



# Baker County Public Schools



**Sherrie Raulerson, Superintendent of Schools**

270 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-8251

www.bakerk12.org

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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."*

<b>AGENDA</b> <b>SCHOOL BOARD MEETING</b> <b>(Open to the Public)</b> <b>Monday, March 15, 2021 - 5:00 p.m.</b> <b>District School Board Room (270 South Boulevard East, Macclenny, Florida)</b>		
SUPPLEMENTAL MINUTE BOOK #49 PAGE #16		
I.	A. Invocation	
	B. Pledge of Allegiance	
II.	CALL TO ORDER – 5:00 P.M.	
III.	ROLL CALL OF MEMBERS	
IV.	PUBLIC HEARINGS – 5:05 P.M. (if any)	
V.	RECOGNITIONS / PRESENTATIONS	
	➤ Recognize Retiree Debra Foster (Hire Date: 08/25/1986 ; Retire Date: 03/03/2021)	
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	<b>CONTACT</b>
	A. 1. Approval of the Personnel Items List for Approval on March 15, 2021.	Sherrie Raulerson (259-0401)
	A. 2. Approval of the Minutes of the March 1, 2021, Expulsion Hearing, Executive Session, and School Board Meeting.	Sherrie Raulerson (259-0401)
	A. 3. Approval of the February 2021 District Property Inventory.	Denny Wells (259-5420)
	A. 4. Approval of the Tentative Schedule for the 2021 TRIM Timeline.	Teri Ambrose (259-0418)
	A. 5. Approval of the 2021-2022 Extended Day Enrichment Program Fees and Payment Schedule.	Teri Ambrose (259-0418)

Baker County School Board Meeting Agenda (Monday, March 15, 2021) - Page 1 of 4

Minute Book # 39

Supplemental Minute Book #49 Page #16

"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 Hedges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

	A.	6. Approval of the Grant Proposal "Instructional Continuity Plans Under the Coronavirus Aid, Relief, and Economic Security Act Fund" in the Amount of \$61,844.00. New / Federal / No Matching	Traci Wheeler (259-6776)
	A.	7. Approval of the Agreement with The Young Men's Christian Association (YMCA) of Florida's First Coast, Inc. for Operation of the 2021 Summer Camp at Baker County Middle School.	Thomas Hill (259-2226)
	B.	Approval of Removed Routine Items.	N/A
	C.	Approval to Award Bid No. 2021-01 (Sale of Buses) to Tampa Bus Market and to Weldon Barton for a Total Sale Amount of \$59,304.50. (Itemized Award List Attached)	Tonya Tarte (259-4330)
	D.	Approval of the 2021-2022 Payroll Schedule and Voucher Schedule.	Teri Ambrose (259-0418)
	E.	Approval of the Beginning and Ending Work Dates for Fiscal Year 2021-2022 Employees Working Less Than Twelve Months.	Teri Ambrose (259-0418)
	F.	Approval of the 2021-2022 240-Day Employee Work Schedule.	Teri Ambrose (259-0418)
	G.	Approval of the 2021-2022 Holiday Calendar for Twelve Month Personnel.	Teri Ambrose (259-0418)
<b>IX. CITIZEN INPUT</b> <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>			
<b>X. INFORMATION AND ANNOUNCEMENTS</b>			
➤ BCSB Leasing Corporation Board of Director's Meeting will be held immediately following the regular School Board Meeting on March 15, 2021.			
<b>XI. ADJOURN</b>			

### **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 MARCH 15, 2021**

<b>RESIGNATION LIST FOR APPROVAL ON MARCH 15, 2021</b>						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Brinkley	Sherree		Retirement	Account Clerk / Payroll Clerk (261 Days)	District Office	May 31, 2021
Farrell	Gloria		Retirement	Bus Driver (186 Days, 5.5 Hours)	Transportation	March 12, 2021
Mobely	Camron		Job Abandonment	Custodian (197 Days, 8 Hours)	Baker County High School	February 25, 2021

### EMPLOYMENT LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Thornton	Carrie		Initial Employment / Replacing Aaron Crews	Custodian (261 Days, 8 Hours)	Baker County Pre-K / Kindergarten Center	March 1, 2021

### REAPPOINTMENT LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	MI	POSITION	LOCATION	CONTRACT STATUS	EFFECTIVE
Aschenbrenner	Tommy		Technician, Instructional Technology (240 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Brim	Tyler		Technician, Instructional Technology (240 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Hill	Stacy		Finance Aide II (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Howell	Lloyd Wayne		Computer Network Specialist (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Kirkland	Kenneth		Technician, Instructional Technology (240 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Lyons	Velinda		Finance Aide I (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
McGlew	Ashley		Finance Aide I (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Sapp	Amy		Executive Secretary to the Superintendent of Schools and School Board Members (261 Days)	Superintendent's Office	Annual Contract (Pending Availability of Funding)	2021-2022
Wagstaff	Susan		Finance Aide I (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Wilchar	Jessica		Finance Aide II (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022

### REAPPOINTMENT LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	MI	POSITION	LOCATION	CONTRACT STATUS	EFFECTIVE DATES
Windham	Mary Beth		Information Specialist (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022
Wood	Dana		Finance Aide I (261 Days)	District Office	Annual Contract (Pending Availability of Funding)	2021-2022

### SUPPLEMENT LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Crews	Aaron	RESCIND Previously Approved on July 20, 2020	RESCIND Baker County Pre-K / Kindergarten Center	RESCIND Custodian Coordinator	RESCIND Board Approved Rate	RESCIND 2020-2021, Effective February 26, 2021
Johnson	Hannah		Baker County Pre-K / Kindergarten Center	Custodian Coordinator	Board Approved Rate	2020-2021 Effective March 1, 2021

### LEAVE LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Hodges	Diane		7 Days	Personal Leave Without Pay - Personal	March 10, 2021 - March 18, 2021
Johns	Sandra		RESCIND 43 Days	RESCIND Personal Leave Without Pay - Medical	RESCIND February 24, 2021 - May 4, 2021 Previously Approved on February 16, 2021

### SUBSTITUTE LIST FOR APPROVAL ON MARCH 15, 2021

LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Strickland	Kylee		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 22, 2021
Thornton	Carrie		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	February 23, 2021

**MINUTES  
EXPULSION HEARING  
(Closed to the Public)**

**Monday, March 1, 2021 – 3:15 p.m.**

**District School Board Room (270 South Boulevard East, Macclenny, Florida)**

**SUPPLEMENTAL MINUTE BOOK #49 PAGE #15**

<b>Date</b>	<b>TIME</b>	<b>TYPE</b>	<b>CASE #</b>	<b>SCHOOL</b>
03/01/2021	3:15 P.M.	EXPULSION HEARING	030120213150427	BAKER COUNTY HIGH SCHOOL

The Baker County School Board met on Monday, March 1, 2021, at 3:15 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 High School student case #030120213150427. The following Board Members were present to wit: Chairperson Paula T. Barton, Vice-Chairperson Tiffany McInarnay, Richard "Dean" Griffis, and Amanda Hodges. School Board Member Charlie M. (Artie) Burnett, III was not present for this hearing. Superintendent Sherrie Raulerson and School Board Attorney John W. Caven, Jr. were both in attendance at the closed hearing. The student nor a guardian were present at the closed hearing.

