



Baker County Public Schools Support Services

Sherrie Raulerson
Superintendent of Schools
"Where Children Are First"



392 South Boulevard East
Macclenny, Florida 32068

Telephone: (904) 259-6251

www.baker.k12.fl.us

Fax: (904) 259-2825

DATE: June 6, 2013
TO: Sherrie Raulerson, Superintendent
FROM: Marcelle Richardson, Executive Director for Support Services *gmr*
SUBJECT: Revised Beginning and Ending Work Dates for Fiscal Year 2013-2014

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 6-17-2013
MIN. BK# 35
MIN BK PAGE # _____

Please request Board approval of the revised beginning and ending dates for the 2013-2014 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	08/20/13	06/05/14
Bus Drivers	180	08/21/13	06/05/14
*Nutrition Services PT	180	08/21/13	06/05/14
*Nutrition Service Workers	185	08/19/13	06/09/14
Nutrition Service Managers	187	08/16/13	06/10/14
Library Aides	200	08/08/13	06/16/14
Guidance/Data Processors	210	07/31/13	06/20/14
Secretary's	210	07/31/13	06/20/14
Resource Officer	210	07/31/13	06/20/14

Employees working 180/181 days **do not** work teacher planning nor inservice days: Oct 25, Jan 6, Jan 17, March 28, nor teacher holidays: Sept 2, Nov 11, Nov 27-29, Dec 23 - Jan 3, Jan 20, Feb 17, March 31-April 4, and May 26.

Employees working 200 days and 210 days **do** work teacher planning and inservice days but **do not** work teacher holidays: Sept 2, Nov 11, Nov 27-29, Dec 23 - Jan 3, Jan 20, Feb 17, March 31-April 4, and May 26.

All non-instructional employees have six (6) paid holidays: Labor Day - Sept 2, Thanksgiving - Nov 28, Christmas - Dec 25, New Years - Jan 1, M L King Day - Jan 20, and Memorial Day May 26.

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 2013-2014 school year.

*Nutrition Service Managers (187 days) & Nutrition Service Workers (185 days) work the inservice day in January as per Bargaining Agreement. (January 6, 2014)

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

Earl Dwight Crews
District 1

Richard Dean Griffis
District 2

Jesse D. Davis
District 3

Charlie M. Burnett, III
District 4

Patricia C. Weeks
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION