



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

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/15/17
MIN. BK# 37
MIN BK PAGE #

MEMORANDUM

DATE: May 2, 2017
TO: Sherrie Raulerson, Superintendent of Schools
FROM: Marcelle Richardson, Executive Director for Support Services
SUBJECT: 2017-2018 Payroll Schedule and Voucher Schedule

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.

JMR:tl

"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 🐾 Patricia C. Weeks, District 5

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BAKER COUNTY DISTRICT SCHOOL BOARD

2017-2018 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	25	26	26	26		
Jul 01												Jul 13	Jul 21
Jul 13												Jul 27	Aug 04
Jul 27	6	1	1	0	0	3	2	10	10	10	10	Aug 10	Aug 18
Aug 10	10	10	10	10	10	10	10	10	10	10	10	Aug 24	Sep 01
Aug 24	9	9	9	9	9	9	9	9	9	9	9	Sep 07	Sep 15
Sep 07	10	10	10	10	10	10	10	10	10	10	10	Sep 21	Sep 29
Sep 21	10	10	10	10	10	10	10	10	10	10	10	Oct 05	Oct 13
Oct 05	10	9	9	9	9	9	9	9	10	10	10	Oct 19	Oct 27
Oct 19	10	10	10	10	10	10	10	10	10	10	10	Nov 2	Nov 09
Nov 02	9	9	9	9	9	9	9	9	9	9	9	Nov 09	Nov 17
Nov 16	5	5	5	5	5	5	5	5	5	5	5	Nov 30	Dec 08
Nov 30	10	10	10	10	10	10	10	10	10	10	10	Dec 08	Dec 22
Dec 14	7	7	7	7	7	7	7	7	7	7	7	Dec 14	Dec 22
Dec 28	3	2	2	2	2	3	3	3	3	3	3	Jan 11	Jan 19
Jan 11	9	9	9	9	9	9	9	9	9	9	9	Jan 25	Feb 02
Jan 25	10	10	10	10	10	10	10	10	10	10	10	Feb 08	Feb 16
Feb 08	9	9	9	9	9	9	9	9	9	9	9	Feb 22	Mar 02
Feb 22	10	10	10	10	10	10	10	10	10	10	10	Mar 08	Mar 16
Mar 08	10	9	9	9	9	9	9	9	10	10	10	Mar 22	Mar 30
Mar 22	7	7	7	7	7	7	7	7	7	7	7	Mar 30	Apr 13
Apr 05	8	8	8	8	8	8	8	8	8	8	8	Apr 19	Apr 27
Apr 19	10	10	10	10	10	10	10	10	10	10	10	May 03	May 11
May 03	10	10	10	10	10	10	10	10	10	10	10	May 17	May 25
May 17	9	9	9	9	9	9	9	9	9	9	9	May 31	Jun 8
May 31												Jun 14	Jun 22
Jun 14												Jun 21	Jun 29
Work Days	191	247	181	180	187	185	185	200	210	233	240		
Holidays	6	13	6	6	6	6	6	6	6	7	7		
Total Days	197	260	187	186	193	191	191	206	216	240	240		

NON-INSTRUCTIONAL Paid Holidays (6)	
Labor Day	Sept
Thanksgiving	Nov
Christmas	Dec
New Year's Day	Jan
M.L. King Day	Jan
Memorial Day	May

* Nutrition Service Managers
Last Day 5/31/18 included
in 5/17-5/30/18 payroll

Teacher Paid Holidays (6)	
Labor Day	Sept
Veteran's Day	Nov
Thanksgiving	Nov
M.L. King Day	Jan
President's Day	Feb
Memorial Day	May

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DATE: May 2, 2017
 TO: Sherrie Raulerson, Superintendent
 FROM: Marcelle Richardson, Executive Director for Support Services
 SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2017-2018

PRESENTED AND APPROVED
 IN OPEN BOARD MEETING
 DATE: 5/15/17
 MIN. BK# 37
 MIN BK PAGE # _____

Please request Board approval of the beginning and ending dates for the 2017-2018 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	08/09/17	05/28/18
Bus Drivers	180	08/10/17	05/28/18
Nutrition Services PT	180	08/10/17	05/28/18
**Nutrition Service Workers	185	08/08/17	05/30/18
**Nutrition Service Managers	187	08/07/17	05/31/18
Library Aides	200	07/27/17	06/06/18
Guidance/Data Processors	210	07/19/17	06/12/18
Secretaries	210	07/19/17	06/12/18
Resource Officer	210	07/19/17	06/12/18

Employees working 180/181 days **do not** work teacher planning days: Oct. 16, Jan. 8, March 16, nor teacher holidays: Sept. 4, Nov. 10, Nov. 20-24, Dec. 25-Jan. 5, Jan. 15, Feb. 19, April 2-6, and May 28.