Chairperson Barton called the closed expulsion hearing to order on Baker County High School student case #030120213150427 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 High School student case #030120213150427 from the Baker County Public Schools for the remainder of the 2020-2021 school year, which also includes the Adult Education Program. The recommendation includes that Baker County High School student case #030120213150427 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County High School student case #030120213150427 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, Tiffany McInarnay made a motion to approve, seconded by Dean Griffis. The motion carried 4-0.

<b>Paula T. Barton, Board Chairperson</b>	<b>Sherrie Raulerson, Superintendent of Schools</b>

**MINUTES  
EXECUTIVE SESSION  
(Closed to the Public)**

**Monday, March 1, 2021 – 4:00 p.m.**

**District School Board Room (270 South Boulevard East, Macclenny, Florida)**

**SUPPLEMENTAL MINUTE BOOK #49 PAGE #15**

➤ **Closed Executive Session to Discuss Negotiations**

The Baker County School Board met on Monday, March 1, 2021, in a closed meeting at the District School Board Room. The purpose of the meeting was to have a closed “Executive Session” to discuss negotiations with the Baker County Education Support Professionals Association and the Baker County Education Association with the School Board. The following Board Members were present to wit: Chairperson Paula T. Barton, Vice-Chairperson Tiffany McNarnay, Richard “Dean” Griffis, Charlie M. Burnett III, and Amanda Hodges. Superintendent Sherrie Raulerson and School Board Attorney John W. Caven, Jr. were both in attendance for the executive session. No official action was taken during the session.

**Paula T. Barton, Board Chairperson**

**Sherrie Raulerson, Superintendent of Schools**

**MINUTES  
SCHOOL BOARD MEETING  
(Open to the Public)**

**Monday, March 1, 2021 - 5:00 p.m.**

**District School Board Room (270 South Boulevard East, Macclenny, Florida)**

**SUPPLEMENTAL MINUTE BOOK #49 PAGE #15**

The Baker County School Board met on Monday, March 1, 2021, 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 Debbie Fraser.

**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 McNarnay, Richard “Dean” Griffis, Charlie M. Burnett, III (Artie), and Amanda Hodges. Superintendent Sherrie Raulerson and School Board Attorney John W. Caven, Jr. were both in attendance at the meeting.

**PUBLIC HEARINGS – 5:05 P.M. (if any)**

There were no public hearings at this meeting.

## RECOGNITIONS / PRESENTATIONS

➤ **Recognize Retiree Mary Hodges** (*Hire Date: 10/06/1989 ; Retire Date: 02/26/2021*)

Superintendent Raulerson presented retiree Mary Hodges with a commemorative plaque for her years of service to our district.

➤ **Recognize Retiree Kurt Kraus** (*Hire Date: 07/28/2005 ; Retire Date: 09/30/2020*)

Superintendent Raulerson presented retiree Kurt Kraus with a commemorative plaque for his years of service to our district.

➤ **Recognize Retiree Patricia McNeal** (*Hire Date: 08/14/1998 ; Retire Date: 11/30/2020*)

Ms. McNeal was not in attendance for this meeting.

➤ **Recognize Retiree Betty Taylor** (*Hire Date: 09/26/1988 ; Retire Date: 11/06/2020*)

Superintendent Raulerson presented retiree Betty Taylor with a restaurant gift card for her years of service to our district.

## 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.

VIII. APPROVAL OF ITEMS FOR ACTION			
	A.	Approval of Routine Items	CONTACT
	A.	1. Approval of the Personnel Items List for Approval on March 1, 2021.	Sherrie Raulerson (259-0401)
	A.	2. Approval of the Minutes of the February 16, 2021, School Board Meeting.	Sherrie Raulerson (259-0401)
	A.	3. Approval of Budget Amendment #4 to Grant Proposal "Elementary and Secondary School Emergency Relief Fund (ESSER) & Coronavirus Aid, Relief & Economic Security (CARES) Act" in the Amount of \$952.67 for a Total Budget of \$1,010,757.13. Federal / No Matching	Traci Wheeler (259-6776)
	A.	4. Approval of the Grant Proposal "2020-2021 Safety and Security of School Buildings" in the Amount of \$71,152.00. State / No Matching (Grant Narrative is Exempt from F.S. 119.)	David Crawford (259-0432)
	A.	5. Approval of the Financial Reports for the Month Ending January 31, 2021.	Teri Ambrose (259-0418)

		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 Tiffany McNarnay. The motion carried 5-0.	
	<b>B.</b>	<b>Approval of Removed Routine Items.</b>	N/A
		There were no removed routine items. Therefore, no action was taken on this agenda item.	
	<b>C.</b>	<b>Approval to De-authorize and Dispose of Itemized Property on the Landscape and Custodial District Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)</b>	David Crawford (259-0432)
		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.	
	<b>D.</b>	<b>Approval of the Annual District Florida Inventory of School Houses (FISH) Report.</b>	Denny Wells (259-5420)
		Chairperson Barton entertained a motion from the Board to approve this agenda item. As recommended by Superintendent Raulerson, Artie Burnett made a motion to approve, seconded by Tiffany McNarnay. 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 played a video highlighting Macclenny Elementary School's Micro Bix Lego Club students and their projects.

#### 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 MARCH 1, 2021

EMPLOYMENT LIST FOR APPROVAL ON MARCH 1, 2021						
LAST NAME	FIRST NAME	MT	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Crews	Aaron		Promotion / Transfer from Custodian (261 Days, 8 Hours) at Baker County Pre-K / Kindergarten Center / Replacing Mary Hodges	Supervisor, Auxiliary Services (261 Days)	Facilities & Maintenance	March 1, 2021



EMPLOYMENT LIST FOR APPROVAL ON MARCH 1, 2021						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
McCullough	Olivia		Initial Employment / Replacing Herself	Teacher, Business Tech Ed (197 Days)	Baker County High School	February 22, 2021
Mobely	Camron		Initial Employment / Replacing Yancey Givens	Custodian (197 Days, 8 Hours)	Baker County High School	February 18, 2021

EXTRA DUTY LIST FOR APPROVAL ON MARCH 1, 2021					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Trippett	Joshua		Drive School Bus Routes	\$14.70 Per Hour / As Needed / Funding Source: General	November 2, 2020 - May 26, 2021

SUBSTITUTE LIST FOR APPROVAL ON MARCH 1, 2021					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Johnson	Stephen		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 12, 2021

ADJOURNMENT FROM MARCH 1, 2021, SCHOOL BOARD MEETING	
<p>Since there was no further business to come before the Board, Artie Burnett made a motion to adjourn, seconded by Dean Griffiths. The meeting adjourned via general consensus.</p>	
Paula T. Barton, Board Chairperson	Sherrie Raulerson, Superintendent of Schools



# Baker County School District

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



February 1, 2021

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

Dear Mrs. Raulerson:

I would like to request the School Board review and approve the District Property Report for **February, 2021.**

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

Sincerely yours

F.D. Wells,  
Director of Facilities and Maintenance

A large, stylized handwritten signature in black ink, which appears to read "F.D. Wells". The signature is written over the typed name and extends downwards with a long, looping tail.

FEBRUARY 2021	BEGINNING BALANCE	ACQUISITIONS	TRANS IN	TRADE INS	TOTALS	TRANS OUT	STOLEN	TOTALS	ENDING
BCHS - 0012	\$1,268,872.32	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$1,268,872.32
MES - 0013	\$158,319.78	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$158,319.78
PREK-KDG CTR - 0022	\$412,614.91	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$412,614.91
KIS - 0031	\$238,933.80	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$238,933.80
BCMS - 0032	\$833,079.41	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$833,079.41
WES - 0091	\$271,045.67	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$271,045.67
SURPLUS - 0099	\$0.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$0.00
INACTIVE - 1111	\$0.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$0.00
READ CLINIC - 2013	\$54,005.44	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$54,005.44
BUS SHOP/VECH 2222	\$7,548,985.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$7,548,985.00
MAINT/VECH 3333	\$199,468.93	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$199,468.93
CHAP 1 - MES - 4013	\$97,751.51	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$97,751.51
CHAP 1 - KIS - 4031	\$5,371.85	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$5,371.85
CHAP 1 - BCMS - 4032	\$0.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$0.00
CHAP 1 - WES - 4091	\$77,080.98	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$77,080.98
CUST-LAND/VECH 4444	\$200,549.19	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$200,549.19
VO. / ADULT ED - 5012	\$172,926.90	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$172,926.90
VO. / ADULT ED - 5032	\$8,540.51	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$8,540.51
TECHNOLOGY - 6555	\$729,539.39	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$729,539.39
TECH/VECH 6666	\$78,248.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$78,248.00
CURRENT MISSING - 7777	\$0.00		\$ -		\$0.00	\$ -		\$0.00	\$0.00
PRIOR MISSING 05 - 8888	\$324,074.75		\$ -		\$0.00	\$ -		\$0.00	\$324,074.75
<b>SUB TOTAL PAGE ONE</b>	<b>\$12,877,408.32</b>				<b>\$0.00</b>			<b>\$0.00</b>	<b>\$12,877,408.32</b>
CO OFF - 9001	\$414,929.12	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$414,929.12
BUS SHOP - 9002	\$82,464.88	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$82,464.88
MAINT. - 9003	\$227,150.01	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$227,150.01
W-HSE - 9004	\$31,151.10	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$31,151.10
FAMILY SER - 9005	\$58,866.32	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$58,866.32
STUDENT SER - 9006	\$183,160.30	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$183,160.30
ALT SCH - 9007	\$71,157.24	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$71,157.24
VO. / ADULT ED - 9008	\$116,321.03	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$116,321.03
LAND / CUST 9009	\$360,262.53	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$360,262.53
SUPT. OFFICE - 9010	\$47,800.99	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$47,800.99
SOUTHSIDE - 9021	\$7,037.00	\$ -	\$ -		\$0.00	\$ -		\$0.00	\$7,037.00
DEAD FILE - 9999	\$955,376.77		\$ -		\$0.00	\$ -		\$0.00	\$955,376.77
<b>TOTAL</b>	<b>\$15,233,075.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$15,233,075.61</b>
						Dead File Adjustment			\$955,376.77
						Final Property Total			\$14,277,698.84



# Baker County Public Schools Support Services

Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-2825



DATE: March 4, 2021

TO: Sherrie Raulerson, SUPERINTENDENT

FROM: Teri Ambrose  
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES *MTX*

RE: TENTATIVE SCHEDULE FOR TRIM TIME LINE

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Listed below is the tentative schedule for the Trim timeline:

July 1, 2021	Property Appraiser Certifies Tax Roll
July 19, 2021	School Superintendent submits proposed tentative budget to School Board for approval prior to advertising. (Workshop prior to the Board meeting.)
July 22, 2021	Publish tentative budget in newspaper(s)
July 26, 2021	Tentative budget and millage hearing Tentative budget and millage are adopted at this hearing. (5:05 PM)
By August 4, 2021	School Superintendent advises Property Appraiser of proposed millage, etc. (Form 420-S).
By August 24, 2021	Property Appraiser prepares notice of proposed property tax. Property Appraiser mails TRIM Notice.
September 7, 2021	Final budget and millage are adopted at this hearing. (5:05 PM)

"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 🐾 Armande Hodges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Mrs. Sherrie Raulerson  
March 4, 2021  
Page #2

By  
September 10, 2021    School Superintendent certifies adopted  
                                 Millage to Property Appraiser and Tax  
                                 Collector. Submit budget to DOE.

By  
October 7, 2021        School District certifies compliance with  
                                 Section 200.065 and to Department of  
                                 Revenue.



# Baker County Public Schools Support Services

Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

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Fax: (904) 259-2825



DATE: MARCH 4, 2021

TO: SHERRIE RAULERSON, SUPERINTENDENT

FROM: TERI AMBROSE  
EXECUTIVE DIRECTOR FOR SUPPORT SERVICES *MTA*

RE: EXTENDED DAY ENRICHMENT PROGRAM FEES

Please request Board approval of the attached payment schedules for the Extended Day Enrichment Program for school year 2021 - 2022. The yearly registration fee has increased from \$15.00 to \$25.00 effective for the 2021 - 2022 school year. There has not been an increase in the registration fee since 2007 and it is necessary to help with the increasing cost of salaries for the Extended Day program. There is not an increase in session fees for school year 2021 - 2022.

1. Payment Schedule #1 is the regular biweekly rates
2. Payment Schedule #2 is for School Board employees and children identified through Nutrition Services
3. Payment Schedule #3 is the daily drop in rates for both regular and School Board employees

