



# 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: MARCH 6, 2023  
MIN BK#: 40 MIN BK PAGE#: \_\_

DATE: February 22, 2023  
TO: Sherrie Raulerson, Superintendent  
FROM: Teri Ambrose, Executive Director for Support Services  
RE: 2023-2024 Payroll and Voucher Schedules, 2024-2025 Basic Payroll Schedule

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

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

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

**DISTRICT SCHOOL BOARD MEMBERS**

Tiffany McInarnay, District 1 🐾 Jack Baker Jr., District 2 🐾 Paula T. Barton, District 3 🐾 Mandi Canaday, District 4 🐾 Amanda Hodges, District 5

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**BAKER COUNTY DISTRICT SCHOOL BOARD**

2023-2024 PAYROLL SCHEDULE & TIMESHEET		Instructional Employees	12 Month Employees	Instructional Assistants	Bus Drivers	Part-time Nutrition Service	Nutrition Service Managers	Regular Nutrition Service	206 Day Employees	216 Day Employees	240 Day Employees	Payroll Due In Office By Close of Bus.	Payday	For Employee Groups
Total Checks		26	26	25	25	25	25	25	26	26	26			
JUL 01	JUL 05		2								2	JUL 05 ←	JUL 13	261, 240
JUL 06	JUL 19		10							1	10	JUL 19 ←	JUL 27	261, 240, 216
JUL 20	AUG 02	1	10						6	10	10	AUG 03	AUG 11	261, 240, 216, 206, 197
AUG 03	AUG 16	10	10	6	5	5	8	7	10	10	10	AUG 17	AUG 25	ALL
AUG 17	AUG 30	10	10	10	10	10	10	10	10	10	10	AUG 31	SEP 08	ALL
AUG 31	SEP 13	9	9	9	9	9	9	9	9	9	9	SEP 14	SEP 22	ALL
SEP 14	SEP 27	10	10	10	10	10	10	10	10	10	10	SEP 28	OCT 06	ALL
SEP 28	OCT 11	10	10	10	10	10	10	10	10	10	10	OCT 12	OCT 20	ALL
OCT 12	OCT 25	10	10	9	9	9	9	9	10	10	10	OCT 26	NOV 03	ALL
OCT 26	NOV 08	10	10	10	10	10	10	10	10	10	10	NOV 09	NOV 17	ALL
NOV 09	NOV 22	6	10	6	6	6	6	6	6	6	6	NOV 17 ←	DEC 01	ALL
NOV 23	DEC 06	8	8	8	8	8	8	8	8	8	8	DEC 07	DEC 15	ALL
DEC 07	DEC 20	10	10	10	10	10	10	10	10	10	10	DEC 15 ←	DEC 28	ALL
DEC 21	JAN 03	2	4	2	2	2	2	2	2	2	2	DEC 22 ←	JAN 12	ALL
JAN 04	JAN 17	7	10	6	6	6	7	7	7	7	7	JAN 18	JAN 26	ALL
JAN 18	JAN 31	10	10	10	10	10	10	10	10	10	10	FEB 01	FEB 09	ALL
FEB 01	FEB 14	10	10	10	10	10	10	10	10	10	10	FEB 15	FEB 23	ALL
FEB 15	FEB 28	9	10	9	9	9	9	9	9	9	9	FEB 29	MAR 08	ALL
FEB 29	MAR 13	10	10	10	10	10	10	10	10	10	10	MAR 14	MAR 22	ALL
MAR 14	MAR 27	5	8	4	4	4	4	4	5	5	5	MAR 28	APR 05	ALL
MAR 28	APR 10	10	10	10	10	10	10	10	10	10	10	APR 11	APR 19	ALL
APR 11	APR 24	10	10	10	10	10	10	10	10	10	10	APR 25	MAY 03	ALL
APR 25	MAY 08	10	10	10	10	10	10	10	10	10	10	MAY 09	MAY 17	ALL
MAY 09	MAY 22	10	10	10	10	10	10	10	10	10	10	MAY 23	MAY 31	+1-216; +3-206, 197, 193, 191, 187, 186
MAY 23	JUN 05	4	9	2	2	2	5	4	8	9	9	JUN 05 ←	JUN 13	ALL
JUN 06	JUN 28		17							4	16	JUN 19 ←	JUN 27	261, 240, 216
Work Days		191	247	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	260	187	186	186	193	191	206	216	240			

Teacher Paid Holidays (6)		
Labor Day	Sep	4
Veteran's Day	Nov	10
Thanksgiving	Nov	23
M.L. King Day	Jan	15
President's Day	Feb	19
Memorial Day	May	27

