



Baker County Public Schools



Sherrie Raulerson, Superintendent of Schools

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

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

AGENDA EXPULSION HEARING (Closed to the Public) Tuesday, February 22, 2022 – 3:30 p.m. District School Board Room (270 South Boulevard East, Macclenny, Florida)				
SUPPLEMENTAL MINUTE BOOK #50 PAGE #14				
Date	TIME	TYPE	CASE #	SCHOOL
02/22/2022	3:30 P.M.	EXPULSION HEARING	022220223300580	BAKER COUNTY HIGH SCHOOL

AGENDA EXPULSION HEARING (Closed to the Public) Tuesday, February 22, 2022 – 4:15 p.m. District School Board Room (270 South Boulevard East, Macclenny, Florida)				
SUPPLEMENTAL MINUTE BOOK #50 PAGE #14				
Date	TIME	TYPE	CASE #	SCHOOL
02/22/2022	4:15 P.M.	EXPULSION HEARING	022220224150149	BAKER COUNTY MIDDLE SCHOOL

AGENDA SCHOOL BOARD MEETING (Open to the Public) Tuesday, February 22, 2022 - 5:00 p.m. District School Board Room (270 South Boulevard East, Macclenny, Florida)	
SUPPLEMENTAL MINUTE BOOK #50 PAGE #14	
I.	A. Invocation B. Pledge of Allegiance
II.	CALL TO ORDER – 5:00 P.M.
III.	ROLL CALL OF MEMBERS

Baker County School Board Meeting Agenda (Tuesday, February 22, 2022) - Page 1 of 4
Minute Book # 39

Supplemental Minute Book #50 Page #14

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

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McNarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Amanda Hodges, District 5

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IV.	PUBLIC HEARINGS – 5:05 P.M. (if any)		
	➤ Approval of New and Revised School Board Policies: 2.03, 2.04*, 2.091*+, 3.06+, 3.09, 3.16 Opt.1, 5.13*, 5.19*+, 5.291*+, 6.39*, 6.80, 7.22*, 8.01*+, 8.04*, 8.06*		
V.	RECOGNITIONS / PRESENTATIONS		
	➤ Recognize Retiree Kristy Bailey (Hire Date: July 27, 2006 ; Retire Date: January 14, 2022)		
VI.	APPROVAL TO CORRECT AND/OR ADD ITEMS TO THE FINAL AGENDA		
VII.	REMOVAL OF ROUTINE ITEMS		
VIII.	APPROVAL OF ITEMS FOR ACTION		
	A.	Approval of Routine Items	CONTACT
	A.	1. Approval of the Personnel Items List for Approval on February 22, 2022.	Sherrie Raulerson (259-0401)
	A.	2. Approval of the Minutes of the February 7, 2022, Expulsion Hearing and School Board Meeting.	Sherrie Raulerson (259-0401)
IX.	CITIZEN INPUT <i>(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 ten (10) minutes.)</i>		
X.	INFORMATION AND ANNOUNCEMENTS		
XI.	ADJOURN		

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.

PERSONNEL ITEMS LIST FOR APPROVAL ON FEBRUARY 22, 2022

RESIGNATION LIST FOR APPROVAL ON FEBRUARY 22, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Burnett	Susan		Retirement	Bus Aide (186 Days)	Transportation	February 25, 2022
Gaskins	Joanna			Bus Driver (186 Days)	Transportation	February 1, 2022
Hogue	Phyllis			Bus Driver (186 Days)	Transportation	February 4, 2022
Manos	George		Retirement	School Psychologist (261 Days)	Student Services	July 31, 2022
Starling	Devon			Bus Driver (186 Days)	Transportation	February 3, 2022

EMPLOYMENT LIST FOR APPROVAL ON FEBRUARY 22, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Brown	Keri		Initial Employment / Replacing Candice Dobson	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	March 1, 2022
Givens	Shawntile		Initial Employment / Replacing Betty Barnes	Custodian (261 Days, 8 Hours)	Maccleenny Elementary School	February 10, 2022
Godwin	Eugina		Initial Employment / Replacing Cynthia Phillips	Nutrition Services Assistant (191 Days, 7 Hours)	Baker County Pre-K / Kindergarten Center	February 10, 2022
Nelson	Mekenzi		Initial Employment / Replacing Jordan Griffis	Teacher, Kindergarten (197 Days)	Baker County Pre-K / Kindergarten Center	February 7, 2022
Pettibone	Valerie		Initial Employment / Replacing Jade Gauthier (187 Days)	Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	February 15, 2022
Thomas	Baleigh		Returning from 1 Year Leave of Absence / Transfer from Teacher, Kindergarten (197 Days) at Baker County Pre-K / Kindergarten Center / Replacing Tabitha Blackshear	Teacher, Science M/J (197 Days)	Baker County Middle School	February 8, 2022

EXTRA DUTY LIST FOR APPROVAL ON FEBRUARY 22, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Beck	Jessica			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	February 7, 2022 - May 25, 2022

SUPPLEMENT LIST FOR APPROVAL ON FEBRUARY 22, 2022						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Brown	Keri		Westside Elementary School	Paraprofessional, ESE	Board Approved Rate - Prorated	2021-2022 Effective March 1, 2022
Pettibone	Valerie		Baker County High School	Paraprofessional, ESE	Board Approved Rate - Prorated	2021-2022 Effective February 15, 2022
Tedesco	Emily	RESCIND Previously Approved on June 7, 2021	RESCIND Maccleenny Elementary School	RESCIND Paraprofessional, ESE	RESCIND Board Approved Rate	RESCIND 2021-2022 Effective January 18, 2022

OCCASIONAL PERSONNEL STAFFING LIST FOR APPROVAL ON FEBRUARY 22, 2022				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Clayton	Gerald	Baker County High School Boys Basketball Assistant Coach	\$1,390.00 Flat Rate / Funding Source: General	January 27, 2022 - June 30, 2022

LEAVE LIST FOR APPROVAL ON FEBRUARY 22, 2022					
LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Thomas	Baleigh		RESCIND 7 Days	RESCIND Personal Leave Without Pay - Medical / Extended	RESCIND February 8, 2022 - February 16, 2022

SUBSTITUTE LIST FOR APPROVAL ON FEBRUARY 22, 2022					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Dugger	Nicole		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	February 9, 2022
Gauthier	Jade		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 4, 2022
Ruise	Demetrea		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	February 3, 2022



Baker County Public Schools

Sherrie Raulerson, Superintendent of Schools

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January 17, 2022

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

Dear Superintendent Raulerson:

We are requesting that you call for a public hearing and seek School Board approval for the following Board Policies at the February 22nd District School Board Meeting.

- 2.03 Special Committees of the School Board
- 2.04* School Advisory Councils
- 2.091*+ Family and School Partnership for Student Achievement
- 3.06+ Safe and Secure Schools
- 3.09 A Moment of Silence
- 3.16 Opt. 1 Charter Schools
- 5.13* Zero Tolerance for School Related Crimes
- 5.19*+ Student Records
- 5.291*+ Notification of Involuntary Examination
- 6.39* Report of Misconduct
- 6.80 Personnel Files
- 7.22* Electronic Records, Electronic Signatures and Electronic Funds
- 8.01*+ Opt. 2 Safety
- 8.04* Emergency Evacuation Drills
- 8.06* Safe School Officers

Thank you for your assistance.

Sincerely,

Robin Mobley
Associate Superintendent of Human Resources

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

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Amanda Hodges, District 5

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CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL ADVISORY COUNCILS

2.040*

The School Board authorizes the establishment of a school advisory council (e.g., school improvement team) in each District school to assist in the enhancement of school site decision making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils in order to ensure their active role in school site decision-making. School advisory councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the district and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations.

- I. Composition and Selection of Councils - Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
 - A. Members shall be representative of the ethnic, racial, and economic community served by the council.
 - B. Student representation shall be required for school advisory councils established at the high school and may be included for school advisory councils serving middle school. Student representation shall not be required for school advisory councils serving elementary schools.
 - C. The term "education support employees" as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
 - D. The term "teacher" as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - E. A majority of members must be persons, who are **not** employed at the School.
 - F. "Appropriately balanced" as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the school advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the bylaws establishing procedures adopted by each school advisory council.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- II. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
 - A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the bylaws of the school advisory council.
 - 1. A teacher(s) shall be elected by teachers;
 - 2. An education support employee(s) shall be elected by education support employees;
 - 3. A student(s), when appropriate, shall be elected by students.
 - 4. A parent(s) shall be elected by parents, as defined by Florida Statutes.
 - B. The school advisory council shall select business and community member(s) to serve on the school advisory council after reviewing the list of nominees prepared by the school principal.
 - 1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
 - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
 - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
 - c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).
 - 2. Subsequent to the initial selection as described in subsection (2)(b)(i) herein, the operational guidelines of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.
 - C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with subsection (1) herein.