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

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

#### DISTRICT SCHOOL BOARD MEMBERS

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

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION



**Baker County School District**  
**2021-2022 PAYMENT SCHEDULE**  
**Payment Schedule #1**

<u>PAYMENT</u>		<u>AM</u>	<u>PM</u>	<u>BOTH</u>	<u>DUE</u>
1...Aug 10 - Aug 20	9 days	\$ 31.00	\$ 36.00	\$ 67.00	At Registration
2...Aug 23 - Sept 3	10 days	\$ 34.00	\$ 40.00	\$ 74.00	August 20, 2021
3...Sept 7 - September 17	9 days	\$ 31.00	\$ 36.00	\$ 67.00	September 3, 2021
<b>Sept 6 Labor Day</b>					
<b>Sept 15 Early Dismissal</b>					
4...Sept 20 - Oct 1	10 days	\$ 34.00	\$ 40.00	\$ 74.00	September 17, 2021
5...Oct 4 - Oct 15	10 days	\$ 34.00	\$ 40.00	\$ 74.00	October 1, 2021
<b>Oct 18 Planning Day</b>					
6...Oct 19 - Oct 29	9 days	\$ 31.00	\$ 36.00	\$ 67.00	October 15, 2021
<b>Oct 29 Early Dismissal</b>					
7...Nov 1 - Nov 12	9 days	\$ 31.00	\$ 36.00	\$ 67.00	October 29, 2021
<b>Nov 11 Veterans' Day</b>					
8...Nov 15 - Dec 3	10 days	\$ 34.00	\$ 40.00	\$ 74.00	November 12, 2021
<b>Nov 22 - 26 Thanksgiving</b>					
9...Dec 6 - Dec 21	12 days	\$ 40.00	\$ 46.00	\$ 86.00	December 3, 2021
<b>Dec 22 - Jan 5 Christmas/New Year's</b>					
10...Jan 6 - Jan 14	7 days	\$ 25.00	\$ 29.00	\$ 54.00	January 6, 2022
<b>Jan 5 Planning Day</b>					
11...Jan 18 - Jan 28	9 days	\$ 31.00	\$ 36.00	\$ 67.00	January 14, 2022
<b>Jan 17 Martin Luther King</b>					
12...Jan 31 - Feb 11	10 days	\$ 34.00	\$ 40.00	\$ 74.00	January 28, 2022
13...Feb 14 - Feb 25	9 days	\$ 31.00	\$ 36.00	\$ 67.00	February 11, 2022
<b>Feb 16 Early Dismissal</b>					
<b>Feb 21 President's Day</b>					
14...Feb 28 - Mar 11	10 days	\$ 34.00	\$ 40.00	\$ 74.00	February 25, 2022
15...Mar 14 - Mar 25	9 days	\$ 31.00	\$ 36.00	\$ 67.00	March 11, 2022
<b>Mar 18 Planning Day</b>					
16...Mar 28 - Apr 8	10 days	\$ 34.00	\$ 40.00	\$ 74.00	March 25, 2022
17...Apr 11 - Apr 29	10 days	\$ 34.00	\$ 40.00	\$ 74.00	April 8, 2022
<b>Apr 15 Early Dismissal</b>					
<b>Apr 18 - Apr 22 Spring Break</b>					
18...May 2 - May 13	10 days	\$ 34.00	\$ 40.00	\$ 74.00	April 29, 2022
19...May 16 - May 25	8 days	\$ 28.00	\$ 32.00	\$ 60.00	May 13, 2022

**Extended Day hours are 6:30 - 9:00 A. M. and 3:00 - 6:00 P. M.** There will be no Extended Day on School Holidays. All tuition payments are due on the **Friday** before the start of each two week session unless noted otherwise. A \$10.00 late fee will be charged if payments are more than two school days late. **NO CREDIT OR REFUND WILL BE GIVEN FOR ABSENCES.** However, fees are prorated for non-student days and holidays. There is a **\$25.00** yearly registration fee for students enrolled in any session. Registration Fee must be paid at time of registration. A late fee of \$1.00 per minute will be assessed for every minute after 6:00 PM. after the first infraction. Three late pickups during a nine-week period could result in dismissal from EDEP. Sibling discount of \$10.00 per session applies only at the same school and there is only one discount allowed.

If the superintendent deems it necessary to close schools due to extenuating circumstances for 5 or more continuous days, the School District will adjust the EDEP payment schedules.

**EDEP Phone Numbers**

<b>259-2315</b>	<b>Keller Intermediate EDEP</b>
<b>259-2452</b>	<b>Westside EDEP</b>
<b>259-4992</b>	<b>Macclenny EDEP</b>
<b>259-0395</b>	<b>Pre-K Kindergarten EDEP</b>

**Please retain this payment schedule for your records.**



**Baker County School District**  
**2021-2022 PAYMENT SCHEDULE**  
**Payment Schedule #2**  
**SCHOOL BOARD EMPLOYEE ONLY**

<u>PAYMENT</u>		<u>AM</u>	<u>PM</u>	<u>BOTH</u>	<u>DUE</u>
1...Aug 10 - Aug 20	9 days	\$ 27.00	\$ 32.00	\$ 59.00	At Registration
2...Aug 23 - Sept 3	10 days	\$ 30.00	\$ 36.00	\$ 66.00	August 20, 2021
3...Sept 7 - September 17	9 days	\$ 27.00	\$ 32.00	\$ 59.00	September 3, 2021
<b>Sept 6 Labor Day</b>					
<b>Sept 15 Early Dismissal</b>					
4...Sept 20 - Oct 1	10 days	\$ 30.00	\$ 36.00	\$ 66.00	September 17, 2021
5...Oct 4 - Oct 15	10 days	\$ 27.00	\$ 32.00	\$ 59.00	October 1, 2021
<b>Oct 18 Planning Day</b>					
6...Oct 19 - Oct 29	9 days	\$ 27.00	\$ 32.00	\$ 59.00	October 15, 2021
<b>Oct 29 Early Dismissal</b>					
7...Nov 1 - Nov 12	9 days	\$ 27.00	\$ 32.00	\$ 59.00	October 29, 2021
<b>Nov 11 Veterans' Day</b>					
8...Nov 15 - Dec 3	10 days	\$ 30.00	\$ 36.00	\$ 66.00	November 12, 2021
<b>Nov 22 - 26 Thanksgiving</b>					
9...Dec 6 - Dec 21	12 days	\$ 36.00	\$ 42.00	\$ 78.00	December 3, 2021
<b>Dec 22 - Jan 5 Christmas/New Year's</b>					
10...Jan 6 - Jan 14	7 days	\$ 21.00	\$ 26.00	\$ 47.00	January 6, 2022
<b>Jan 5 Planning Day</b>					
11...Jan 18 - Jan 28	9 days	\$ 27.00	\$ 32.00	\$ 59.00	January 14, 2022
<b>Jan 17 Martin Luther King</b>					
12...Jan 31 - Feb 11	10 days	\$ 30.00	\$ 36.00	\$ 66.00	January 28, 2022
13...Feb 14 - Feb 25	9 days	\$ 27.00	\$ 32.00	\$ 59.00	February 11, 2022
<b>Feb 16 Early Dismissal</b>					
<b>Feb 21 President's Day</b>					
14...Feb 28 - Mar 11	10 days	\$ 30.00	\$ 36.00	\$ 66.00	February 25, 2022
15...Mar 14 - Mar 25	9 days	\$ 27.00	\$ 32.00	\$ 59.00	March 11, 2022
<b>Mar 18 Planning Day</b>					
16...Mar 28 - Apr 8	10 days	\$ 30.00	\$ 36.00	\$ 66.00	March 25, 2022
17...Apr 11 - Apr 29	10 days	\$ 30.00	\$ 36.00	\$ 66.00	April 8, 2022
<b>Apr 15 Early Dismissal</b>					
<b>Apr 18 - Apr 22 Spring Break</b>					
18...May 2 - May 13	10 days	\$ 30.00	\$ 36.00	\$ 66.00	April 29, 2022
19...May 16 - May 25	8 days	\$ 24.00	\$ 29.00	\$ 53.00	May 13, 2022

