5, 2023

Maintenance I, Mechanic II, Warehouse/Inventory Clerk

Years Experience	Per Hour	261 - Days Per Year Salary	240 - Days Per Year Salary
0	17.07	35,642.16	32,774.40
1	17.36	36,247.68	33,331.20
2	17.50	36,540.00	33,600.00
3	17.82	37,208.16	34,214.40
4	17.95	37,479.60	34,464.00
5	18.17	37,938.96	34,886.40
6	18.30	38,210.40	35,136.00
7	18.44	38,502.72	35,404.80
8	18.57	38,774.16	35,654.40
9	18.72	39,087.36	35,942.40
10	18.98	39,630.24	36,441.60
11	21.69	45,288.72	41,644.80

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
School Bus Driver
Salary Schedule
FYE June 30, 2025
(186 Days @ 5.5 hours = 1023 hours, 186 Days @ 8 hours = 1488 hours)
(Including 6 Holidays)

		5.5 Hr Day			**8 Hr Day**
Years Experience	Per Hour	Per Year Salary	Years Experience	Per Hour	Per Year Salary
0	17.22	17,616.06	0	17.11	25,459.68
1	17.60	18,004.80	1	17.48	26,010.24
2	17.78	18,188.94	2	17.67	26,292.96
3	18.23	18,649.29	3	18.12	26,962.56
4	18.48	18,905.04	4	18.36	27,319.68
5	18.82	19,252.86	5	18.71	27,840.48
6	19.03	19,467.69	6	18.91	28,138.08
7	19.23	19,672.29	7	19.11	28,435.68
8	19.47	19,917.81	8	19.36	28,807.68
9	19.66	20,112.18	9	19.55	29,090.40
10	20.08	20,541.84	10	19.97	29,715.36
11	23.50	24,040.50	11	23.28	34,640.64

SUBSTITUTE BUS DRIVERS:

Daily Rate - A minimum salary on 0 years experience above.

Substitute Driver by a Bus Aide to Duval County paid on 1 years experience above.

Trips: $24.00 per trip or the hourly rate of 1 years experience or current step whichever is less.

Trainer of New Bus Drivers - employee's current hourly rate.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Bus Aide
Salary Schedule
(186 Days, 5.5 hours = 1023 hour)
(186 Days, 8 hours = 1488 hour)
(Including 6 Holidays)
FYE June 30, 2025

		8 Hr Day		**5.5 Hr Day**
Years Experience	Per Hour	Per Year Salary	Per Hour	Per Year Salary
0	15.00	22,320.00	15.00	15,345.00
1	15.00	22,320.00	15.00	15,345.00
2	15.00	22,320.00	15.00	15,345.00
3	15.00	22,320.00	15.00	15,345.00
4	15.00	22,320.00	15.00	15,345.00
5	15.00	22,320.00	15.00	15,345.00
6	15.00	22,320.00	15.00	15,345.00
7	15.00	22,320.00	15.00	15,345.00
8	15.00	22,320.00	15.00	15,345.00
9	15.00	22,320.00	15.00	15,345.00
10	15.00	22,320.00	15.00	15,345.00
11	15.72	23,391.36	15.72	16,081.56

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Aides:

Paid at Step 0 of the bus aides pay schedule.

Bus Drivers who substitute as aides will be paid at their hourly rate.

Baker County School Board
Landscape Technician (261 Days) & (240 Days)
Custodian (261) & (197)
Salary Schedule
FYE June 30, 2025

(12 Months, 8 hours, 261 days = 2088 hours)
(11 Months, 8 hours, 240 days = 1920 hours)
(10 Months, 8 hours, 197 days =1576 hours)
(12 Months, 5.5 Hours, 261 days = 1435.5 hours)