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The membership list shall contain the name of each council member and the peer group, which is being represented, by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.

- III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in subsection I. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.
- IV. Responsibilities of Councils - Each school advisory council shall:
 - A. Review the results of any needs assessments conducted by the school administration.
 - B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
 - C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
 - D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
 - E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
 - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.
 - G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
 - H. Provide input on the school's annual budget and the use of school improvement funds and assist in the preparation of the school budget.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
 - J. Act as a liaison between the school and the community.
 - K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
 - L. Identify other duties and functions of the school advisory council.
- V. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the school advisory council.
- A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to:
 - 1. State the duties and functions of the council.
 - 2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
 - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
 - 4. Establish the membership term for each peer group.
 - 5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
 - B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings. Members of the advisory council may attend meetings in person or through the use of telecommunications networks such as telephonic and video conferencing.
 - C. The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.
 - D. Members of the advisory council shall be notified three (3) days in advance in writing of any matter that is scheduled to come before the council for a vote.
 - E. All meetings shall be open, public, and subject to Florida Statutes.

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- F. The school advisory council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.
- G. School improvement plans, which require waivers of the terms or conditions in negotiated agreement(s), shall be subject to the approval of the Board and Bargaining Agent.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.43; 1001.452; ~~1008.385~~, 1008.345, 1012.01 F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 11/91, 11/92, 11/93, 04/05/04, 10/04, 04/07
FORMERLY: 2.23

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

2.091*+

- 1) The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.
- 2) The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:
 - a) Communication between home and school is regular, two-way and meaningful.
 - b) Responsible parenting is promoted and supported.
 - c) Parents play an integral role in assisting student learning.
 - d) Parents are welcome in school and their support and assistance are sought.
 - e) Parents are full partners in the decisions that affect children and families.
 - f) Community resources are utilized to strengthen school programs, family practices and student learning.
- 3) The District will communicate parental choices and responsibilities to parents, and develop procedures for a parent to learn about parental involvement, rights and responsibilities, including:
 - a) Opting the minor child from any portion of the school district's comprehensive health education required under section 1003.42, F.S.;
 - b) Sharing information about school choice options, including controlled open enrollment;
 - c) Exemptions for immunization requirements;
 - d) Reviewing statewide, standardized assessment results;
 - e) Enrollment in gifted or special education programs;
 - f) Inspecting instructional materials and how to object to instructional materials based on their religious or moral beliefs that the material is harmful;

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- g) Accessing information about the district's student progression plan, including policies for promotion, retention and graduation;
 - h) Receiving a school report card and being informed of attendance requirements;
 - i) Accessing information about the state education system, report card requirements, state standards, attendance requirements and instructional materials requirements;
 - j) Participating in parent-teacher associations and organizations;
 - k) Opting out of any district-level data collection effort not required by law; to learn about the nature and purpose of clubs and activities offered at the minor child's school
- 4) The District recognizes the fundamental right of parents, as defined by law, to direct the upbringing, education, and care of their minor children. Important information relating to a minor child should not be withheld, either inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district. Parents have the right to access and review all school records related to the minor child including but not limited to the right to access school safety and discipline incidents as reported pursuant to section 1006.07(7) and (9), F.S
- 5) Upon a parent's direct written request to the Superintendent for any of the information required under section 1014.05, the Superintendent has ten (10) days to provide the information. The parent has the right to appeal directly to the school board if the Superintendent fails to respond or provide the information within ten (10) days. The School Board must hear the appeal at its next public meeting, in accordance with meeting notice requirements.
- 6) The District shall develop and distribute a parent guide to successful student achievement. The guide shall contain information that parents need to know about their child's educational process and how parents can help their child's success in school by improving parent and teacher cooperation in such areas as homework, school attendance and discipline.
- 7) The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.
- 8) The District, to the extent practicable, shall provide full opportunities for parents with disabilities, parents with limited English proficiency and parents of migratory children to participate in school and parental involvement activities and programs.

CHAPTER 2.00 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- 9) The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - a) To determine the effectiveness in increasing parent participation;
 - b) To identify barriers to greater parent participation; and
 - c) To report the findings to the State Board of Education
- 10) The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

**1000.21, 1001.42, 1001.51, 1001.54, 1002.20,
1002.23, 1003.33, 1006.07, 1008.25, 1012.98, 1014 et. Seq., F.S.
Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116**

HISTORY:

REVISION DATE(S):

ADOPTED: 04/05/04

10/04, 01/02/07, 01/04/08, 06/15/2020

FORMERLY:NEW

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.060+

1) Introduction

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

2) Orderly Environment

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

- a) No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- b) A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- c) Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- d) Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified immediately of any such action at schools or school activities.
- e) No person except law enforcement, security officers, and school guardians certified by the Baker County Sheriff may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

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

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

- 4) Safety, Security and – Emergency Plans

- a) The Superintendent shall develop a *DISTRICT CRISIS MANAGEMENT PLAN* with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.
- b) The School Board shall approve the *DISTRICT CRISIS MANAGEMENT PLAN* annually and copies shall be maintained in the District office and at each school. The plan shall be pursuant to Florida Statutes and shall be comprehensive for all schools, school district facilities and all extracurricular activities. The plan shall include procedures that are State and Federally required, nationally recognized best practice, and researched-based interventions. After School Board approval, the *DISTRICT CRISIS MANAGEMENT PLAN* shall be made a part of this rule.
- c) As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- d) Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current *DISTRICT CRISIS MANAGEMENT PLAN* and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- e) The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the *DISTRICT CRISIS MANAGEMENT PLAN* and/or implement in order to improve school safety and security. The *DISTRICT CRISIS MANAGEMENT PLAN* is, however, confidential and is not subject to review or release as a public record.
 - f) The Superintendent shall report the self-assessment results and any action taken by the Board to review the *DISTRICT CRISIS MANAGEMENT PLAN* to the Commissioner of Education within thirty (30) days after the Board meeting.
 - g) Emergency management and preparedness plans shall include notification procedures for weapon use and active ~~shooter~~ assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
 - h) Emergency management and preparedness procedures for active ~~shooter~~ assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - 1. Accommodations for drills conducted at exceptional student education centers may be provided.
 - i) Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
 - j) Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.
- 5) Threat Assessment
- a) The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment process is designed to be consistent with the process set forth in the statutorily required "Virginia/Cornell" Model of threat assessment and the joint U.S. Secret Service and U.S. Department of Education publication. Threat Assessment in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of

CHAPTER 3.00 - SCHOOL ADMINISTRATION

the threat assessment process is to take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

- b) The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self.

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

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

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

4. The threat assessment team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate

CHAPTER 3.00 - SCHOOL ADMINISTRATION

the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

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

6. The threat assessment team (TAT) at each school, on a case by case basis, will determine the need to seek mental health intervention in the following areas:

- School-based counseling
- Community-based counseling
- Area Mobile Response Team (MRT) intervention
- Crisis Stabilization Unit (CSU)

The team will use the CSTAG model and support from the TAT therapist when assessing mental health intervention needs. Documentation will be maintained in the CSTAG forms associated with the student being served.

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

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

6) Safety – Procedures

- a) School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- b) A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type

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of emergency.