**Extended Day hours are 6:30 - 9:00 A. M. and 3:00 - 6:00 P. M.** There will be no Extended Day on School Holidays. All tuition payments are due on the **Friday** before the start of each two week session unless noted otherwise. A \$10.00 late fee will be charged if payments are more than two school days late. **NO CREDIT OR REFUND WILL BE GIVEN FOR ABSENCES.** However, fees are prorated for non-student days and holidays. There is a **\$25.00** yearly registration fee for students enrolled in any session. Registration Fee must be paid at time of registration. A late fee of \$1.00 per minute will be assessed for every minute after 6:00 PM. after the first infraction. Three late pickups during a nine-week period could result in dismissal from EDEP. Sibling discount of \$10.00 per session applies only at the same school and there is only one discount allowed.

If the superintendent deems it necessary to close schools due to extenuating circumstances for 5 or more continuous days, the School District will adjust the EDEP payment schedules.

**EDEP Phone Numbers**

<b>259-2315</b>	<b>Keller Intermediate EDEP</b>
<b>259-2452</b>	<b>Westside EDEP</b>
<b>259-4992</b>	<b>Macclenny EDEP</b>
<b>259-0395</b>	<b>Pre-K Kindergarten EDEP</b>

**Please retain this payment schedule for your records.**





***Baker County School District***  
**EXTENDED DAY ENRICHMENT PROGRAM**  
**DAILY DROP-IN RATES**  
**2021-2022 SCHOOL YEAR**

**Regular Daily Rate:**

A. M. Session	\$6.00
P. M. Session	\$8.00
A. M. & P. M.	\$14.00

**School Board Daily Rate:**

A. M. Session	\$5.00
P. M. Session	\$6.00
A. M. & P. M.	\$11.00

**Early Out (School Board)**

1:00 - 4:00	\$6.00
1:00 - 6:00	\$8.00

**Extended Day hours are 6:30 - 9:00 A. M. and 3:00 - 6:00 P. M.** There will be no Extended Day on School Holidays. Drop-in fees are due on the day of attendance at EDEP. Payments not received by the Friday of the week of attendance will be assessed a late fee of \$5.00. NO credit or refund will be given for absences. However, fees are prorated for non-student days and holidays. There is a **\$25.00** yearly registration fee for students enrolled in any session, including **Drop-ins**. Registration Fee must be paid at time of registration. A late fee of \$1.00 per minute will be assessed for every minute after 6:00 PM after the first infraction. Three late pickups during a nine-week period could result in dismissal from EDEP.

**EDEP Phone Numbers**

<b>259-2315</b>	<b>Keller Intermediate EDEP</b>
<b>259-2452</b>	<b>Westside EDEP</b>
<b>259-4992</b>	<b>Macclenny EDEP</b>
<b>259-0395</b>	<b>Pre-K Kindergarten EDEP</b>

**Please retain this payment schedule for your records.**

# GRANT PROPOSAL SUMMARY REQUEST FOR BOARD APPROVAL

Board  
Approval Status

(MUST BE TYPED)

<b>NAME OF GRANT PROPOSAL</b>	<i>Instructional Continuity Plans (ICPs) under the Coronavirus Aid, Relief, and Economic Security (CARES) Act Fund</i>
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**TYPE OF GRANT:**

☒ New ☐ Continuation ☐ Amendment ☒ Entitlement ☐ Competitive

<b>CONTACT PERSON:</b>	<i>Traci Wheeler</i>
------------------------	----------------------

<b>CONTACT PHONE NUMBER:</b>	<i>904-259-6776</i>
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<b>AMOUNT REQUESTED:</b>	<i>\$61,844.00</i>
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**SOURCE:** ☒ Federal ☐ State ☐ Other: \_\_\_\_\_

**LOCAL MATCHING FUNDS REQUESTED:**

☒ No

☐ Yes . . . If yes, please specify: ☐ Monetary Amount \$ \_\_\_\_\_

☐ In-Kind Amount \$ \_\_\_\_\_

<b>LIST SPECIFIC IN-KIND CONTRIBUTIONS</b>

<b>PROJECT DESCRIPTION</b> (If additional space is needed, attachments may be used)
<i>The Instructional Continuity Plan is to ensure continuity of the instructional and learning support services provided to communities when standard operating procedures are disrupted due to emergency situations. The funding is to support the development of Instructional Continuity Plans (ICPs).</i>

<b>HOW WILL FUNDS BE USED</b> (If additional space is needed, attachments may be used)
<i>The funds will be used for school employees to attend training that is to be provided by the Florida Department of Education, to hire substitutes to cover classrooms while teachers attend training, for travel costs (if training is provided face-to-face), and for technology hardware.</i>

**SUBMITTED BY:** Traci Wheeler **DATE:** March 4, 2021

Principal  
Thomas Hill

Vice Principal  
Naomi Anderson



Assistant Principal  
Wayne Peterson ✓

Assistant Principal  
Ashton Norman

March 4, 2021

Mrs. Sherrie Raulerson, Superintendent of Schools  
Baker County School Board Members  
Baker County Schools  
392 South Boulevard East  
Macclenny, FL 32063

Dear Superintendent Raulerson and School Board Members:

The purpose of this letter is to request School Board approval of the attached user agreement between Baker County Middle School and the Young Men's Christian Association of Florida's First Coast, Inc.

The agreement allows for the YMCA of Florida's First Coast, Inc. to conduct a summer camp at BCMS from June 1, 2021, through July 30, 2021. There will be a minimum of twenty young people that will participate. The YMCA has set a maximum of fifty.

Thank you for your consideration of this request. Please do not hesitate to contact me with any questions that you may have about this agreement.

Sincerely,

A handwritten signature in cursive script that reads "Tom Hill".

Thomas Hill  
904.259.0451

***Building a Legacy of Excellence, One Student at a Time***

**BAKER COUNTY MIDDLE SCHOOL  
AND**

**YOUNG MEN'S CHRISTIAN ASSOCIATION OF FLORIDA'S FIRST COAST, INC.  
FOR THE OPERATION OF A SUMMER DAY CAMP PROGRAM AT  
BAKER COUNTY MIDDLE SCHOOL, 211 EAST JONATHAN STREET  
MACCLENNY, FL 32063**

This user agreement made and entered into in duplicate April 5, 2021 by and between **BAKER COUNTY MIDDLE SCHOOL** and The Young Men's Christian Association of Florida's First Coast Inc., a non-profit organization, (hereinafter referred to as the "YMCA" or the "Y").

**WITNESSETH:**

**Whereas**, the YMCA's Branch desires to provide a summer camp at **BAKER COUNTY MIDDLE SCHOOL, 211 EAST JONATHAN STREET MACCLENNY, FL 32063** and, **Whereas**, **BAKER COUNTY MIDDLE SCHOOL** desires to assist the YMCA in such efforts by providing the necessary available facilities.

