



Baker County Public Schools Support Services



Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 258-6251

www.bakerk12.org

Fax: (904) 258-2825

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 3/15/21
MIN BK: 39 MIN BK PAGE#

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

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 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

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	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	Extra Checks Paid May 20th	
Total Days		197	261	187	186	186	193	191	206	216	240		

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

* 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

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

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 3/19/22
MIN BK PAGE #

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

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 3/19/2021
MIN.BK# 39 MIN.BK PAGE# _____

CLOSE OUT DATE	CHECK DATE
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 *MAA*

SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2021-2022

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: *3/15/21*
MIN.BK# *34* MIN.BK PAGE# _____

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 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 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

SUBJECT: 2021-2022 240-Day Employee Work Schedule

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 3/15/21
MIN.BK# 39 MIN.BK PAGE#

MTA

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.

"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 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 *MTA*
 SUBJECT: 2021-2022 Holiday Calendar for Twelve Month Personnel

PRESENTED AND APPROVED
 IN OPEN BOARD MEETING
 DATE: 3/15/21
 MIN.BK# 39 MIN.BK PAGE# _____

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.

"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