- c) Emergency evacuation drills (fire, hurricane, tornado, active **shooter assailant**/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for:
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
 - 3. Identifying and reporting hazardous areas requiring corrective measures; and
 - 4. Preparing and submitting a written report of each emergency evacuation drill to the District office.
 - d) In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.
 - e) Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.
 - 1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.
- 7) Safety – Violence Prevention
- a) The Superintendent shall develop a violence prevention plan for use by **their** each **designated** school.
 - b) Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.
- 8) Security

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- a) The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- b) The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- c) The Superintendent shall designate an administrator or a law enforcement officer employed by the Baker County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:
 - 1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
 - 2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
 - 3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
 - 4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training); and school safety and security.
 - 5. The school safety specialist will identify and correct instances of non-compliance of state mandates regarding security procedures and policies at each school. This will be done annually through state and local assessments administered by the district school safety specialist. Monthly documentation will be sent by the school to the district safety specialist certifying the monthly pre/post planning for the implementation of the options-based active assailant drills held at each school.
 - a) Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

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- b) Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
- 6. The School Safety Specialist shall notify the district's superintendent if there is a suspected deficiency of the district's and/or a school's noncompliance.
- d) A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- e) Each school's emergency plan shall include security provisions including emergency "lock down" procedures.
- f) Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- g) Adhering to background screening procedures for all staff, volunteers and mentors.
- h) Security trailers may be located on school property.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

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

STATE BOARD OF EDUCATION RULE:

6A-1.0403, 6A-3.0171, 6A-1.0018

HISTORY:

REVISION DATE(S): 04/05/04, 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20,
04/05/21

ADOPTED:

FORMERLY: 2.22; 9.06

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A MOMENT OF SILENCE

3.090

Each school day, first period teachers, in all grades, shall set aside up to two (2) minutes for a A moment of silence, during which students may not interfere with other students' participation. ~~not to exceed two (2) minutes, shall be provided for students at the beginning of each school day.~~

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, 1003.45, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

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CHARTER SCHOOLS

3.160 OPTION 1

The purpose of this policy is to ensure the highest quality of instruction and safety for all Charter School participating students and to maintain accountability for the appropriate use of all allocated resources.

I. Eligibility to Apply

- A. A proposal for a new charter school may be made by an individual, teachers, parents, group of individuals, a municipality, or any legal entity organized under the laws of the state of Florida. The school shall organize as a nonprofit organization prior to receiving approval as a charter school with the School Board.
- B. The principal, teachers, parents and/or the school advisory council at an existing public school that has been in operation at least two (2) years may submit a proposal for converting the school to a charter school, provided that they demonstrate the support of at least fifty percent (50%) of the teachers then currently employed at the school and fifty percent (50%) of the parents whose children are then currently enrolled in the school. A majority of the parents eligible to vote must participate in the ballot process. The ballot process must be conducted in accordance with State Board of Education rule.
- C. A charter school may operate a virtual charter school to provide full time online instruction to eligible students. An existing charter school may become a virtual charter school by amending its charter or submitting a new application.
- D. Private schools, parochial schools and home education schools are not eligible for charter status. A charter school may not be affiliated with a nonpublic sectarian school or religious institution and shall be nonsectarian in programs, admission policies, employment practices and operations.

II. Timelines for Approving Charter Schools

The School Board shall annually accept applications on or before February 1 and staff may provide technical assistance to organizations and individuals submitting proposals. Before approving or denying any application, the district shall allow the applicant, upon receipt of written notification, at least seven (7) calendar days to make technical or non-substantive corrections and clarifications. A charter school application shall be approved or denied no later than ninety (90) calendar days after receipt of the application unless the sponsor and the applicant mutually agree in writing to temporarily postpone the vote to a specific date. An approved charter school will open 18 months later (at the beginning of the district's school year) or

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to be opened at a time determined by the applicant. However, a charter school may defer the opening of the school for up to three (3) years to provide time for adequate facility planning.

III. Application

- A. Proposals for charter schools shall be submitted on the application form prepared by the Department of Education. The application does not constitute the charter which will be considered the legal contract between the School Board and the school organizational body.
- B. Before final approval or denial of an application, the District shall notify the applicant in writing if technical or nonsubstantive corrections need to be made or signatures need to be added if the errors may cause denial of the application. The applicant will be allowed at least seven (7) calendar days to make the corrections.
- C. The application shall include
 - 1. All items required by Florida Statutes.
 - 2. Proof of insurability from an adequate rated insurer with a policy of no less than one million dollars (\$1,000,000) for errors and omissions and general liability coverage to include but not limited to prior acts, sexual harassment, civil rights and employment discrimination, breach of contract, insured vs. insured, consultants and independent contractors.
 - 3. Coverages for property and casualty equal to replacement costs for school structures and contents, automobile and workers' compensation.
 - 4. An indemnification or hold harmless agreement releasing the School Board of all liability for actions by the charter school governing body or its employees.
- D. The applicants and members of the governing body of the proposed charter school shall submit with the application a complete set of fingerprints taken by an employee of the School District who is trained to take fingerprints. These fingerprints shall be submitted to the appropriate state and federal law enforcement agencies for processing with the cost borne by the applicant and charter school governing body members.
- E. The applicants, members of the governing body, and all proposed service providers shall disclose the name and sponsor of any charter school operated by an applicant, governing board member, or service provider that has closed, the reason for the closure, and the academic and financial history of those

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charter schools.

- F The Board will solicit information regarding the history, professional records, and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services.

IV. Charter

- A. Within thirty (30) days of approving a charter school application, the District shall provide an initial proposed charter contract to the charter school.
- B. The applicant and the District shall have forty (40) days to negotiate the charter and provide notice for final approval of the charter contract.
- C. The following elements shall be included in the school's charter agreement with the School Board:
 - 1. School vision and mission
 - 2. Students to be served (ages, grades, current school or zone and projected FEFP categories)
 - 3. Student criteria for admissions, selection process and dismissal procedures
 - 4. Marketing/recruitment plan
 - 5. Method for achieving racial and ethnic balance of student population
 - 6. FTE enrollment verification process
 - 7. Focus of the curriculum with emphasis on reading
 - 8. Instructional methods to be used, including service to ESE, ADA and ESOL students and students who are reading below grade level
 - 9. Current baseline standard of student achievement, outcomes to be achieved and method(s) of measurement
 - 10. Methods used to identify the educational strengths and needs of students and how well goals are met by the students
 - 11. Participation in the statewide assessment program
 - 12. Method for determining that a student has met graduation or promotion requirements

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13. *Code of Student Conduct* consistent with District policies and discipline code
14. Method of identification and acquisition of appropriate technologies needed to improve educational and administrative performance
15. Means for promoting safe, ethical, and appropriate uses of technology which comply with legal and professional standards
16. Nature of parent involvement
17. Conflict resolution strategies for students, parents and staff
18. Methods for resolving conflict between School Board and governing body of the charter school
19. Program evaluation and reporting plan
20. Annual progress reports to include state required information
21. Status as a private or public employer
22. Staff status related to certification or subcontracting
23. Strategies that will be used to recruit, hire, train, and retain qualified staff to achieve best value
24. Staff selection process, including fingerprinting and criminal background check
25. Disclosure of employees of the charter school who are related to the owner, board of directors, president, superintendent, school administrator or other person with decision making authority at the charter school.
26. Qualifications of teachers which must be disclosed to parents
27. Professional development plan
28. Alternative arrangements for students and teachers at a converting public school who choose not to participate
29. Charter School Board members and background checks including fingerprinting for governing body
30. Articles of Incorporation and governance structure, including names,

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addresses, financial disclosure to include the same requirements as in Florida Statutes

31. Financial and administrative management of school
 32. Internal financial controls and audit process
 33. Proposed budget including salary and benefits of staff and letter of credit or other funds to cover start-up costs
 34. Procedure for notification by auditor if school is in a state of financial emergency or deficit financial position
 35. Insurance coverage at specified limits no less than one million dollars (\$1,000,000) for errors and omissions and general liability and property equal to replacement costs of all structures and contents
 36. Indemnification or hold harmless agreement
 37. Transportation, food service or other plans and agreements with the District or other contractors
 38. Facilities to be used and their location and evidence of all codes having been met
 39. Length of agreement
 40. Renewal and modification of the agreement
 41. Provision for cancellation of the agreement for insufficient progress
 42. Implementation timetable
- D. The District shall provide academic student performance data to charter schools for each of their students coming from the District, as well as rates of academic progress of comparable student populations in the District school system.
- E. The governing body shall exercise continuing oversight over charter school operations.
- F. The governing body shall participate in governance training approved by the Department of Education.
- G. After a public hearing to ensure community input, the governing body of the charter school and the District shall sign the charter.

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V. Approval

- A. The School Board shall review all completed applications for a charter school received on or before February 1 of each calendar year for charter schools to be opened 18 months later (at the beginning of the district's next school year) or to be opened at a time determined by the applicant. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than ninety (90) days after receiving the completed application during the submission period, unless the sponsor and the applicant mutually agree in writing to temporarily postpone the vote to a specific date.
- B. If the Board denies an application for a charter, the Board shall provide notice of denial to the applicants in writing within ten (10) days after the meeting at which the Board denied the application. The notice must specify the exact reason(s) for denial, based on good cause, and must provide documentation supporting those reasons. The notification shall also be submitted to the Department of Education.