For this, **BAKER COUNTY MIDDLE SCHOOL** and YMCA agree as follows:

1. The YMCA shall employ a Camp Director to be directly responsible for the camp program.
2. The Camp Director shall be responsible to **BAKER COUNTY MIDDLE SCHOOL** on matters relating to the physical facilities, including its use, participant conduct, and equipment and care.
3. The Camp Director shall be responsible and answerable to the YMCA Program Director on all matters relating to the operations of the camp program, including but not limited to instructions, registration, supervision, and materials or supplies.
4. The Camp must meet a minimum of 20 and maximum 50 number of enrolled campers per week. If the minimum enrollment is not met, the camp will not be held.
5. The YMCA shall pay **BAKER COUNTY MIDDLE SCHOOL** for the following:

- a. The approved fee for the use of the facilities for 6:30 a.m.-6 p.m., five days a week, Monday to Friday, from June 1, 2021 through July 30, 2021. The fee will be \$65 per day total of 44 days.
  - b. Payment of the approved fee will be made by check payable to **BAKER COUNTY MIDDLE SCHOOL** and will receive half of the payment by July 1, 2021 and the remaining balance by August 2, 2021.
  - c. Facility usage will include: 1 classroom with tables and chairs for at least 30 children, cafeteria, bathrooms, parking area, outdoor space and field.
6. The term of this Agreement shall begin on June 1, 2021 and will terminate July 30, 2021 provided however, that this Agreement may be extended for additional years upon the written concurrence of both parties. This agreement can be terminated with or without cause, by either party upon supply to the other party with written notice of such termination which shall not be sooner than ten working days from such notice.
7. This Agreement may be negotiable on an annual basis between **BAKER COUNTY MIDDLE SCHOOL** and the YMCA.
8. On or before May 1, 2021 YMCA will provide **BAKER COUNTY MIDDLE SCHOOL** a certificate of insurance on a form that meets the Baker County School District Risk Management requirements showing YMCA as primary insured and **BAKER COUNTY MIDDLE SCHOOL** as additional insured with respect to the program outlined in this Agreement. YMCA camp and beginning dates must be listed on the form.
9. YMCA agrees to be responsible for any damage to the facilities caused by the use of said facilities for the purposes of this agreement. Damage assessment will be determined by **BAKER COUNTY MIDDLE SCHOOL** or its designated appointee. The facility will be inspected prior to the start of camp and again at the end of camps and appropriate determination made at that time. A YMCA representative and **BAKER COUNTY MIDDLE SCHOOL** representative will be present during said inspections.

- 10.If at any time during the period of use, YMCA discovers any damage to the facilities, it shall be reported and addressed by the YMCA immediately to **BAKER COUNTY MIDDLE SCHOOL.**
- 11.The facilities will be cleaned by YMCA representatives daily to include cafeteria, bathrooms, outdoor field, and classroom that has been approved for use by **BAKER COUNTY MIDDLE SCHOOL** All trash will be bagged and put into the dumpster on site. Dumpster will be used by YMCA for this purpose only.
- 12.Minor campers will not be allowed outside the building (once camp starts) without YMCA adult supervision.
- 13.YMCA staff will remain at the camp site until all campers have left the premises, and **BAKER COUNTY MIDDLE SCHOOL** will not be held liable for campers unsupervised.
- 14.YMCA agrees to defend, indemnify and hold harmless **BAKER COUNTY MIDDLE SCHOOL** against any loss, damage, and expense or claim arising from the acts or omissions of YMCA agents or employees in performance of duties associated with this Agreement.
- 15.**BAKER COUNTY MIDDLE SCHOOL** agrees to defend, indemnify and hold harmless the YMCA against any loss, damage, and expense or claim arising from the acts or omissions of **BAKER COUNTY MIDDLE SCHOOL** agents or employees in performance of duties associated with this Agreement.
- 16.YMCA and **BAKER COUNTY MIDDLE SCHOOL** will notify each other promptly regarding any conflicts, disputes or other issues arising out of this Agreement. YMCA and **BAKER COUNTY MIDDLE SCHOOL** will attempt to resolve all such conflicts, disputes or other issues as promptly as possible through the persons who signed this Agreement or through persons that have been designated in writing.

The parties agree that any amendment, revision, or modification of this Agreement must be made in writing and executed by the parties hereto.

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the day and year above first written.

**BAKER COUNTY MIDDLE SCHOOL**

Signature of Authorized Agent: \_\_\_\_\_

Title of Authorized Agent: \_\_\_\_\_

**THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF FLORIDA'S FIRST COAST,  
INC.**

Signature of Authorized Agent: \_\_\_\_\_

Title of Authorized Agent: \_\_\_\_\_



392 South Boulevard, East • Macclenny, Florida 32063

**Tonya L. Tarte**

Director of Nutrition Services, Purchasing and Warehousing

*"Where Children Are First!"*

Phone: (904) 259-4330

www.baker.k12.fl.us

Fax: (904) 259-2825

To: Sherrie Raulerson, Superintendent of Schools

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

Re: **Bid Award for Transportation Dept., Sale of Buses, Bid No. 2021-01**

Date: March 1, 2021

On February 19, 2021, bids were solicited for the sale of twenty-three (23) school buses.

Bids were mailed or emailed to the following companies and/or individuals in addition to being posted on the District Website:

Yancy Bus Sales	Taylor Bus Sales, Inc.	Marcus Mitchell
Zafran Buses	LG Transit	A&S Transportation, Inc.
BGA School Bus	Randy Swindell	Tampa Bus Market
Marketing Inc.	Michael Bishop	Weldon Barton
Bryan Everett	Mark Mahepaul	

At bid opening, 11:00 A.M., Monday, March 1, 2021, two (2) bids were received. No bidders were present at time of opening. Bids were received from Tampa Bus Market and Weldon Barton. NO Bids were received for item numbers 12, 14, 16 and 17.

Please refer to the attached tabulation for the highest bid for each of the vehicles.

Item 1 for \$2,218.00 to Tampa Bus Market	Item 13 for \$2,818.00 to Tampa Bus Market
Item 2 for \$2,218.00 to Tampa Bus Market	Item 14 for \$0.00 NO BID
Item 3 for \$3,550.50 to Weldon Barton	Item 15 for \$3,553.00 to Tampa Bus Market
Item 4 for \$2,905.00 to Tampa Bus Market	Item 16 for \$0.00 NO BID
Item 5 for \$2,818.00 to Tampa Bus Market	Item 17 for \$0.00 NO BID
Item 6 for \$2,818.00 to Tampa Bus Market	Item 18 for \$4,000.00 to Weldon Barton
Item 7 for \$3,323.00 to Tampa Bus Market	Item 19 for \$3,333.00 to Tampa Bus Market
Item 8 for \$3,323.00 to Tampa Bus Market	Item 20 for \$3,722.00 to Tampa Bus Market
Item 9 for \$2,818.00 to Tampa Bus Market	Item 21 for \$3,318.00 to Tampa Bus Market
Item 10 for \$2,818.00 to Tampa Bus Market	Item 22 for \$3,550.00 to Weldon Barton
Item 11 for \$2,218.00 to Tampa Bus Market	Item 23 for \$4,333.00 to Tampa Bus Market
Item 12 for \$0.00 NO BID	

**The total sale is \$59,304.50.**

It is my recommendation that this bid is awarded as reflected above based on the attached Bid Tabulation. Thank you for your time and approval of this bid recommendation.

