



# Baker County Public Schools Support Services



Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32068

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-2825

## MEMORANDUM

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

APR 04 2022

MIN BOOK #   A    
MIN BOOK PG #       

DATE: March 25, 2022

TO: Sherrie Raulerson, Superintendent of Schools

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

SUBJECT: 2022-2023 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**

2022-2023 PAYROLL SCHEDULE & TIMESHET		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 Close of Bus.	Payday	For Employee Groups
Total Checks	26	26	26	25	25	25	25	25	26	26	26	Jul 6 ←	Jul 14	261, 240
Jul 01			3								3	Jul 20 ←	Jul 28	261, 240, 216
Jul 07			10								10	Aug 04	Aug 12	261, 240, 216, 206, 197
Jul 21	2	10							8	10	10	Aug 18	Aug 26	ALL
Aug 04	10	10	10	7	6	6	10	9	10	10	10	Sep 01	Sep 09	ALL
Aug 18	10	10	10	10	10	10	10	10	10	10	10	Sep 15	Sep 23	ALL
Sep 01	9	9	9	9	9	9	9	9	9	9	9	Sep 29	Oct 07	ALL
Sep 15	10	10	10	10	10	10	10	10	10	10	10	Oct 13	Oct 21	ALL
Sep 28	10	10	10	10	10	10	10	10	10	10	10	Oct 27	Nov 04	ALL
Oct 12	10	10	10	10	10	10	10	10	10	10	10	Nov 10	Nov 18	ALL
Oct 26	10	10	10	10	10	10	10	10	10	10	10	Nov 18 ←	Dec 02	ALL
Nov 09	10	10	10	10	10	10	10	10	10	10	10	Dec 08	Dec 16	ALL
Nov 23	6	10	10	6	6	6	6	6	6	6	6	Dec 20 ←	Dec 30	ALL
Dec 07	8	8	8	8	8	8	8	8	8	8	8	Jan 05	Jan 13	ALL
Dec 21	9	10	10	9	9	9	9	9	9	9	9	Jan 19	Jan 27	ALL
Dec 22	1	4	4	0	0	0	1	1	1	1	1	Feb 02	Feb 10	ALL
Jan 05	9	10	10	9	9	9	9	9	9	9	9	Feb 16	Feb 24	ALL
Jan 18	10	10	10	10	10	10	10	10	10	10	10	Mar 02	Mar 10	ALL
Jan 19	10	10	10	10	10	10	10	10	10	10	10	Mar 16	Mar 24	ALL
Feb 01	10	10	10	10	10	10	10	10	10	10	10	Mar 30	Apr 07	ALL
Feb 15	10	10	10	10	10	10	10	10	10	10	10	Apr 13	Apr 21	ALL
Feb 16	9	10	10	9	9	9	9	9	9	9	9	Apr 27	May 05	ALL
Mar 01	10	10	10	10	10	10	10	10	10	10	10	May 11	May 19	ALL
Mar 15	10	10	10	10	10	10	10	10	10	10	10	May 25	Jun 01	+2-216; +3-206, 197, 193, 191, 187, 186
Mar 29	10	10	10	9	9	9	9	9	9	9	9	Jun 07 ←	Jun 15	ALL
Mar 30	10	10	10	10	10	10	10	10	10	10	10	Jun 21 ←	Jun 30	261, 240
Apr 12	10	10	10	10	10	10	10	10	10	10	10	Arrows Indicate Early Dates		
Apr 13	5	8	10	5	5	5	5	5	5	5	5			
Apr 27	10	10	10	10	10	10	10	10	10	10	10			
May 11	10	10	10	10	10	10	10	10	10	10	10			
May 24	10	10	10	10	10	10	10	10	10	10	10			
May 25	3	9	9	1	1	1	3	2	6	11	15			
Jun 08		17												
Work Days	191	248	181	180	180	180	187	185	200	210	233			
Holidays	6	13	6	6	6	6	6	6	6	6	7			
Total Days	197	261	187	186	186	186	193	191	206	216	240			

NON-INSTRUCTIONAL Paid Holidays (6)

Labor Day	Sep	5
Thanksgiving	Nov	24
Christmas	Dec	26
New Year's Day	Jan	2
M.L. King Day	Jan	16
Memorial Day	May	29

\* 216 Employees  
6/8/23 included  
in 5/24-6/7/23 payroll

Teacher Paid Holidays (6)

Labor Day	Sep	5
Veteran's Day	Nov	11
Thanksgiving	Nov	24
M.L. King Day	Jan	16
President's Day	Feb	20
Memorial Day	May	29

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

APR 04 2022  
MIN BOOK # 29  
MILL BOOK #

**BAKER COUNTY SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2022-2023**

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

APR 04 2022

MIN BOOK # 39  
MIN BOOK PG # \_\_\_\_\_

CLOSE OUT DATE	CHECK DATE
JUNE 30, 2022	JULY 7, 2022
JULY 14, 2022	JULY 21, 2022
JULY 28, 2022	AUGUST 5, 2022
AUGUST 12, 2022	AUGUST 19, 2022
AUGUST 26, 2022	SEPTEMBER 2, 2022
SEPTEMBER 9, 2022	SEPTEMBER 16, 2022
SEPTEMBER 23, 2022	SEPTEMBER 30, 2022
OCTOBER 7, 2022	OCTOBER 14, 2022
OCTOBER 21, 2022	OCTOBER 28, 2022
NOVEMBER 4, 2022	NOVEMBER 11, 2022
NOVEMBER 18, 2022	NOVEMBER 23, 2022
DECEMBER 2, 2022	DECEMBER 9, 2022
DECEMBER 16, 2022	DECEMBER 23, 2022
DECEMBER 23, 2022	JANUARY 6, 2023
JANUARY 13, 2023	JANUARY 20, 2023
JANUARY 27, 2023	FEBRUARY 3, 2023
FEBRUARY 10, 2023	FEBRUARY 17, 2023
FEBRUARY 24, 2023	MARCH 3, 2023
MARCH 10, 2023	MARCH 17, 2023
MARCH 24, 2023	MARCH 31, 2023
APRIL 7, 2023	APRIL 14, 2023
APRIL 21, 2023	APRIL 28, 2023
MAY 5, 2023	MAY 12, 2023
MAY 19, 2023	MAY 26, 2023
JUNE 1, 2023	JUNE 8, 2023
JUNE 15, 2023	JUNE 22, 2023
JUNE 29, 2023	JULY 6, 2023



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DATE: March 11, 2022  
 TO: Sherrie Raulerson, Superintendent  
 FROM: M. Teri Ambrose, Executive Director for Support Services *MTA*  
 SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2022-2023

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

APR 04 2022

MIN BOOK # 79  
MIN BOOK PG # \_\_\_\_\_

Please request Board approval of the beginning and ending dates for the 2022-2023 fiscal year for employees working less than 12 months.

<u>POSITION</u>	<u>CONTRACT DAYS</u> <u>(INCLUDES PAID HOLIDAYS)</u>	<u>BEGINNING</u> <u>DATE</u>	<u>ENDING</u> <u>DATE</u>
*Instructional Assistants	187	08/09/22	05/25/23
Bus Drivers	186	08/10/22	05/25/23
Nutrition Services PT	186	08/10/22	05/25/23
**Nutrition Service Workers	191	08/05/22	05/26/23
**Nutrition Service Managers	193	08/04/22	05/30/23
10-Month Custodians	197	08/02/22	05/30/23
Library Aides	206	07/25/22	06/02/23
Guidance/Data Processors	216	07/18/22	06/09/23
Secretaries	216	07/18/22	06/09/23
Resource Officer	216	07/18/22	06/09/23

Employees working 186/187 days **do not** work teacher planning days: Oct. 17, Jan. 4, Mar. 17, nor teacher holidays: Sept. 5, Nov. 11, Nov. 21-25, Dec. 21-Jan. 3, Jan. 16, Feb. 20, Apr. 17-21, and May 29.

Employees working 197, 206, and 216 days **do** work teacher planning days but **do not** work teacher holidays: Sept. 5, Nov. 11, Nov. 21-25, Dec. 21-Jan. 3, Jan. 16, Feb. 20, Apr. 17-21, and May 29.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 5, Thanksgiving – Nov. 24, Christmas – December 26, New Years – Jan. 2, M.L. King Day – Jan. 16, and Memorial Day – May 29.

\*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 2021-2022 school year.

\*\*Nutrition Services Managers (193 days) and Nutrition Service Workers (191 days) work the planning day in January as per Bargaining Agreement (January 4, 2023).

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 2022-2023 school year.

Thank you for your assistance in this matter.

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**DISTRICT SCHOOL BOARD MEMBERS**

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DATE: March 11, 2022

TO: Sherrie Raulerson, Superintendent

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

SUBJECT: 2022-2023 240-Day Employee Work Schedule

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

APR 04 2022

MIN BOOK # 101  
MIN BOOK PG #     

*MTA*

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

July 1, 2022 through August 1, 2022 = 22 Days

August 2, 2022 through May 30, 2023 = 197 Days  
(Regular Teacher Schedule)

May 31, 2023 through June 28, 2023 = 21 Days

INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY JULY 4, 2022

LABOR DAY SEP. 5, 2022

VETERAN'S DAY NOV. 11, 2022

THANKSGIVING NOV. 24, 2022

M.L. KING DAY JAN. 16, 2023

PRESIDENT'S DAY FEB. 20, 2023

MEMORIAL DAY MAY 29, 2023

NON-INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY JULY 4, 2022

LABOR DAY SEP. 5, 2022

THANKSGIVING NOV. 24, 2022

CHRISTMAS DEC. 26, 2022

NEW YEAR'S DAY JAN. 2, 2023

M.L. KING DAY JAN. 16, 2023

MEMORIAL DAY MAY 29, 2023

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APR 04 2022

MIN BOOK # 291  
MIN BOOK PG # 1

DATE: March 11, 2022  
TO: Sherrie Raulerson, Superintendent  
FROM: M. Teri Ambrose, Executive Director for Support Services  
SUBJECT: 2022-2023 Holiday Calendar for Twelve Month Personnel

*MMA*

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

### 2022-23 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 4, 2022 Monday	Independence Day
1 Day	September 5, 2022 Monday	Labor Day
2 Days	November 24 and 25, 2022 Thursday and Friday	Thanksgiving
6 Days	December 26, 2022 through January 2, 2023 Monday – Monday	Christmas through New Years
2 Days	April 17 and 18, 2023 Monday and Tuesday	Spring Break
1 Day	May 29, 2023 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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