VI. Selection Criteria

Utilizing the Department of Education evaluation instrument, the School Board shall consider but is not limited to using the following criteria to evaluate applications for charter school approval:

- A. Mission, guiding principles, and purpose
- B. Target population and student body
- C. Educational program design
- D. Curriculum plan
- E. Student performance, assessment, and evaluation
- F. Exceptional students
- G. English language learners
- H. School culture and discipline
- I. Supplemental programming
- J. Governance
- K. Management and staffing

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- L. Human resources and employment
- M. Professional development
- N. Student recruitment and enrollment
- O. Parent and community involvement
- P. Facilities
- Q. Transportation
- R. Food service
- S. School safety and security
- T. Budget
- U. Financial management and oversight
- V. Start-up plan

VII. Nonrenewal or Termination of Charter

- A. At the end of the term of a charter, the School Board may choose not to renew the charter for any of the following grounds:
 - 1. Failure to participate in the state's education accountability system or failure to meet the requirements for student performance stated in the charter.
 - 2. Failure to meet generally accepted standards of financial management.
 - 3. Material violation of law, or
 - 4. Other good cause shown.
- B. During the term of a charter, the School Board may terminate the charter for any of the grounds listed in paragraph VII. A. If the health, safety, or welfare of the student(s) is threatened, the charter may be terminated immediately.
- C. At least ninety (90) days prior to renewing or terminating a charter, unless a state of emergency exists, the School Board shall notify the governing body of the school of the proposed action in writing, detailing the grounds

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for the action and stipulating that the school's governing board may within fourteen (14) calendar days of receipt of the notice request a hearing. The hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings.

1. The administrative law judge's final order shall be submitted to the sponsor and shall award to the prevailing party attorney fees and costs incurred during the administrative proceeding and any appeals.
 2. Within thirty (30) calendar days after receiving the final order, the charter school governing board may appeal the decision as allowed by law.
- D. After all school grade appeals are final, a charter school's charter contract is automatically terminated if the school earns two (2) consecutive grades of "F" unless the school meets certain criteria.
- E. A charter may be terminated by a charter school's governing board through voluntary closure.
- F. In the event a charter is not renewed or is terminated, the School District may assume the operation of the school, or the school shall be dissolved and students assigned to other public schools. All unencumbered funds, as well as property and improvements, furnishings and equipment purchased with public funds shall automatically revert to full ownership of the School Board.
- G. If a charter is not renewed or is terminated, the governing body of the school is responsible for all debts of the charter school. The District shall not assume the debt from any contract for services made between the governing body of the school and a third party, except for a debt that is previously detailed and agreed upon in writing by both the governing body of the school and the School Board and that may not reasonably be assumed to have been satisfied by the District.
- H. If a charter is not renewed or is terminated, any unencumbered capital outlay funds provided pursuant to 1013.62, F.S., and federal charter school program grant funds shall revert to the Department of Education for redistribution among other eligible charter schools.

VIII. Tuition Prohibition

A charter school shall not charge tuition or fees, except those fees normally charged by other public schools.

IX. Rule Exemptions

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A charter school shall be exempt from all School Board policies except those pertaining to health, safety, civil rights, financial records, accountability related to student enrollment reports, financial audits, and collective bargaining agreements if the staff chooses to remain part of the District bargaining unit(s).

X. Personnel Options

- A. Charter school employees may bargain collectively as a separate unit or as part of the existing applicable District collective bargaining unit(s).
- B. If teachers at a charter school choose to be part of a professional group that subcontracts with the charter school to operate the instructional program under the auspices of a partnership or cooperative that they collectively own, they shall not be considered public employees.
- C. Employees of the School District may take leave to accept employment in a charter school upon the approval of the district school board. While employed by the charter school and on approved leave, the employee may retain seniority accrued in the district and may continue to be covered by the benefit program of the School District only if the charter school and the School Board agree to the arrangement and its financing.
- D. Teachers employed or under contract to a charter school shall be certified as required by Florida Statutes or if not certified, contracted with according to the provisions defined in Florida Statutes.
- E. The charter school shall conduct screenings and employment history checks, as required by law, on candidates for instructional and administrative positions that require direct contact with students.
- F. All governing board members and employees of a charter school shall be fingerprinted and shall undergo a background screening as provided for in Florida Statutes.
- G. The governing body of a charter school may elect to participate in the Florida Retirement System after proper application and approval under Florida Statutes.

XI. Funding

Students enrolled in a charter school shall be funded the same as students enrolled in a basic or special program in any other public school in the District.

- A. Each charter school shall report its student enrollment to the District School Board as required by Florida Statutes and School Board policy and procedures. The School Board shall include each charter school's enrollment in the District's report of students.

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- B. Charter schools whose students or programs meet the eligibility criteria in law shall be entitled to their proportionate share of all Florida Education Finance Program and General Appropriations Act funds, gross state and local funds, discretionary funds, categorical program funds and federal funds. Total funding for each charter school will be recalculated during the year to adjust for the actual weighted full-time equivalent and eligible students reported by the school and the revised calculations under the Florida Education Finance Program, following the October and February Full Time Equivalent (FTE) counts.
- C. Any administrative fee charged by the School District to the charter school shall be no more than five percent (5%) of the available funds defined in XI.B. The District may only withhold an administrative fee for enrollment up to and including five hundred (500) students. Administering the contract includes providing technical assistance, monitoring policy compliance and processing financial, student and other records or required reports. This does not include contract(s) for other specific services to staff or student participation in the benefit packages or other special programs. The fees for these services will be negotiated and will be determined on an actual cost basis.
- D. The School District shall make every effort to ensure that charter schools receive timely and efficient reimbursement with payment issued no later than ten (10) working days after receipt of funding or pay a penalty of one percent (1%) interest per month. Under no circumstances will the School District advance funds before a charter school is open, but the School Board may approve a charter before the applicant has secured space, equipment or personnel if the applicant indicates approval is necessary for it to raise working capital.

XII. Facilities Requirement

A charter school shall utilize facilities which comply with the Florida Building Code adopted pursuant to Florida Statutes, the Florida Fire Prevention Code pursuant to Florida Statutes and the comprehensive land use plan as adopted by the authority in whose jurisdiction the facility is located. A certificate or temporary certificate of occupancy may be required by the School District within fifteen (15) days of the opening of school.

XIII. Length of the School Year

A charter school shall provide instruction for at least one hundred eighty (180) days and may provide instruction for additional days. Reimbursement for additional days of instruction will be subject to the limits of the Florida Education Finance Program, General Appropriations Act and other rule or programs that restrict funding to the School District. Upon approval of a charter application, the initial startup must be consistent with the beginning of the school year calendar(s) adopted by School Board.

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XIV. Monitoring and Review

- A. The Superintendent, or designee, and the District internal auditor shall have ongoing responsibility for monitoring the health, safety and well-being of students and the fiscal responsibility of all approved charter schools. The Superintendent, the Superintendent's designee, the District internal auditor and all School Board members shall have free and open access to the charter school at all times.
- B. The charter school shall submit a monthly financial report to the School District.
- C. Annually, no later than forty-five (45) calendar days following the end of the regular school term, the governing body of the charter school shall submit the following for School Board review:
 - 1. The charter school's progress towards achieving the goals outlined in its charter;
 - 2. The charter school's annual report to parents pursuant to Florida Statutes;
 - 3. An annual financial audit report obtained by the school reflecting generally accepted financial accounting standards;
 - 4. Salary and benefit levels of school employees;
 - 5. Certification status of instructional personnel; and
 - 6. Any other information provided by the school, the Superintendent or the internal auditor.
- D. Upon receipt of the required annual report, the School Board shall forward the report to the Commissioner of Education, at the same time as other annual school accountability reports.
- E. If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school and the Commissioner of Education within seven (7) business days. The governing board and District shall develop a corrective action plan and submit the plan to the Commissioner of Education within thirty (30) business days after notifying the charter school.
- F. If a certified public accountant or an auditor finds that a charter school is in a state of financial emergency, the charter school shall file a detailed financial recovery plan with the District and the Commissioner of Education no later than thirty (30) days after receipt of the audit. The Superintendent

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or designee shall monitor implementation of the recovery plan.

- G. A charter school that receives a school grade of D shall report to the District regarding areas of deficiency. The charter school shall submit a school improvement plan for approval by the School Board. The Superintendent or designee shall monitor implementation of the plan in accordance with Florida Statutes.