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NON-INSTRUCTIONAL Paid Holidays (6)		
Labor Day	Sep	4
Thanksgiving	Nov	23
Christmas	Dec	25
New Year's Day	Jan	1
M.L. King Day	Jan	15
Memorial Day	May	27

**BAKER COUNTY SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2023-2024**

CLOSE OUT DATE	CHECK DATE
JUNE 29, 2023	JULY 6, 2023
JULY 13, 2023	JULY 20, 2023
JULY 27, 2023	AUGUST 4, 2023
AUGUST 11, 2023	AUGUST 18, 2024
AUGUST 25, 2023	SEPTEMBER 1, 2023
SEPTEMBER 8, 2023	SEPTEMBER 15, 2023
SEPTEMBER 22, 2023	SEPTEMBER 29, 2023
OCTOBER 6, 2023	OCTOBER 13, 2023
OCTOBER 20, 2023	OCTOBER 27, 2023
NOVEMBER 3, 2023	NOVEMBER 10, 2023
NOVEMBER 17, 2023	NOVEMBER 22, 2023
DECEMBER 1, 2023	DECEMBER 8, 2023
DECEMBER 15, 2023	DECEMBER 22, 2023
DECEMBER 22, 2023	JANUARY 5, 2024
JANUARY 12, 2024	JANUARY 19, 2024
JANUARY 26, 2024	FEBRUARY 2, 2024
FEBRUARY 9, 2024	FEBRUARY 16, 2024
FEBRUARY 23, 2024	MARCH 1, 2024
MARCH 8, 2024	MARCH 15, 2024
MARCH 22, 2024	MARCH 29, 2024
APRIL 5, 2024	APRIL 12, 2024
APRIL 19, 2024	APRIL 26, 2024
MAY 3, 2024	MAY 10, 2024
MAY 17, 2024	MAY 24, 2024
MAY 30, 2024	JUNE 6, 2024
JUNE 13, 2024	JUNE 20, 2024
JUNE 27, 2024	JULY 3, 2024

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**BAKER COUNTY SCHOOL DISTRICT  
PAYROLL SCHEDULE  
2024-2025**

<b>PAY PERIOD START:</b>	<b>PAY PERIOD END:</b>	<b>PAY DATE:</b>
JULY 1, 2024	JULY 10, 2024	JULY 18, 2024
JULY 11, 2024	JULY 24, 2024	AUGUST 3, 2024
JULY 25, 2024	AUGUST 7, 2024	AUGUST 16, 2024
AUGUST 8, 2024	AUGUST 21, 2024	AUGUST 30, 2024
AUGUST 22, 2024	SEPTEMBER 4, 2024	SEPTEMBER 13, 2024
SEPTEMBER 5, 2024	SEPTEMBER 18, 2024	SEPTEMBER 27, 2024
SEPTEMBER 19, 2024	OCTOBER 2, 2024	OCTOBER 11, 2024
OCTOBER 3, 2024	OCTOBER 16, 2024	OCTOBER 25, 2024
OCTOBER 17, 2024	OCTOBER 30, 2024	NOVEMBER 8, 2024
OCTOBER 31, 2024	NOVEMBER 13, 2024	NOVEMBER 22, 2024
NOVEMBER 14, 2024	NOVEMBER 27, 2024	DECEMBER 6, 2024
NOVEMBER 28, 2024	DECEMBER 11, 2024	DECEMBER 20, 2024
DECEMBER 12, 2024	DECEMBER 25, 2024	JANUARY 3, 2025
DECEMBER 26, 2024	JANUARY 8, 2025	JANUARY 17, 2025
JANUARY 9, 2025	JANUARY 22, 2025	JANUARY 31, 2025
JANUARY 23, 2025	FEBRUARY 5, 2025	FEBRUARY 14, 2025
FEBRUARY 6, 2025	FEBRUARY 19, 2025	FEBRUARY 28, 2025
FEBRUARY 20, 2025	MARCH 5, 2025	MARCH 14, 2025
MARCH 6, 2025	MARCH 19, 2025	MARCH 28, 2025
MARCH 20, 2025	APRIL 2, 2025	APRIL 11, 2025
APRIL 3, 2025	APRIL 16, 2025	APRIL 25, 2025
APRIL 17, 2025	APRIL 30, 2025	MAY 9, 2025
MAY 1, 2025	MAY 14, 2025	MAY 23, 2025
MAY 15, 2025	MAY 28, 2025	JUNE 5, 2025
MAY 29, 2025	JUNE 11, 2025	JUNE 19, 2025
JUNE 12, 2025	JUNE 30, 2025	JUNE 26, 2025