Years Experience	Per Hour	261 - days Salary	Per Hour	240 - days Salary	Per Hour	197 - days Salary	Per Hour	**5.5 Hrs/Day** 261 - Days Salary
0	16.30	34,034.40	16.30	31,296.00	16.30	25,688.80	16.30	23,398.65
1	16.55	34,556.40	16.55	31,776.00	16.55	26,082.80	16.55	23,757.53
2	16.70	34,869.60	16.70	32,064.00	16.70	26,319.20	16.70	23,972.85
3	17.03	35,558.64	17.03	32,697.60	17.03	26,839.28	17.03	24,446.57
4	17.14	35,788.32	17.14	32,908.80	17.14	27,012.64	17.14	24,604.47
5	17.39	36,310.32	17.39	33,388.80	17.39	27,406.64	17.39	24,963.35
6	17.50	36,540.00	17.50	33,600.00	17.50	27,580.00	17.50	25,121.25
7	17.63	36,811.44	17.63	33,849.60	17.63	27,784.88	17.63	25,307.87
8	17.81	37,187.28	17.81	34,195.20	17.81	28,068.56	17.81	25,566.26
9	17.92	37,416.96	17.92	34,406.40	17.92	28,241.92	17.92	25,724.16
10	18.18	37,959.84	18.18	34,905.60	18.18	28,651.68	18.18	26,097.39
11	20.83	43,493.04	20.83	39,993.60	20.83	32,828.08	20.83	29,901.47

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Substitute Custodian - $15.00 per hour - EFFECTIVE October 1, 2022

Custodian Coordinator (Elementary Schools) - $900.00 supplement
Custodian Coordinator (Middle School) - $1,000.00 supplement
Custodian Coordinator (High School) - $1,150.00 supplement
Landscape Coordinator (All Schools) - $1,000.00 supplement

Baker County School Board
Part-time Custodian
Salary Schedule
FYE June 30, 2025
(12 Months, 4 Hours, 261 days=1044 hours)

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	17,017.20
0	1	16.30	17,017.20
1	2	16.55	17,278.20
1	3	16.55	17,278.20
2	4	16.70	17,434.80
2	5	16.70	17,434.80
3	6	17.03	17,779.32
3	7	17.03	17,779.32
4	8	17.14	17,894.16
4	9	17.14	17,894.16
5	10	17.39	18,155.16
5	11	17.39	18,155.16
6	12	17.50	18,270.00
6	13	17.50	18,270.00
7	14	17.63	18,405.72
7	15	17.63	18,405.72
8	16	17.81	18,593.64
8	17	17.81	18,593.64
9	18	17.92	18,708.48
9	19	17.92	18,708.48
10	20	18.18	18,979.92
10	21	18.18	18,979.92
11	22	20.83	21,746.52
11	23	20.83	21,746.52

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Nutrition Services Manager
Salary Schedule
(7.5 Hours, 193 Days - 1447.5 Hours)
FYE June 30, 2025

Years Experience	Per Hour	7.5 Hr Day Per Year Salary
0	17.86	25,852.35
1	17.95	25,982.63
2	18.06	26,141.85
3	18.31	26,503.73
4	18.44	26,691.90
5	18.60	26,923.50
6	18.68	27,039.30
7	18.80	27,213.00
8	18.90	27,357.75
9	18.99	27,488.03
10	19.12	27,676.20
11	21.80	31,555.50

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Nutrition Services Manager - Refer to Table 1 below.

Nutrition Services Assistant Manager - $500.00 Supplement
Nutrition Services Assistant Manager for Catered Site - $2,000.00 Supplement

Nutrition Service Managers will be required to obtain and retain
American School Food Service Association Professional Certification.

TABLE 1
Nutrition Services Manager Supplements:

Manager IV - $3,000.00
Manager III - $3,500.00
Manager II - $4,000.00
Manager I - $4,500.00

TABLE 1

MANAGER LEVEL	POSITION DESCRIPTION
Manager IV	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents below 500.
Manager III	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents between 500 and 599.
Manager II	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents between 600 and 699.
Manager I	Food Service Manager of school serving a projected average daily number of combined meal/meal equivalents of more than 700.

Note: Total meals and meals per labor hours are an annual average. Formula: total lunches plus total breakfast (divided by 3) plus EDEP snacks (as applicable) divided by 4 plus total ala carte dollars including adult meal charges (divided by regular adult meal cost) equals total meal equivalents.