XV. Appeal Process

- A. An applicant may appeal any denial of an application for a charter school to the State Board of Education no later than thirty (30) days after the School Board's final decision or failure to act on an application. The State Board of Education must accept or reject the decision of the School Board no later than ninety (90) days after an appeal is filed, and remand the application with its written recommendation to the School Board.
- B. The School Board shall act upon the recommendation of the State Board of Education no later than thirty (30) days after it is received.
- C. The decision of the State Board of Education is a final action subject to judicial review.
- D. A governing body may appeal the School Board's decision not to renew or to terminate a charter as outlined in VII.C.

XVI. Immunity

For the purposes of tort liability, the governing body and employees of a charter school shall be governed by Florida Statutes. The School Board shall assume no liability for actions of the governing body of the charter schools or its employees.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**120.68, 1001.02, 1001.43, 1002.33,
1002.331, 1002.345, 1002.45, 1002.455, 1013.62, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-6.0781, 6A-6.0787

HISTORY:

**ADOPTED: 09/12/07
REVISION DATE(S): 12/07/09, 11/18/19
FORMERLY:**

CHAPTER 5.00 – STUDENTS

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

5.130*

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to
 - A. Aggravated battery;
 - B. Armed robbery;
 - C. Arson;
 - D. Battery or aggravated battery on a teacher or other school personnel;
 - E. Kidnapping or abduction;
 - F. Murder;
 - G. Manslaughter;
 - H. Possession, use or sale of a controlled substance;
 - I. Possession, use or sale of any explosive devise;
 - J. Possession, use or sale of any firearm or weapon;
 - K. Sexual battery.
- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts will not be reported to law enforcement. Students who commit acts of petty misconduct, as listed below, may be considered for school-based intervention programs. Such acts include but are not limited to
 - A. Cellular telephone violation;
 - B. Defiance of authority;

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- C. Disruption, minor;
 - D. Dress code violation;
 - E. Eating or drinking on the bus;
 - F. Forgery;
 - G. Horseplay;
 - H. Leaving campus without permission;
 - I. Lying or misrepresentation;
 - J. Profanity;
 - K. Vehicle parking violation.
- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.
- V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:
- A. Alcohol violation;
 - B. Alcohol, sale or distribution;
 - C. Arson;
 - D. Battery;
 - E. Bomb or biochemical threat;
 - F. Breaking and entering or burglary;
 - G. Disruption of school, major;
 - H. Drug use, sale or distribution;
 - I. Explosives, possession or use;
 - J. Extortion;

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- K. False alarm;
 - L. Firearms violation;
 - M. Gang-related activity;
 - N. Hate crime;
 - O. Illegal organization, membership;
 - P. Robbery;
 - Q. Sexual battery;
 - R. Sexual harassment;
 - S. Sexual misconduct;
 - T. Sexual offense;
 - U. Stalking;
 - V. Trespassing;
 - W. Weapons violation;
 - X. Any felony as defined by Florida Statutes.
- VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported. The school principal will recommend to law enforcement that all potential misdemeanor criminal charges committed by a student during school hours, or at a school sponsored activity, be considered for a juvenile civil citation, when appropriate. All student code of conduct violations that are a felony in the state of Florida, and weapons possession/use or threats by a student as defined by F.S. 790.162 or F.S. 790.163, must be addressed in consultation with local law enforcement. Law enforcement will be consulted relative to any student who demonstrates a pattern of behavior, based on previous acts or the severity of the acts, that would pose a threat to school safety.
- VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.
- VIII. Notice will be given to the student and parent of any student who has been deemed by the school's threat assessment team to constitute a serious substantive or very serious substantive threat, or has made a false report of a threat. This notice is to

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be given by the principal or their designee.

- IX. Notice will be given to the student and parent of any student who has been deemed by the school's threat assessment team to constitute a serious substantive or very serious substantive threat. This notice is to be given by the principal or their designee.
- X. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:
 - A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
 - B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
 - C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.
 - D. Hazing as defined in 1006.135, Florida Statutes.
- XI. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.
- XII. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- XIII. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- XIV. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- XV. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed

CHAPTER 5.00 – STUDENTS

in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

- XVI. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.
- XVII. The Baker County School Board will implement a student crime watch program to promote responsibility among students and improve school safety. The student crime watch program will allow students and the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, to appropriate public safety agencies and school officials.
- XVIII. Alternative education placement may be used for any student who has been deemed violent or disruptive by the principal or their designee.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04,
1001.42, 1001.43, 1001.54, 1003.31, 1006.07, 1006.08,
1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

HISTORY: **ADOPTED:**

REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 12/07/09,
9/20/10, 05/21/12, 04/01/19, 04/05/21

FORMERLY:

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STUDENT RECORDS

5.19*+

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the “Parents’ Bill of Rights”, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.
- II. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.
- III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- IV. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child’s health, well-being, and education, while the minor child is in the custody of the school district.
- V. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.
- VI. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.
- VII. A school may release a student’s education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- VIII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S._

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- IX. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.
 - A. The records to be transferred shall include:
 - 1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
 - 2. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and
 - 3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
- X. Reporting of student database information shall comply with these safeguards.
 - A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and
 - C. Data shall be protected from unauthorized use at all times
- XI. Social security numbers may be collected from students
 - A. To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;
 - B. To facilitate the processing of student scholarships, college admission and other applications; and
 - C. For other purposes when consent of the parent or adult student is granted.

CHAPTER 5.00 – STUDENTS

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

119.07(1), 119.071, 1001.43, 1001.52, 1002.22,
1002.221, 1002.222, 1002.72, 1003.25, 1008.386, 1014, et. Seq., F.S.

20 USC §1232g (34 CFR PART 99)

P.L. 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S):

6A-1.0955

HISTORY:

ADOPTED: _____

REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 09/12/07, 09/20/10, 08/21/17, 06/15/2020,
04/05/21

FORMERLY: 4.29

CHAPTER 5.00 – STUDENTS

NOTIFICATION OF INVOLUNTARY EXAMINATION

5.291*+

- I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.
- II. The principal or designee shall exercise reasonable diligence and care to make contact with ~~immediately notify~~ the parent, as defined by law, ~~of a~~ before the student who is removed from school, school transportation, or a school-sponsored activity ~~and is to be~~ taken to a receiving facility for an involuntary examination.
 - A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.
 - B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.
 - C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.
- III. The principal or designee may delay the required notification to the parent for up to twenty-four (24) hours ~~if the delay is considered in the student's best interest and~~ if provided a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect and:
 - A. the delay is considered in the student's best interest or
 - B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

- IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.
- V. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 11/17/2020

FORMERLY: NEW

CHAPTER 6.00 – PERSONNEL

REPORT OF MISCONDUCT

6.390*

The School District of Baker County shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

1) Mandatory Reporting of Misconduct

- A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.
- B. Educational support employees, instructional personnel and school administrators shall report alleged misconduct of other educational support employees, instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.
- C. If the prohibited conduct occurs while employed by the district, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the department of education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.

2) Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student: regardless of whether the person resigned or was terminated before the conclusion of the investigation. The Superintendent shall notify the department of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

- A. An employee, who is alleged to have committed such misconduct, shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.
- C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report

CHAPTER 6.00 – PERSONNEL

alleged misconduct of educational support employees, instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes or any allegation of sexual misconduct with a student. Failure to report such conduct to the department or law enforcement forfeits the Superintendent's salary for up to one year.

D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,
2. If the District reported the misconduct to the department in accordance with Section 1012.796, Florida Statutes,
3. The sanctions imposed against the employee, if any, and
4. The support the school district will make available to the student in response to the employee's misconduct.

3) Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S. and defined by State Board of Education rule.

4) Resignation or Retirement in Lieu of Termination

If the Superintendent determines that misconduct by an educational support employee, instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and ~~If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student,~~ the Superintendent shall report the misconduct to the Department of Education as required.

