

Baker County Public Schools

270 South Boulevard East
Maccleddy, Florida 32063

Telephone: (904) 259-6251

www.baker.k12.fl.us

Fax: (904) 259-1387

Sherrie Raulerson
Superintendent of Schools
"Where Children Are First"



PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/11/16
MIN. BK# 36
MIN BK PAGE # _____

MEMORANDUM

DATE: April 27, 2016

TO: SHERRIE RAULERSON, SUPERINTENDENT OF SCHOOLS

FROM: MARCELLE RICHARDSON, EXECUTIVE DIRECTOR FOR
SUPPORT SERVICES

SUBJECT: 2016-2017 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: wr

"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

Paula T. Barton
District 3

Charlie M. Burnett, III
District 4

Patricia C. Weeks
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

BAKER COUNTY DISTRICT SCHOOL BOARD

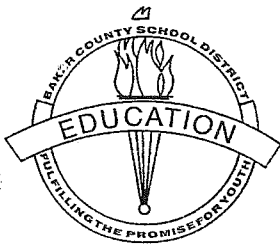
PRESENTED AND APPROVED
 IN OPEN BOARD MEETING
 DATE: 9/16/16
 MIN. BK# 34
 MIN BK PAGE #

2016-2017 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 A.M.	Payroll Due Out
Total Checks		26	26	25	25	25	25	25	26	26	26		
Jul 01	Jul 13		8								8	Jul 14	Jul 22
Jul 14	Jul 27		10							6	10	Jul 28	Aug 05
Jul 28	Aug 10	6	10	2	1	1	4	3	10	10	10	Aug 11	Aug 19
Aug 11	Aug 24	10	10	10	10	10	10	10	10	10	10	Aug 25	Sep 02
Aug 25	Sep 07	9	9	9	9	9	9	9	9	9	9	Sep 08	Sep 16
Sep 08	Sep 21	10	10	10	10	10	10	10	10	10	10	Sep 22	Sep 30
Sep 22	Oct 05	10	10	10	10	10	10	10	10	10	10	Oct 06	Oct 14
Oct 06	Oct 19	10	10	9	9	9	9	9	10	10	10	Oct 20	Oct 28
Oct 20	Nov 02	10	10	10	10	10	10	10	10	10	10	Nov 03	Nov 10
Nov 03	Nov 16	9	10	9	9	9	9	9	9	9	9	Nov 10	Nov 22
Nov 17	Nov 30	7	8	7	7	7	7	7	7	7	7	Nov 10	Nov 22
Dec 01	Dec 14	10	10	10	10	10	10	10	10	10	10	Dec 01	Dec 09
Dec 15	Dec 28	5	7	5	5	5	5	5	5	5	5	Dec 09	Dec 21
Dec 29	Jan 11	3	7	2	2	2	3	3	3	3	3	Dec 15	Dec 21
Jan 12	Jan 25	9	10	9	9	9	9	9	9	9	9	Jan 12	Jan 20
Jan 26	Feb 08	10	10	10	10	10	10	10	10	10	10	Jan 26	Feb 03
Feb 09	Feb 22	9	10	8	8	8	8	8	9	9	9	Feb 09	Feb 17
Feb 23	Mar 08	10	10	10	10	10	10	10	10	10	10	Feb 23	Mar 03
Mar 09	Mar 22	10	10	9	9	9	9	9	10	10	10	Mar 09	Mar 17
Mar 23	Apr 05	10	10	10	10	10	10	10	10	10	10	Mar 23	Mar 31
Apr 06	Apr 19	5	8	5	5	5	5	5	5	5	5	Mar 30	Apr 07
Apr 20	May 03	10	10	10	10	10	10	10	10	10	10	Apr 20	Apr 28
May 04	May 17	10	10	10	10	10	10	10	10	10	10	May 04	May 12
May 18	May 31	9	9	7	7	7	9	9	9	9	9	May 18	May 26
Jun 01	Jun 14		10				1	9	9	9	9	Jun 01	Jun 09
Jun 15	Jun 30		12						5	9	10	Jun 15	Jun 23
Work Days		191	248	181	180	180	187	185	200	210	233	Jun 22	June 30
Holidays		6	13	6	6	6	6	6	6	6	7		
Total Days		197	261	187	186	186	193	191	206	216	240		

Jan. 9th is a clean up
 day for SFS Mgrs. &
 Assistants

Teacher paid Holidays (6)			
Labor Day	Sept	5	
Veteran's Day	Nov	11	
Thanksgiving	Nov.	24	
M.L. King Day	Jan.	16	
President's Day	Feb.	20	
Memorial Day	May	29	

NON-INSTRUCTIONAL PD HOLIDAYS (6)			
Labor Day	Sept	5	
Thanksgiving	Nov	24	
Christmas	Dec	26	
New Years Day	Jan	2	
M.L. King Day	Jan	16	
Memorial Day	May	29	



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Sherrie Raulerson
Superintendent of Schools
"Where Children Are First!"



DATE: APRIL 27, 2016
TO: Sherrie Raulerson, Superintendent
FROM: Marcelle Richardson, Executive Director for Support Services
SUBJECT: Beginning and Ending Work Dates For Fiscal Year 2016-2017

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/14/16
MIN. BK# 34
MIN BK PAGE # _____

Please request Board approval of the beginning and ending dates for the 2016-2017 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	08/09/16	05/26/17
Bus Drivers	180	08/10/16	05/26/17
**Nutrition Services PT	180	08/10/16	05/26/17
**Nutrition Service Workers	185	08/08/16	05/31/17
Nutrition Service Managers	187	08/05/16	06/01/17
Library Aides	200	07/28/16	06/07/17
Guidance/Data Processors	210	07/20/16	06/13/17
Secretaries	210	07/20/16	06/13/17
Resource Officer	210	07/20/16	06/13/17

Employees working 180/181 days **do not** work teacher planning days: Oct 14, Jan 09, March 17, nor teacher holidays: Sept. 5, Nov. 11, Nov. 23 –25, Dec. 22 –Jan. 6, Jan. 16, Feb. 20, April 10-April 14, and May 29.