TT/ks

attachment (1)

cc: Jessica Wilchar, Accounts Payable  
Terry Crews, Transportation

***"Preparing Individuals to be Lifelong Learners and Responsible Citizens of Good Character"***

An Equal Access/Equal Opportunity Institution



**BAKER COUNTY SCHOOL BOARD - BID TABULATION  
TRANSPORTATION/ SALE OF BUSES  
BID NO. 2021-01**

BIDDERS	Tampa Bus Market	Weldon Barton			
1 Bus #1 Property # 16297	\$2,218.00	NO BID			
2 Bus # 12 Property # 16305	\$2,218.00	NO BID			
3 Bus # 13 Property # 16295	\$2,218.00	\$3,200.50			
4 Bus # 16 Property # 16350	\$2,905.00	NO BID			
5 Bus # 18 Property # 16334	\$2,818.00	NO BID			
6 Bus # 22 Property # 16335	\$2,818.00	NO BID			
7 Bus # 24 Property # 16318	\$3,323.00	NO BID			
8 Bus # 25 Property # 16319	\$3,323.00	NO BID			
9 Bus # 26 Property # 16336	\$2,818.00	NO BID			
10 Bus # 28 Property # 16344	\$2,818.00	NO BID			
11 Bus # 30 Property # 16292	\$2,218.00	NO BID			
12 Bus # 31 Property # 16299	NO BID	NO BID			
13 Bus # 36 Property # 16346	\$2,818.00	NO BID			
14 Bus # 42 Property # 16308	NO BID	NO BID			
15 Bus # 43 Property # 16354	\$3,553.00	NO BID			
16 Bus # 52 Property # 16287	NO BID	NO BID			
17 Bus # 55 Property # 16310	NO BID	NO BID			
18 Bus # 59 Property # 16326	\$3,333.00	\$4,000.00			
19 Bus # 60 Property # 16328	\$3,333.00	NO BID			
20 Bus # 61 Property # 16329	\$3,722.00	NO BID			
21 Bus # 62 Property # 16330	\$3,318.00	NO BID			
22 Bus # 1235 Property # 16293	\$2,218.00	\$3,550.00			
23 Bus # 1240 Property # 16362	\$4,333.00	NO BID			
AWARDED TOTAL	\$48,554.00	\$10,750.50			
TOTAL BUS SALES	\$59,304.50				

Signature: Christie Shook  
Signature: Rachel Krupar

Date: March 1, 2021



# Baker County Public Schools Support Services



**Sherrie Raulerson, Superintendent of Schools**

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

[www.bakerk12.org](http://www.bakerk12.org)

Fax: (904) 259-2825

## MEMORANDUM

DATE: March 1, 2021

TO: Sherrie Raulerson, Superintendent of Schools

FROM: M. Teri Ambrose, Executive Director for Support Services *MTA*

SUBJECT: 2021-2022 Payroll Schedule and Voucher Schedule

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Please request Board approval of the payroll schedule and voucher schedule.

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

MTA:tl

"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

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY DISTRICT SCHOOL BOARD

2021-2022 PAYROLL SCHEDULE & TIMESHEET		Instructional Employees	12 Month Employees	Instructional Assistants	Bus Drivers	Part-time Nutrition Service	Nutrition Service Managers	Regular Nutrition Service	Library Assistants	216 Day Employees	240 Day Employees	Payroll Due In Office By 10:00 AM	Payroll Due Out
Total Checks		26	26	25	25	25	25	25	26	26	26		
Jul 01	Jul 07		4								4	Jul 7	Jul 15
Jul 08	Jul 21		10							3	10	Jul 21	Jul 29
Jul 22	Aug 04	3	10	0	0	0	0	0	8	10	10	Aug 05	Aug 13
Aug 05	Aug 18	10	10	8	7	7	10	9	10	10	10	Aug 19	Aug 27
Aug 19	Sep 01	10	10	10	10	10	10	10	10	10	10	Sep 02	Sep 10
Sep 02	Sep 15	9	9	9	9	9	9	9	9	9	9	Sep 16	Sep 24
Sep 16	Sep 29	10	10	10	10	10	10	10	10	10	10	Sep 30	Oct 08
Sep 30	Oct 13	10	10	10	10	10	10	10	10	10	10	Oct 14	Oct 22
Oct 14	Oct 27	10	10	9	9	9	9	9	10	10	10	Oct 28	Nov 05
Oct 28	Nov 10	10	10	10	10	10	10	10	10	10	10	Nov 10	Nov 19
Nov 11	Nov 24	6	10	6	6	6	6	6	6	6	6	Nov 19	Dec 03
Nov 25	Dec 08	8	8	8	8	8	8	8	8	8	8	Dec 09	Dec 17
Dec 09	Dec 22	9	10	9	9	9	9	9	9	9	9	Dec 21	Dec 31
Dec 23	Jan 05	1	4	0	0	0	1	1	1	1	1	Jan 06	Jan 14
Jan 06	Jan 19	9	10	9	9	9	9	9	9	9	9	Jan 20	Jan 28
Jan 20	Feb 02	10	10	10	10	10	10	10	10	10	10	Feb 03	Feb 11
Feb 03	Feb 16	10	10	10	10	10	10	10	10	10	10	Feb 17	Feb 25
Feb 17	Mar 02	9	10	9	9	9	9	9	9	9	9	Mar 03	Mar 11
Mar 03	Mar 16	10	10	10	10	10	10	10	10	10	10	Mar 17	Mar 25
Mar 17	Mar 30	10	10	9	9	9	9	9	10	10	10	Mar 31	Apr 08
Mar 31	Apr 13	10	10	10	10	10	10	10	10	10	10	Apr 14	Apr 22
Apr 14	Apr 27	5	8	5	5	5	5	5	5	5	5	Apr 28	May 06
Apr 28	May 11	10	10	10	10	10	10	10	10	10	10	May 12	May 20
May 12	May 25 **	12	10	10	10	10	13	12	10	10	10	May 26	Jun 02
May 26	Jun 08		9						6	11	9	Jun 08	Jun 16
Jun 09	Jun 30		16								14	Jun 22	Jun 30
Work Days		191	248	181	180	180	187	185	200	210	233	Arrows indicate Early Dates ←	
Holidays		6	13	6	6	6	6	6	6	6	7		
Total Days		197	261	187	186	186	193	191	206	216	240	Extra Checks Paid May 20th	