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5) Employment Reference

The Board, Superintendent, or any other A representative of the School District shall not enter into a confidentiality agreement regarding terminated or dismissed educational support employees, instructional personnel or school administrators, or educational support, instructional personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by educational support, instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

6) Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

7) Protection from Liability

- A. Any individual, who reports in good faith, any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.
- B. An employer, who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

8) False or Incorrect Report

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual, who knowingly makes a false or incorrect report, shall be subject to disciplinary action as prescribed by Florida Statute.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 39.203, 112.313, 119.071 768.095, 1001.42, 1006.061,
1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-10.081

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/01/19
FORMERLY: NEW

CHAPTER 6.00 – PERSONNEL

PERSONNEL FILES

6.800

The term *personnel file*, as used in this rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

1. A personnel record shall be maintained by the Superintendent on each employee. The record shall include:
 - (a) Application for employment
 - (b) References
 - (c) Annual evaluations
 - (d) Letters of commendation, reprimand, etc.
 - (e) Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
 - (f) Teaching certificate, if applicable
 - (g) Any other pertinent data.
2. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.
3. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.
 - (a) No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.
 - (b) Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an

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employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.

- (c) The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded due process rights as outlined in Florida Statutes.
 - (d) In cases of separation due to termination or resignation in lieu of termination, the person competent to know the facts or make the judgment on the separation shall execute and maintain an affidavit of separation, on the form adopted by the Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of section 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.
4. Personnel files, regardless of their location in the school system, are open to inspection pursuant to Chapter 119, Florida Statutes, except as follows:
- (a) Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes (Section 1012.31).
 - (b) Employee evaluations prepared pursuant to Florida Statutes (Sections: 1012.31, 1012.33, 1012.34), rules adopted by the State Board of Education, or a local School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.
 - (c) No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to (3)(b) of this rule.
 - (d) The payroll deduction records of the employee shall be confidential.
 - (e) Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or

CHAPTER 6.00 – PERSONNEL

performance, the hearing officer or panel shall have access to such records.

- (f) Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.
 - (g) Agency personnel information that is excluded under the provisions of 119.071, F.S.
5. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.
6. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

STATUTORY AUTHORITY:

1001.43; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

**112.08(7); 119.07, 119.071, 1001.43;
1008.24, 1012.31, F. S.
34 CFR 99 (FERPA); 45 CFR 164 (HIPAA)**

HISTORY:

**ADOPTED:
REVISION DATE(S): 06/98; 04/05/04, 08/21/17
FORMERLY: 3.31**

CHAPTER 7.00 - BUSINESS SERVICES

ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS

7.22+

- I. Electronic Records, Electronic Signatures and Electronic Funds
 - A. Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.
 - B. The Superintendent shall consult with the State of Florida's Agency for State Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures.
 - C. The issuance or acceptance of an electronic signature by the Board may be permitted in accordance with the provisions of this policy and all applicable State and Federal laws. If permitted, the electronic signatures shall have the full force and effect of a manual signature provided the electronic signature satisfies all of the following requirements:
 1. The electronic signature is unique to the individual and identifies the individual signing the document by his/her name and title.
 2. The identity of the individual signing with an electronic signature is capable of being verified and authenticated.
 3. The integrity of the electronic signature can be assured.
 4. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
 5. The electronic signature complies with the School Board procedures for ensuring the security, integrity, and auditability of each signature.
 6. The electronic signature conforms to all other provisions of this policy.

CHAPTER 7.00 - BUSINESS SERVICES

II. Electronic Fund Transfers

- A. The Board authorizes electronic fund transfers (EFTs) for any purpose including direct deposit, wire transfer, automatic clearinghouse (ACH), withdrawal, investment, or payment, provided such EFTs are consistent with the provision of Chapter 668, Florida Statutes. Upon the recommendation of the Superintendent, the Board shall approve:
1. The financial institutions that are authorized to receive monetary transactions through electronic or other medium.
 2. Written agreements with financial institutions with whom EFTs will be made.
- B. Such agreements shall set forth internal controls required by State law and State Board Rule that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:
1. The official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;
 2. the manual signatures of the Board Chairman, Superintendent, and the employees authorized to initiate EFTs shall be contained therein;
 3. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;
 4. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;
 5. a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or canceled warrants, shall be provided so that it may be kept in the official files of the School District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

CHAPTER 7.00 - BUSINESS SERVICES

III. Internal Controls and Delegation of Authority

- A. The oversight of the EFTs resides with the Chief Financial Officer and the Director of Finance. A system of internal controls and operational procedures has been established to manage the funds transfer process and the reconciliation of bank accounts. Staff will utilize effective internal controls including the separation of duties when performing funds transfers and cash management functions. Independent auditors, as part of the District's financial audits, will review the system of internal controls and compliance with the operational procedures and with this policy.

IV. Scope

- A. Board funds shall be electronically transferred for the following purposes:
1. receipt of revenue from local, State, and Federal sources;
 2. settlement on investment transactions (e.g. purchases, sales, or principal and interest distributions);
 3. transfers between Board accounts as needed for legitimate funds management activities;
 4. payment of obligations, based upon legal or contractual requirements incurred in the course of Board business, including e-payables; and
 5. payroll and other payroll related direct deposit payments.

V. Outgoing Electronic Funds Transfers

- A. Wire transfers are established by the accounting personnel, with the District's financial institution, using secure banking software which is password protected. These wire transfers, with the District's financial institutions, require the transfers to be initiated by one staff member and released by another staff member.
- B. Wire transfers from investment accounts can only be transferred to the District Control Bank Account. All transfers will be reviewed by the Director of Finance or designee when made. Wire transfers will be traced from the bank statement to the respective authorizations on a monthly basis as part of the bank reconciliation process.

CHAPTER 7.00 - BUSINESS SERVICES

C. ACH transactions are allowed for the following transaction types:

1. ACH debit transactions require funds to be paid from a Board bank account by the counterparty's financial institution and are prohibited unless the counterparty to the transaction is another governmental entity or the transaction is required by a Board approved contract, including credit card processing fees.
2. ACH credit transactions require funds to be deposited directly to the Board bank account. ACH credit transactions are acceptable when required based on contractual obligations or when this method of depositing/receipting is advantageous to the Board as determined by the Executive Director of Finance and Budgeting or equivalent position.
3. Direct deposit payments of employees' wages or other direct payments will be initiated by payroll/accounting personnel in compliance with established accounting procedures and in accordance with F.A.C. 6A-1.0012(2).
4. Individuals performing ACH and wire transfers cannot both initiate and approve one of these transactions.
5. Other methods of electronic funds transfers as established by the District's financial institution may be permitted, as long as transfers follow similar procedures as outlined above.

STATUTORY AUTHORITY: 668.01 et seq., 668.50, 1010.11, 282.0041, F.S.
F.A.C. 6A-1.0012

HISTORY:

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

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY

8.010*+ OPTION 2

- I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.
- II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.
- III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.
- IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.
- V. School Environmental Safety Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department of Education.
 - A. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.

CHAPTER 8.00 - AUXILIARY SERVICES

- B. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.
 - C. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.
- VI. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.
- VII. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.
- IX. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

CHAPTER 8.00 - AUXILIARY SERVICES

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 04/05/04, 05/01/06, 01/02/07, 12/07/09, 11/17/2020

FORMERLY: 2.28; 8.07

CHAPTER 8.00 - AUXILIARY SERVICES

EMERGENCY EVACUATION DRILLS

8.04*

- (1) The Principal shall hold at least two (2) emergency evacuation drills during each semester with the first drill being held within the first ~~five (5)~~ thirty (30) days of the school term. A written report of each emergency evacuation drill shall be sent to the District Office.

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

- (2) The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.
- (3) The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school building.
- (4) The Principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the Principal's report.
- (5) The Superintendent shall make available to each Principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY:

1001.41, F.S.

LAWS IMPLEMENTED: 404.056; ~~1001.32~~; 1001.43; ~~1013.03~~; 1013.12; ~~1001.51(5)~~, F.S.