**NOTE: EMPLOYEES MUST HAVE A MINIMUM OF THREE (3) PAID DAYS IN THEIR INITIAL PAY PERIOD TO RECEIVE A PAYCHECK THE CORRESPONDING PAY DATE.**

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DATE: February 22, 2023

TO: Sherrie Raulerson, Superintendent

FROM: Teri Ambrose, Executive Director for Support Services

RE: 2023-2024 Holiday Calendar for Twelve Month Personnel

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING:  
DATE: MARCH 6, 2023  
MIN BK#: 40 MIN BK PAGE#: \_\_\_\_\_

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

## 2023-24 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 4, 2023 Tuesday	Independence Day
1 Day	September 4, 2023 Monday	Labor Day
2 Days	November 23 and 24, 2023 Thursday and Friday	Thanksgiving
6 Days	December 25, 2023 through January 2, 2024 Monday – Monday	Christmas through New Years
2 Days	March 18 and 19, 2024 Monday and Tuesday	Spring Break
1 Day	May 27, 2024 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.

Thank you for your assistance in this matter.

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DATE: February 22, 2023

TO: Sherrie Raulerson, Superintendent

FROM: Teri Ambrose, Executive Director for Support Services

RE: 2023-2024 240-Day Employee Work Schedule

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING:

DATE: MARCH 6, 2023

MIN BK#: 40 MIN BK PAGE#: \_\_\_

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

July 1, 2023 through August 1, 2023 = 22 Days

August 2, 2023 through May 29, 2024 = 197 Days  
(Regular Teacher Schedule)

May 30, 2024 through June 27, 2024 = 21 Days

**INSTRUCTIONAL PAID HOLIDAYS**

**INDEPENDENCE DAY JULY 4, 2023**

**LABOR DAY SEP. 4, 2023**

**VETERAN'S DAY NOV. 10, 2023**

**THANKSGIVING NOV. 23, 2023**

**M.L. KING DAY JAN. 15, 2024**

**PRESIDENT'S DAY FEB. 19, 2024**

**MEMORIAL DAY MAY 27, 2024**

**NON-INSTRUCTIONAL PAID HOLIDAYS**

**INDEPENDENCE DAY JULY 4, 2023**

**LABOR DAY SEP. 4, 2023**

**THANKSGIVING NOV. 23, 2023**

**CHRISTMAS DEC. 25, 2023**

**NEW YEAR'S DAY JAN. 1, 2024**

**M.L. KING DAY JAN. 15, 2024**

**MEMORIAL DAY MAY 27, 2024**

Thank you for your assistance in this matter.

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Fax: (904) 259-2825

DATE: February 21, 2023

TO: Sherrie Raulerson, Superintendent

FROM: Teri Ambrose, Executive Director for Support Services

RE: Beginning and Ending Work Dates for Fiscal Year 2023-2024

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING:  
DATE: MARCH 6, 2023  
MIN BK#: 40 MIN BK PAGE#: \_\_\_\_\_

Please request Board approval of the beginning and ending dates for the 2023-2024 fiscal year for employees working less than 12 months.

<u>POSITION</u>	<u>CONTRACT DAYS (INCLUDES PAID HOLIDAYS)</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
*Instructional Assistants	187	08/09/23	05/24/24
Bus Drivers	186	08/10/23	05/24/24
Nutrition Services PT	186	08/10/23	05/24/24
**Nutrition Service Workers	191	08/08/23	05/29/24
**Nutrition Service Managers	193	08/07/23	05/30/24
10-Month Media Assistants	197	08/02/23	05/29/24
10-Month Custodians	197	08/02/23	05/29/24
Nutrition Services Area Coordinator	206	07/26/23	06/04/24
Guidance/Data Processors	216	07/19/23	06/11/24
Secretaries	216	07/19/23	06/11/24
Resource Officer	216	07/19/23	06/11/24

Employees working 186/187 days **do not** work teacher planning days: Oct. 16, Jan. 8, Mar. 15, nor teacher holidays: Sept. 4, Nov. 10, Nov. 20-24, Dec. 25-Jan. 5, Jan. 15, Feb. 19, Mar. 18-22, and May 27.

Employees working 197, 206, and 216 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, Mar. 18-22, and May 27.

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 27.

\*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 2022-2023 school year.

\*\*Nutrition Services Managers (193 days) and Nutrition Service Workers (191 days) work the planning day in January as per Bargaining Agreement (January 8, 2024).

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 2023-2024 school year.

Thank you for your assistance in this matter.

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