Employees working 200 days and 210 days **do** work teacher planning days but **do not** work teacher holidays: Sept. 4, Nov. 10, Nov. 20-24, Dec. 25-Jan. 5, Jan. 15, Feb. 19, April 2-6, and May 28.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 4, Thanksgiving – Nov. 23, Christmas – December 25, New Years – Jan. 1, M.L. King Day – Jan. 15, and Memorial Day – May 28.

*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 2016-2017 school year.

**Nutrition Services Managers (187 days) and Nutrition Service Workers (185 days) work the planning day in January as per Bargaining Agreement (January 8, 2018).

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 2017-2018 school year.

Thank you for your assistance in this matter.

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DATE: May 2, 2017
 TO: Sherrie Raulerson, Superintendent
 FROM: Marcelle Richardson, Executive Director for Support Services
 SUBJECT: 2017-2018 240-Day Employee Work Schedule

PRESENTED AND APPROVED
 IN OPEN BOARD MEETING
 DATE: 5/15/17
 MIN. BK# 37
 MIN. WK PAGE #

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

July 1, 2017 through August 1, 2017 = 22 Days
 August 2, 2017 through May 30, 2018 = 197 Days
 (Regular Teacher Schedule)
 May 31, 2018 through June 28, 2018 = 21 Days

PAID HOLIDAYS

INDEPENDENCE DAY JULY 4, 2017
 LABOR DAY SEPT. 4, 2017
 VETERAN'S DAY NOV. 10, 2017
 THANKSGIVING NOV. 23, 2017
 M.L. KING DAY JAN. 15, 2018
 PRESIDENT'S DAY FEB. 19, 2018
 MEMORIAL DAY MAY 28, 2018

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DATE: May 2, 2017

TO: Sherrie Raulerson, Superintendent

FROM: Marcelle Richardson, Executive Director for Support Services

SUBJECT: 2017-2018 Holiday Calendar for Twelve Month Personnel

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

2017-18 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 4, 2017 Tuesday	Independence Day
1 Day	September 4, 2017 Monday	Labor Day
2 Days	November 23 and 24, 2017 Thursday and Friday	Thanksgiving
6 Days	December 25, 2017 through January 1, 2018 Monday – Monday	Christmas through New Years
2 Days	April 2 and 3, 2018 Monday and Tuesday	Spring Break
1 Day	May 28, 2018 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.

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**BAKER COUNTY SCHOOL DISTRICT
ACCOUNTS PAYABLE VOUCHER SCHEDULE
2017 – 2018**

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/15/17
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CLOSE OUT DATE	CHECK DATE
JULY 6, 2017	JULY 13, 2017
JULY 20, 2017	JULY 27, 2017
AUGUST 4, 2017	AUGUST 11, 2017
AUGUST 18, 2017	AUGUST 25, 2017
SEPTEMBER 1, 2017	SEPTEMBER 8, 2017
SEPTEMBER 15, 2017	SEPTEMBER 22, 2017
SEPTEMBER 29, 2017	OCTOBER 6, 2017
OCTOBER 13, 2017	OCTOBER 20, 2017
OCTOBER 27, 2017	NOVEMBER 3, 2017
NOVEMBER 10, 2017	NOVEMBER 17, 2017
NOVEMBER 22, 2017	DECEMBER 1, 2017
DECEMBER 8, 2017	DECEMBER 15, 2017
DECEMBER 15, 2017	DECEMBER 22, 2017
JANUARY 5, 2018	JANUARY 12, 2018
JANUARY 19, 2018	JANUARY 26, 2018
FEBRUARY 2, 2018	FEBRUARY 9, 2018
FEBRUARY 16, 2018	FEBRUARY 23, 2018
MARCH 2, 2018	MARCH 9, 2018
MARCH 16, 2018	MARCH 23, 2018
MARCH 30, 2018	APRIL 6, 2018
APRIL 13, 2018	APRIL 20, 2018
APRIL 27, 2018	MAY 4, 2018
MAY 11, 2018	MAY 18, 2018
MAY 25, 2018	MAY 31, 2018
JUNE 7, 2018	JUNE 14, 2018
JUNE 21, 2018	JUNE 28, 2018
JUNE 28, 2018	JULY 5, 2018