\* 197 Employees & Regular SFS

5/26-27/22 included

in 5/12-5/25/22 payroll

\*\* Nutrition Services Managers

5/26-5/31/22 included

in 5/12-5/25/22 payroll

Teacher Paid Holidays (6)

Labor Day	Sep	6
Veteran's Day	Nov	11
Thanksgiving	Nov	25
M.L. King Day	Jan	17
President's Day	Feb	21
Memorial Day	May	30

NON-INSTRUCTIONAL Paid Holidays (6)

Labor Day	Sep	6
Thanksgiving	Nov	25
Christmas	Dec	27
New Year's Day	Jan	3
M.L. King Day	Jan	17
Memorial Day	May	30

**BAKER COUNTY SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2021-2022**

<b>CLOSE OUT DATE</b>	<b>CHECK DATE</b>
JULY 1, 2021	JULY 8, 2021
JULY 15, 2021	JULY 22, 2021
JULY 29, 2021	AUGUST 6, 2021
AUGUST 13, 2021	AUGUST 20, 2021
AUGUST 27, 2021	SEPTEMBER 3, 2021
SEPTEMBER 10, 2021	SEPTEMBER 17, 2021
SEPTEMBER 24, 2021	OCTOBER 1, 2021
OCTOBER 8, 2021	OCTOBER 15, 2021
OCTOBER 22, 2021	OCTOBER 29, 2021
NOVEMBER 5, 2021	NOVEMBER 12, 2021
NOVEMBER 12, 2021	NOVEMBER 19, 2021
DECEMBER 3, 2021	DECEMBER 10, 2021
DECEMBER 17, 2021	DECEMBER 22, 2021
DECEMBER 21, 2021	JANUARY 7, 2022
JANUARY 14, 2022	JANUARY 21, 2022
JANUARY 28, 2022	FEBRUARY 4, 2022
FEBRUARY 11, 2022	FEBRUARY 18, 2022
FEBRUARY 25, 2022	MARCH 4, 2022
MARCH 11, 2022	MARCH 18, 2022
MARCH 25, 2022	APRIL 1, 2022
APRIL 8, 2022	APRIL 15, 2022
APRIL 15, 2022	APRIL 29, 2022
MAY 6, 2022	MAY 13, 2022
MAY 20, 2022	MAY 27, 2022
JUNE 2, 2022	JUNE 9, 2022
JUNE 16, 2022	JUNE 23, 2022
JUNE 30, 2022	JULY 7, 2022



# Baker County Public Schools Support Services



Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-2825

DATE: March 1, 2021  
TO: Sherrie Raulerson, Superintendent  
FROM: M. Teri Ambrose, Executive Director for Support Services *WTA*  
SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2021-2022

Please request Board approval of the beginning and ending dates for the 2021-2022 fiscal year for employees working less than 12 months.

<u>POSITION</u>	<u># DAYS TO WORK</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
*Instructional Assistants	181	08/09/21	05/25/22
Bus Drivers	180	08/10/21	05/25/22
Nutrition Services PT	180	08/10/21	05/25/22
**Nutrition Service Workers	185	08/06/21	05/27/22
**Nutrition Service Managers	187	08/05/21	05/31/22
10-Month Custodians	191	08/02/21	05/27/22
Library Aides	200	07/26/21	06/03/22
Guidance/Data Processors	210	07/19/21	06/10/22
Secretaries	210	07/19/21	06/10/22
Resource Officer	210	07/19/21	06/10/22

Employees working 180/181 days do not work teacher planning days: Oct. 18, Jan. 5, Mar. 18, nor teacher holidays: Sept. 6, Nov. 11, Nov. 22-26, Dec. 22-Jan. 4, Jan. 17, Feb. 21, Apr. 18-22, and May 30.

Employees working 191, 200, and 210 days do work teacher planning days but do not work teacher holidays: Sept. 6, Nov. 11, Nov. 22-26, Dec. 22-Jan. 4, Jan. 17, Feb. 21, Apr. 18-22, and May 30.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 6, Thanksgiving – Nov. 25, Christmas – December 27, New Years – Jan. 3, M.L. King Day – Jan. 17, and Memorial Day – May 30.

\*Instructional Assistants' first day of work is at the discretion of the school principal. The return date for each school will be sent out via email prior to the end of the 2020-2021 school year.

\*\*Nutrition Services Managers (187 days) and Nutrition Service Workers (185 days) work the planning day in January as per Bargaining Agreement (January 5, 2022).

Please be sure that your employees begin work and end on the assigned dates in order for them to receive their full salary for the 2021-2022 school year.

Thank you for your assistance in this matter.

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

#### DISTRICT SCHOOL BOARD MEMBERS

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

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION



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Fax: (904) 259-2825

DATE: March 1, 2021  
TO: Sherrie Raulerson, Superintendent  
FROM: M. Teri Ambrose, Executive Director for Support Services  
SUBJECT: 2021-2022 240-Day Employee Work Schedule

*WFA*

Please request Board Approval of the following 240-day employee work schedule:

July 1, 2021 through July 30, 2021 = 22 Days

August 2, 2021 through May 30, 2022 = 197 Days  
(Regular Teacher Schedule)

May 31, 2022 through June 28, 2022 = 21 Days

## INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 5, 2021
LABOR DAY	SEP. 6, 2021
VETERAN'S DAY	NOV. 11, 2021
THANKSGIVING	NOV. 25, 2021
M.L. KING DAY	JAN. 17, 2022
PRESIDENT'S DAY	FEB. 21, 2022
MEMORIAL DAY	MAY 30, 2022

## NON-INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 5, 2021
LABOR DAY	SEP. 6, 2021
THANKSGIVING	NOV. 25, 2021
CHRISTMAS	DEC. 27, 2021
NEW YEAR'S DAY	JAN. 3, 2022
M.L. KING DAY	JAN. 17, 2022
MEMORIAL DAY	MAY 30, 2022

Thank you for your assistance in this matter. Please call me if you have any questions.

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DATE: March 1, 2021  
TO: Sherrie Raulerson, Superintendent  
FROM: M. Teri Ambrose, Executive Director for Support Services *MTA*  
SUBJECT: 2021-2022 Holiday Calendar for Twelve Month Personnel

Please request Board approval of the following Holiday Calendar for Twelve Month Personnel.

## 2021-22 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 5, 2021 Monday	Independence Day
1 Day	September 6, 2021 Monday	Labor Day
2 Days	November 25 and 26, 2021 Thursday and Friday	Thanksgiving
6 Days	December 27, 2021 through January 3, 2022 Monday – Monday	Christmas through New Years
2 Days	April 18 and 19, 2022 Monday and Tuesday	Spring Break
1 Day	May 30, 2022 Monday	Memorial Day

If any employee wishes to take a holiday other than the date approved, he/she shall notify the Superintendent in writing of the alternate day to be taken. The alternate day must be taken within the month in which the holiday falls.

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

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