Baker County School Board
Nutrition Service Assistants - 7 hours per day - 191 days - 1337 hours
Salary Schedule
FYE June 30, 2025

Years Experience	Per Hour	Per Year Salary
0	16.30	21,793.10
1	16.40	21,926.80
2	16.51	22,073.87
3	17.09	22,849.33
4	17.22	23,023.14
5	17.28	23,103.36
6	17.35	23,196.95
7	17.46	23,344.02
8	17.53	23,437.61
9	17.61	23,544.57
10	17.72	23,691.64
11	20.27	27,100.99

Nutrition Service Substitutes - $15.00 per hour - EFFECTIVE October 1, 2022

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

Baker County School Board
Nutrition Service Assistants - 3HR and 4HR per day
Salary Schedule
FYE June 30, 2025
(3 Hours, 186 Days - 558 Hours; 4 Hours, 186 Days, 744 hours)

3 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	9,095.40
0	1	16.30	9,095.40
1	2	16.40	9,151.20
1	3	16.40	9,151.20
2	4	16.51	9,212.58
2	5	16.51	9,212.58
3	6	17.09	9,536.22
3	7	17.09	9,536.22
4	8	17.22	9,608.76
4	9	17.22	9,608.76
5	10	17.28	9,642.24
5	11	17.28	9,642.24
6	12	17.35	9,681.30
6	13	17.35	9,681.30
7	14	17.46	9,742.68
7	15	17.46	9,742.68
8	16	17.53	9,781.74
8	17	17.53	9,781.74
9	18	17.61	9,826.38
9	19	17.61	9,826.38
10	20	17.72	9,887.76
10	21	17.72	9,887.76
11	22	20.27	11,310.66
11	23	20.27	11,310.66

4 Hour Nutrition Services Assistant

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	16.30	12,127.20
0	1	16.30	12,127.20
1	2	16.40	12,201.60
1	3	16.40	12,201.60
2	4	16.51	12,283.44
2	5	16.51	12,283.44
3	6	17.09	12,714.96
3	7	17.09	12,714.96
4	8	17.22	12,811.68
4	9	17.22	12,811.68
5	10	17.28	12,856.32
5	11	17.28	12,856.32
6	12	17.35	12,908.40
6	13	17.35	12,908.40
7	14	17.46	12,990.24
7	15	17.46	12,990.24
8	16	17.53	13,042.32
8	17	17.53	13,042.32
9	18	17.61	13,101.84
9	19	17.61	13,101.84
10	20	17.72	13,183.68
10	21	17.72	13,183.68
11	22	20.27	15,080.88
11	23	20.27	15,080.88

Part-time earns 1/2 year experience for each year worked.

EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.

MISCELLANEOUS NON-INSTRUCTIONAL SALARY SCHEDULES

2024-2025

PART-TIME, TEMPORARY, EXTRA-DUTY

Skilled laborers working on a specific maintenance project for a limited time ..... $15.00 per hour

Part-time clerical/typing ..... $15.00 per hour

Adults working on school board projects for a limited time ..... $ 15.00 per hour

Students working part-time summers or other temporary positions (high school or college) ..... $ 15.00 per hour

For work performed beyond the normal contractual period in official non-instructional capacity. This would include writing projects, curriculum, attending or conducting workshops beyond the regular contractual period. ..... $15.00 per hour

BCHS & BCMS Athletic Event Gatekeepers..... $15.00 per hour

Extended Day Enrichment Program

Supervisor (182 days)..... $18.10 per hour
Assistant Supervisor (181 days) ..... $15.75 per hour
Daily Worker (180 days) ..... $15.25 per hour

AGENDA ITEM NO. 9.10

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Carrie Dopson - (259-0408)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Baker County High School VoTech Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove BCHS VoTech Property_Dopson.pdf

"Where Children Are First"

Career and Adult Education

Baker County School District
418 South 8th Street, Macclenny, Florida 32063
Phone: (904) 259-0403 Fax: (904) 259-0378

November 1, 2023

Sherrie Raulerson, Superintendent
Baker County School District
392 South Blvd East
Macclenny, FL. 32063

Dear Superintendent Raulerson:

Respectfully, please seek School Board approval for the removal of an unusable, unrepairable RICHOH Copier/Printer # 17141

Thank you for your favorable approval and assistance.