STATE BOARD OF EDUCATION RULES:

~~6A-2.086~~; 6A-2.0010

HISTORY:

ADOPTED:
REVISION DATE(S): 1/90; 04/05/04
FORMERLY: 2.21

CHAPTER 8.00 – AUXILIARY SERVICES

SAFE SCHOOL OFFICERS

8.06*

- I. The School District may enter into an agreement with local law enforcement to provide law enforcement and related services to the schools of Baker County, including charter schools. The Board will collaborate with charter schools governing boards located in the district to support access to all safe-school officer options available pursuant to Florida law.
- II. School Resource Officers (SRO) must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). The purpose of the SRO program is to promote and assist school administrators with school-based security and safety. In addition, a goal of the program shall be to promote a positive image and respect for the law and law enforcement among young people.
- III. A safe school officer must be present during the school day when the school is open for instruction. To determine the need for safe-school officers to be present outside of the regular day (i.e., before and after school, summer school, extracurricular activities or for school-sponsored events) the Board will consider the following factors: number of persons present, the ratio of staff members to students, and other safety measures available.
- IV. Student ON campus incidents:
Student discipline is the responsibility of the school administration. However, in instances where a crime may have been committed, or if there is a threat of injury to person or property, the SRO should be involved as the trained professional to handle such situations. If there is no safety threat, administration should take the lead in the school-based investigation with the assistance of the SRO. If practicable, the Principal or his designee shall be present during the questioning of students by SRO's concerning crimes committed. If a student is arrested and/or taken into custody, the SRO and school personnel shall utilize best efforts to immediately notify the parent/guardian. The SRO's shall use best efforts to comply with the policies set forth by the School Board of Baker County and procedures established by administration.
- V. Student OFF campus incidents:
The SRO shall not routinely conduct investigations or question students as to off campus incidents or crimes while serving as an SRO on school property. Other

New:

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BCSD 8.06*

Board Approved:

CHAPTER 8.00 – AUXILIARY SERVICES

sheriff deputies or law enforcement shall be utilized for this function unless impracticable.

- VI. On a yearly basis, the SRO's and appropriate school administration shall meet for an "in-service" to discuss the role of the SRO in the schools and to familiarize the SRO's with School Board policy and administrative procedures.
- VII. The Superintendent is responsible for notifying the Office of Safe Schools, and the Board Chair immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:
 - A. A safe-school officer is dismissed for misconduct or disciplined; or
 - B. A safe-school officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1006.12

STATE BOARD OF EDUCATION RULE(S):

6A-1.0018

HISTORY:

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

New:

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BCSD 8.06*

Board Approved:

MINUTES EXPULSION HEARING (Closed to the Public) Monday, February 7, 2022 – 4:15 p.m. District School Board Room (270 South Boulevard East, Macclenny, Florida)				
SUPPLEMENTAL MINUTE BOOK #50 PAGE #13				
Date	TIME	TYPE	CASE #	SCHOOL
02/07/2022	4:15 P.M.	EXPULSION HEARING	020720224150824	BAKER COUNTY MIDDLE SCHOOL
<p>The Baker County School Board met on Monday, February 7, 2022, at 4:15 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold a closed expulsion hearing on Baker County Middle School student case #020720224150824. The following Board Members were present to wit: Chairperson Paula T. Barton, Vice-Chairperson Tiffany McInarnay, Richard “Dean” Griffis, Charlie M. (Artie) Burnett, III, and Amanda Hodges. Superintendent Sherrie Raulerson and School Board Attorney John W. Caven, Jr. were both present at the closed hearing. The student and guardian were present at the closed hearing.</p> <p>Chairperson Barton called the closed expulsion hearing to order on Baker County Middle School student case #020720224150824 and then turned the proceedings over to Superintendent Raulerson. After hearing the evidence and testimonies presented, Superintendent Raulerson made the recommendation to expel Baker County Middle School student case #020720224150824 from the Baker County Public Schools for the remainder of the 2021-2022 school year, which also includes the Adult Education Program, as well as, all school sponsored activities. The recommendation includes that Baker County Middle School student case #020720224150824 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County Middle School student case #020720224150824 must re-enter through the Baker County CATS Academy alternative school setting for a minimum of forty-five (45) days. As recommended by Superintendent Raulerson, Dean Griffis made a motion to approve, seconded by Tiffany McInarnay. The motion carried 5-0.</p>				
Paula T. Barton, Board Chairperson		Sherrie Raulerson, Superintendent of Schools		

**MINUTES
SCHOOL BOARD MEETING
(Open to the Public)
Monday, February 7, 2022 - 5:00 p.m.
District School Board Room (270 South Boulevard East, Macclenny, Florida)**

SUPPLEMENTAL MINUTE BOOK #50 PAGE #13

The Baker County School Board met on Monday, February 7, 2022, at 5:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold the regularly scheduled Board meeting. Chairperson Paula T. Barton announced that Allen Murphy was going to give the invocation followed by the Pledge of Allegiance led by Blakely Rowan, Anistynn Barrett, Blakely Barrett, Kennady Barrett, Maybree Roberts, and Merida Roberts.

CALL TO ORDER – 5:00 P.M.

Chairperson Barton called the meeting of the Baker County School Board to order and asked for a roll call of members. The following Board Members were present to wit: Chairperson Paula T. Barton, Vice-Chairperson Tiffany McInarnay, Richard “Dean” Griffis, Charlie M. Burnett, III (Artie), and Amanda Hodges. Superintendent Sherrie Raulerson and School Board Attorney John W. Caven, Jr. were both present at the meeting.

PUBLIC HEARINGS – 5:05 P.M. (if any)

There were no public hearings at this meeting.

RECOGNITIONS / PRESENTATIONS

➤ **Recognize the 2021-2022 Teachers of the Year (PKK - Tanyia Rowan, MES - Jana Sowell, WES - Ashley Barrett, KIS – Tiffany Hatcher, BCMS - Kristine Auger, BCHS - Kenneth Roberts)**

Superintendent Raulerson recognized and presented each of the 2021-2022 Teachers of the Year with a check in the amount of \$200, less taxes, with the exception of the District Teacher of the Year.

➤ **Recognize the 2021-2022 District Teacher of the Year: Jana Sowell - Macclenny Elementary School**

Superintendent Raulerson presented Jana Sowell with a District Teacher of the Year plaque and noted that she would receive a check from the State of Florida at a later date. Mrs. Sowell will now go on to compete with District Teachers of the Year from around the state to be Florida’s 2023 Teacher of the Year.

- **Recognize the 2021-2022 School Related Employees of the Year (PKK-Lisa Maldonado, WES-Keri Barber, MES-Brandon Rhoden, KIS-Greg Williams, BCMS-Cheryl Kennedy, BCHS-Rena Hamel, TRANS-Nikki Lancaster, AUX/MAINT-Chris Chisholm, District Office-Dana Wood)**

Superintendent Raulerson presented each of the School Related Employees of the Year with a check in the amount of \$200, less taxes, with the exception of the District School Related Employee of the Year. (Honorees Dana Wood, Lisa Maldonado, Greg Williams, and Nikki Lancaster were not present for the meeting.)

- **Recognize the 2021-2022 District School Related Employee of the Year: Chris Chisholm - Auxiliary Services/Maintenance Department**

Superintendent Raulerson presented Chris Chisholm with a plaque commemorating his selection by the selection committee to represent our district as the District School Related Employee of the Year. Mr. Chisholm will receive a check from the State of Florida at a later date.

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.

REMOVAL OF ROUTINE ITEMS

Chairperson Barton asked if any Board member wished to remove a routine item for separate consideration. Hearing none, she continued with the items for action.

APPROVAL OF ITEMS FOR ACTION

	A.	Approval of Routine Items	CONTACT
	A.	1. Approval of the Personnel Items List for Approval on February 7, 2022.	Sherrie Raulerson (259-0401)
	A.	2. Approval of the Minutes of the January 18, 2022, School Board Meeting.	Sherrie Raulerson (259-0401)
	A.	3. Approval of the Financial Reports for the Month Ending December 31, 2021.	Teri Ambrose (259-0418)
	A.	4. Approval of the Budget Amendment to the 2021-2022 Grant Proposal for Corrections Education in the Amount of \$2,500.00. (No Change in Overall Budget of \$85,043.00.) Continuation / Federal / No Matching	Carrie Dopson (259-0408)
	A.	5. Approval of the Agreement with The Young Men's Christian Association (YMCA) of Florida's First Coast, Inc. for Operation of the 2022 Summer Camp at Baker County Middle School.	Thomas Hill (259-2226)

	A.	6. Approval of the Budget Amendment to the 2021-2022 Grant Proposal Title I, Part A - Improving the Academic Achievement of the Disadvantaged in the Amount of \$23.00 for a New Budget Total of \$1,351,324.00. New / Entitlement / Federal / No Matching	Traci Wheeler (259-6776)
		Chairperson Barton entertained a motion from the Board to approve the routine items. As recommended by Superintendent Raulerson, Artie Burnett made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.	
	B.	Approval of Removed Routine Items.	N/A
		There were no removed routine items. Therefore, no action was taken on this agenda item.	
	C.	Approval of the Renewal Agreement #A5142 with the Florida Department of Corrections for Five (5) Years (March 19, 2022-March 18, 2027) Regarding Use of School Buses in the Event of a Hurricane or other Natural Disaster.	Sherrie Raulerson (259-0401)
		Chairperson Barton entertained a motion from the Board to approve this agenda item. As recommended by Superintendent Raulerson, Tiffany McNarnay made a motion to approve, seconded by Dean Griffis. The motion carried 5-0.	
	D.	Approval of the New 2022-2023 School Calendar Option 2. (The Previously Board Approved 2022-2023 School Calendar had a Conflict with State Testing and Spring Break.)	Robin Mobley (259-0428)
		Chairperson Barton entertained a motion from the Board to approve this agenda item. As recommended by Superintendent Raulerson, Tiffany McNarnay made a motion to approve, seconded by Artie Burnett. The motion carried 5-0.	
	E.	Approval of Salary Revisions to the 2021-2024 Baker County Education Association Contract.	Allen Murphy (259-0429)
		Chairperson Barton 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 Dean Griffis. The motion carried 5-0.	