Employees working 200 days and 210 days **do** work teacher planning days but **do not** work teacher holidays: Sept 5, Nov 11, Nov 23–25, Dec. 22– Jan. 6, Jan 16, Feb 20, April 10-April 14, and May 29.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 5, Thanksgiving – Nov 24, Christmas – Dec 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 2015-2016 school year.

**Nutrition Service Managers (187 days) & Nutrition Service Workers (185 days) work the in-service day in January as per Bargaining Agreement. (January 9, 2017)

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 2016-2017 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

Earl Dwight Crews
District 1

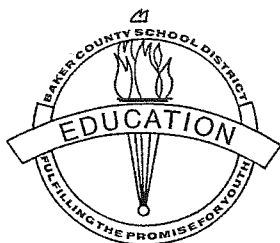
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Baker County Public Schools Support Services

Sherrie Raulerson
Superintendent of Schools
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MEMORANDUM

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/20/16
MIN. BK# 34
MIN BK PAGE # _____

DATE: MAY 20, 2016
TO: SHERRIE RAULERSON, SUPERINTENDENT
FROM: MARCELLE RICHARDSON, EXECUTIVE DIRECTOR FOR
SUPPORT SERVICES
SUBJECT: 2016-2017 240-DAYS EMPLOYEE WORK SCHEDULE

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

July 01, 2016 thru August 02, 2016 = 23 Days

August 03, 2016 thru May 31, 2017 = 197 Days
(Regular Teacher Schedule)

June 01, 2017 thru June 28, 2017 = 20 Days

PAID HOLIDAYS

INDEPENDENCE DAY	JULY 4, 2016
LABOR DAY	SEPT. 5, 2016
VETERAN'S DAY	NOV. 11, 2016
THANKSGIVING	NOV. 24, 2016
M. L. KING DAY	JAN. 16, 2017
PRESIDENT'S DAY	FEB. 20, 2017
MEMORIAL DAY	MAY 29, 2017

Thank you for your assistance in this matter. Please call me if you have any questions.

240DAYEMPLOY06

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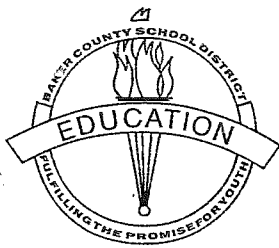
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Sherrie Raulerson
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DATE: April 27, 2016
TO: Sherrie Raulerson, Superintendent
FROM: Marcelle Richardson, Executive Director for Support Services
SUBJECT: 2016-2017 Holiday Calendar for Twelve-Month Personnel

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 5/16/16
MIN. BK# 30
MIN BK PAGE # _____

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

2016-2017 HOLIDAY CALENDAR FOR TWELVE-MONTH PERSONNEL

1 Day	July 4, 2016 Monday	Independence Day
1 Day	September 5, 2016 Monday	Labor Day
2 Days	November 24 & 25, 2016 Thursday and Friday	Thanksgiving
6 Days	December 26, 2016 thru January 2, 2017 Monday-Monday	Christmas thru New Years
2 Days	April 10 and 11, 2017 Monday and Tuesday	Spring Break
1 Day	May 29, 2017 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 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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**BAKER COUNTY SCHOOL DISTRICT
ACCOUNTS PAYABLE VOUCHER SCHEDULE
2016 – 2017**

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 6/16/16
MIN. BK# 34
MIN BK PAGE # _____

CLOSE OUT DATE	CHECK DATE
JULY 7, 2016	JULY 14, 2016
JULY 21, 2016	JULY 28, 2016
AUGUST 5, 2016	AUGUST 12, 2016
AUGUST 19, 2016	AUGUST 26, 2016
SEPTEMBER 2, 2016	SEPTEMBER 9, 2016
SEPTEMBER 16, 2016	SEPTEMBER 23, 2016
SEPTEMBER 30, 2016	OCTOBER 7, 2016
OCTOBER 14, 2016	OCTOBER 21, 2016
OCTOBER 28, 2016	NOVEMBER 4, 2016
NOVEMBER 11, 2016	NOVEMBER 18, 2016
NOVEMBER 23, 2016	DECEMBER 2, 2016
DECEMBER 9, 2016	DECEMBER 16, 2016
DECEMBER 16, 2016	DECEMBER 23, 2016
JANUARY 9, 2017	JANUARY 13, 2017
JANUARY 20, 2017	JANUARY 27, 2017
FEBRUARY 3, 2017	FEBRUARY 10, 2017
FEBRUARY 17, 2017	FEBRUARY 24, 2017
MARCH 3, 2017	MARCH 10, 2017
MARCH 17, 2017	MARCH 24, 2017
MARCH 31, 2017	APRIL 7, 2017
APRIL 17, 2017	APRIL 21, 2017
APRIL 28, 2017	MAY 5, 2017
MAY 12, 2017	MAY 19, 2017
MAY 26, 2017	JUNE 2, 2017
JUNE 9, 2017	JUNE 16, 2017
JUNE 23, 2017	JUNE 30, 2017
JUNE 30, 2017	JULY 6, 2017