Sincerely,

Carrie Dopson

Carrie Dopson
Director, Career and Adult Education

AGENDA ITEM NO. 9.11

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Naomi Anderson - (259-2226)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Baker County Middle School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove BCMS Property_N.Anderson.pdf

Naomi Anderson
Principal

Ashton N. Griffin
Assistant Principal

BAKER COUNTY MIDDLE SCHOOL
BOBCATS

Dr. Wayne Peterson
Assistant Principal

Pam Harris
Lead Teacher

June 4, 2024

Dear Baker County School Board,

I am requesting permission to dispose of the property items/computers listed below. These items are either obsolete or are no longer cost effective to repair. I am requesting that these items be removed from Baker County Middle School Inventory (0032) and destroy beyond use.

Description	Property Number
Hp Lazerjet 4	11050
VU-Lyte Large projector	11193
Shriva routing system server	12776
Lan Desk Manager Software	12822
NetWare License Package	12824
Optical Drive	12828
250 User Novell Intranet Ware	13034
PS600 Cannon Camrea	13036
600 Cannon Camera	13036
PS600 Cannon Camrea	13037
600 Cannon Camera	13037
Lexmark Optra K 1220 Printer	13102
Lexmark Optra m410	13153
Aficio 150 Copier	13155
Premio Computer	13173
LIFEBOOK	13203
LIFEBOOK	13204
LIFEBOOK	13205
LIFEBOOK	13206
LIFEBOOK	13207
LIFEBOOK	13208
LIFEBOOK	13209
LIFEBOOK	13210
LIFEBOOK	13211
LIFEBOOK	13213
LIFEBOOK	13214
LIFEBOOK	13215
LIFEBOOK	13221
LIFEBOOK	13222
LIFEBOOK	13223
LIFEBOOK	13225
LIFEBOOK	13226
LIFEBOOK	13227
LIFEBOOK	13228
LIFEBOOK	13230
LIFEBOOK	13231
LIFEBOOK	13232
LIFEBOOK	13233
LIFEBOOK	13236
Dell	14196
IBM THINKPAD	15042
HP Laptop (Silver)	15073
Dell	15086
ICPS	15089
THINKPAD	15118
Dell	15166
Dell	15168
Dell	15169
Dell Laptop	15170
Dell	15171
Dell	15172
Dell	15177
Dell Laptop	15180
Dell	15181
Toshiba	15183
Dell	15189
Dell	15190
Dell	15191
Dell	15194
Dell Laptop	15195
Dell	15197
Dell	15198
Dell	15199
Dell	15200
Dell	15201
Dell	15202
Dell	15204
Dell	15205
Dell	16196
IBM THINKPAD	16808
MacIntosh	16808

Naomi Anderson
Principal

Ashton N. Griffin
Assistant Principal



Dr. Wayne Peterson
Assistant Principal

Pam Harris
Lead Teacher

IBM THINKPAD	17634
IBM THINKPAD	17643
IBM ThinkPad R40	18394
IBM THINKPAD	18484
Lenovo ThinkCenter All in One	20935
Lenovo ThinkCenter All in One	20936
Lenovo ThinkCenter All in One	20938
Lenovo ThinkCenter All in One	20939
Lenovo ThinkCenter All in One	20940
Lenovo ThinkCenter All in One	20941
Lenovo ThinkCenter All in One	20942
Lenovo ThinkCenter All in One	20943
Lenovo ThinkCenter All in One	20944
Lenovo ThinkCenter All in One	20949
Lenovo ThinkCenter All in One	20950
Lenovo ThinkCenter All in One	20951
Lenovo ThinkCenter All in One	20952
Lenovo ThinkCenter All in One	20956
Lenovo ThinkCenter All in One	20960
Lenovo ThinkCenter All in One	20961
Lenovo ThinkCenter All in One	20962
Lenovo ThinkCenter All in One	20966
Lenovo ThinkCenter All in One	20967