CITIZEN INPUT

No individual in the audience addressed the Board with citizen concerns at this meeting.

INFORMATION AND ANNOUNCEMENTS

- Superintendent Raulerson read aloud the following Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, BAKER COUNTY EDUCATION ASSOCIATION, AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS

THE SCHOOL BOARD OF BAKER COUNTY, BAKER COUNTY EDUCATION ASSOCIATION, AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS HEREBY CONFIRM THE FOLLOWING AGREEMENT RELATED TO BUS DRIVING FOR THE REMAINDER OF THE 2021-2022 SCHOOL YEAR.

In an attempt to keep and recruit bus drivers, the Baker County School Board would like to agree to the following terms:

- 1) BCSD Regular Bus Drivers who drive every scheduled route in a pay period will receive a Bonus of \$100.00.
 - 2) BCSD employees who are not employed as a Regular Bus Driver and who volunteer to drive extra-curricular trips, will be paid \$600.00 for every 10 trips completed. (Upon completion of 10 trips, the employee will notify the Director of Transportation for payment, and the trip count will start over.)
 - 3) BCSD employees who are not employed as a Regular Bus Driver and who substitute drive beyond their regular contractual time for either a driver's morning routes or afternoon routes for at least 5 times in a pay period, will receive regular bus substitute pay and an additional \$150 Bonus. (Upon completion of 5 routes in a pay period, the employee will notify the Director of Transportation for payment.)
- The above bonuses will be paid when earned and submitted to payroll.

- Mr. Artie Burnett announced that he would not be seeking re-election this year. Mr. Burnett has served as the District 4 School Board Member for 12 years. His term will expire November 2022.
- Mr. Dean Griffis announced that he would not be seeking re-election this year. Mr. Griffis has served as the District 2 School Board Member for 20 years. His term will expire November 2022.

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.

PERSONNEL ITEMS LIST FOR APPROVAL ON FEBRUARY 7, 2022

RESIGNATION LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Blackshear	Tabitha			Teacher, M/J Science (197 Days)	Baker County Middle School	January 10, 2022
Denmark	Rene			Extended Day Enrichment Program Assistant Supervisor (181 Days)	Westside Elementary School	January 14, 2022
Gauthier	Jade			Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	January 31, 2022

RESIGNATION LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Johnson	Jordan			Custodian (261 Days, 5.5 Hours)	Baker County High School	January 18, 2022
Taylor	Ann			Bus Driver (186 Days)	Transportation	January 21, 2022
Tedesco	Emily			Paraprofessional, ESE Ages 6-21 (187 Days)	Macclenny Elementary School	January 14, 2022

EMPLOYMENT LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Carter	Cynthia		Initial Employment / Replacing Freddie Smith	Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	January 27, 2022
Gray	Mary		Initial Employment / Replacing Amie Lee Crite	Paraprofessional, ESE Ages 6-21 (187 Days)	Baker County High School	January 31, 2022
Sharpe	Robert		Initial Employment / Replacing Michelle Shumate	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	January 12, 2022
Sharpe	Robert		Transfer Within the Same School Site from Paraprofessional, ESE Ages 6-21 (187 Days) / Replacing Samantha Spivey (No Vacancy / Swap)	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	January 12, 2022
Spivey	Samantha		Transfer Within the Same School Site from Paraprofessional, ESE Ages 6-21 (187 Days) / Replacing Robert Sharpe (No Vacancy / Swap)	Paraprofessional, ESE Ages 6-21 (187 Days)	Westside Elementary School	January 12, 2022

EXTRA DUTY LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Clardy	Cynthia Alane			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	February 7, 2022 - May 25, 2022
Clark	Andrea			After School Tutoring	Regular Hourly Rate / Maximum 125 Hours / Funding Source: Federal	January 11, 2022 - May 19, 2022
Craven	Morgan			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	February 7, 2022 - May 25, 2022
Goodwin	Sandra			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	February 7, 2022 - May 25, 2022
Leadbetter	Alicia			Hospital / Homebound Teacher	Regular Hourly Rate / As Needed / Funding Source: General	February 7, 2022 - May 25, 2022

EXTRA DUTY LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Mosley	Pamela Taffie			Gatekeeper for 2021-2022 BCHS Athletic Events	\$12.00 Per Hour / As Needed / Funding Source: General	February 23, 2022 - May 26, 2022
Tracer	Ana Lorena			Gatekeeper for 2021-2022 BCHS Athletic Events	Regular Hourly Rate / As Needed / Funding Source: General	February 23, 2022 - May 26, 2022

SUPPLEMENT LIST FOR APPROVAL ON FEBRUARY 7, 2022						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Canaday	Kylee		Baker County High School	Assistant Softball Coach (Fastpitch)	Board Approved Rate	2021-2022
Carter	Cynthia		Baker County High School	Paraprofessional, ESE	Board Approved Rate	2021-2022 Effective January 27, 2022
Gauthier	Jade	RESCIND Previously Approved on August 16, 2021	RESCIND Baker County High School	RESCIND Paraprofessional, ESE	RESCIND Board Approved Rate	RESCIND 2021-2022 Effective January 31, 2022
Gray	Mary		Baker County High School	Paraprofessional, ESE		2021-2022 Effective January 31, 2022
McCullough	Olivia	RESCIND Previously Approved on August 16, 2021 / Shared with Stephanie Wheeler	RESCIND Baker County High School	RESCIND Future Business Leaders of America Sponsor	RESCIND Board Approved Rate - Shared	RESCIND 2021-2022 Effective December 17, 2021
Sharpe	Robert		Westside Elementary School	Paraprofessional, ESE	Board Approved Rate	2021-2022 Effective January 12, 2022
Shumate	Michelle	RESCIND Previously Approved on June 7, 2021	RESCIND Westside Elementary School	RESCIND Paraprofessional, ESE	RESCIND Board Approved Rate	RESCIND 2021-2022 Effective January 7, 2022

OCCASIONAL PERSONNEL STAFFING LIST FOR APPROVAL ON FEBRUARY 7, 2022				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Hendrix	Jacob	Baker County High School Boys Assistant Weightlifting Coach	\$1,030.00 Flat Rate / Funding Source: General	January 24, 2022 - June 30, 2022

LEAVE LIST FOR APPROVAL ON FEBRUARY 7, 2022					
LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Branch	Michael		RESCIND 4 Days	RESCIND Personal Leave Without Pay - Medical	RESCIND January 11, 2022 - January 14, 2022 / Previously Approved on January 18, 2022
Johns	Sandra		34 Days	Personal Leave Without Pay - Medical	January 21, 2022 - March 10, 2022
Wignall	Staci		78 Days	Personal Leave Without Pay - Medical / Extended	February 2, 2022 - May 27, 2022

SUBSTITUTE LIST FOR APPROVAL ON FEBRUARY 7, 2022					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Baxter	Madison		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 13, 2022
Bliss	Loriann		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 11, 2022
Denmark	Rene		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	January 18, 2022
Harvey	Delaney		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 13, 2022
Lewey	Jennifer		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 13, 2022
McEachren	Terry		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 18, 2022
Mullens	Scarlett		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 13, 2022
Nelson	Mekenzi		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 13, 2022
Rodriguez	Christina		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	January 11, 2022

ADJOURNMENT FROM FEBRUARY 7, 2022, SCHOOL BOARD MEETING	
Since there was no further business to come before the Board, Artie Burnett made a motion to adjourn, seconded by Dean Griffis. The meeting adjourned via general consensus.	
Paula T. Barton, Board Chairperson	Sherrie Raulerson, Superintendent of Schools