Lenovo ThinkCenter All in One	20969
Lenovo ThinkCenter All in One	20972
Lenovo ThinkCenter All in One	20973
Lenovo ThinkCenter All in One	20976
Lenovo ThinkCenter All in One	20977
Lenovo ThinkCenter All in One	20980
Dell	21005
Dell	21011
Dell	21012
Dell	21013
Dell	21014
Dell	21016
Dell	21017
Dell	21019
Dell	21020
Dell	21021
Dell Laptop	21024
Dell	21025
Dell Laptop	21026
THINKPAD	21027
THINKPAD	21029
THINKPAD	21031
Lenovo ThinkPad E550	21032

Lenovo ThinkPad E550	21035
THINKPAD	21036
THINKPAD	21038
THINKPAD	21039
THINKPAD	21041
THINKPAD	21043
THINKPAD	21044
THINKPAD	21046
THINKPAD	21047
THINKPAD	21083
DELL	21238
DELL	21239
DELL	21892
DELL	21905
DELL	21910
DELL	21912
THINKPAD	22026
THINKPAD	22062
Lenovo ThinkPad E450	22121
Lenovo ThinkPad i3	22139
Lenovo ThinkPad E450	22139

I appreciate your consideration of this request.

Thank you,

Naomi Anderson

Naomi Anderson
Principal

AGENDA ITEM NO. 9.12

Item Cover Page

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

DATE:	June 17, 2024
SUBMITTED BY:	Kelly Horne - (259-4244)
ITEM TYPE:	Property
AGENDA SECTION:	**APPROVAL OF ITEMS FOR ACTION**
SUBJECT:	Approval to De-authorize and Dispose of Itemized Property on the Keller Intermediate School Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)

ATTACHMENTS:
06.17.2024.Approval to Remove KIS Property_K.Horne.pdf

June 6, 2024

RE: Removal of Property Numbers

To Whom It May Concern:

This letter is to request removal of the following inventory items from Keller Intermediate School's property list that are no longer in use and currently stored at Keller Educational Center:

- Lenovo Laptop
  - 22059
  - 22158
  - 22157
  - 22171
  - 22165
  - 22147
  - 22176
  - 22188
  - 22177
  - 22172
  - 22182
  - 22169
  - 22179
  - 22143
  - 22148
  - 20244
  - 22145
  - 22142
  - 22156
  - 22173
- Computer
  - 22066
  - 22067
  - 22068
  - 22069
  - 22070
  - 22072
  - 22073
  - 22074
  - 22075
  - 22076
  - 22077
  - 22078
  - 22079

    - 22080
    - 22081
    - 22082
    - 22083
    - 22084
    - 22085
    - 22086
    - 22089
    - 22090
    - 22091
    - 22094
    - 22095
    - 22092
    - 22120
    - 22071
    - 22093
- Elmo
    - 15488
    - 20101
    - 15476
    - 20096
    - 20095
    - 15487
    - 15481
    - 20078
    - 20085
    - 15498
    - 20066
    - 20069
    - 20099
    - 15480
    - 15482
    - 20079
    - 20100

- Clicker System
    - 17110
- Scanner (Lexmark)
    - 22116
- Dell Laptop
    - 22069
- iPad
    - 22159
    - 18958
- Viewsonic Projector
    - 20091
- Laptop
    - 22134

    - 20239
    - 22136
    - 22177
- Chromebook Cart
    - 22115
    - 22112
    - 15335
    - 20213
    - 22001
- Dell Lenovo Computer
    - 22036
    - 22037
    - 22039
    - 22040
    - 22042
    - 22043
    - 22045
    - 22046
    - 22047
    - 22048
    - 22049
    - 22050
    - 22054
    - 22055
    - 22056
    - 22057
    - 22061
    - 22062
    - 22063
    - 22051
- Lenovo Desktop
    - 20143
    - 20158
    - 20159
    - 20160
    - 20161
    - 20163
    - 20164
    - 20181
    - 20183
    - 22064
    - 20197
    - 20169
- Fireproof Cabinet
    - 6658
    - 6659
- Canon Optura
    - 15388

- The Effective Teacher Video Set
    - 18539
- Techworks 4
    - 15361
    - 15362
- 5 Drawer Cabinet
    - 14691
- Portable Sound System
    - 15453

Thank you for your attention and consideration in this matter. If you have any other questions, please call me at (904) 259-0300.

Sincerely,

Whitney Hall

Whitney Hall
Assistant Principal