



# 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](http://www.bakerk12.org)

Fax: (904) 259-2825

DATE: April 3, 2024  
TO: Sherrie Raulerson, Superintendent  
FROM: Teri Ambrose, Executive Director for Support Services  
RE: 2024-2025 Payroll and Voucher Schedules

Presented and Board Approved  
in Open Board Meeting

April 15, 2024

Min Book #40

Min Book PG # \_\_\_\_\_

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

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

# BAKER COUNTY DISTRICT SCHOOL BOARD

## 2024-2025

### NON-INSTRUCTIONAL

2024-2025 PAYROLL SCHEDULE		186 Day Non-Instructional	187 Day Non-Instructional	191 Day Non-Instructional	193 Day Non-Instructional	197 Day Non-Instructional	206 Day Non-Instructional	216 Day Non-Instructional	240 Day Non-Instructional	261 Day Non-Instructional	Payroll Due In Office By Close of Bus.	Payday	For Employee Groups
Total Checks		25	25	25	25	26	26	26	26	26			
JUL 1	JUL 10								7	7	JUL 10 ←	JUL 18	261, 240
JUL 11	JUL 24							4	10	10	JUL 24 ←	AUG 02	261, 240, 216
JUL 25	AUG 07					4	9	10	10	10	AUG 08	AUG 16	261, 240, 216, 206, 197
AUG 08	AUG 21	8	9	10	11	10	10	10	10	10	AUG 22	AUG 30	ALL
AUG 22	SEP 04	9	9	9	9	9	9	9	9	9	SEPT 5	SEP 13	ALL
SEP 05	SEP 18	10	10	10	10	10	10	10	10	10	SEPT 19	SEP 27	ALL
SEP 19	OCT 02	10	10	10	10	10	10	10	10	10	OCT 3	OCT 11	ALL
OCT 03	OCT 16	10	10	10	10	10	10	10	10	10	OCT 17	OCT 25	ALL
OCT 17	OCT 30	9	9	9	9	10	10	10	10	10	OCT 31	NOV 08	ALL
OCT 31	NOV 13	9	9	9	9	9	9	9	9	10	NOV 14	NOV 22	ALL
NOV 14	NOV 27	7	7	7	7	7	7	7	7	10	NOV 27 ←	DEC 06	ALL
NOV 28	DEC 11	8	8	8	8	8	8	8	8	8	DEC 12	DEC 20	ALL
DEC 12	DEC 25	7	7	7	7	7	7	7	7	9	DEC 18 ←	JAN 03	ALL
DEC 26	JAN 08	2	2	3	3	3	3	3	3	5	JAN 9 ←	JAN 17	ALL
JAN 09	JAN 22	9	9	9	9	9	9	9	9	10	JAN 23	JAN 31	ALL
JAN 23	FEB 05	10	10	10	10	10	10	10	10	10	FEB 6	FEB 14	ALL
FEB 06	FEB 19	9	9	9	9	9	9	9	9	10	FEB 20	FEB 28	ALL
FEB 20	MAR 05	10	10	10	10	10	10	10	10	10	MAR 6	MAR 14	ALL
MAR 06	MAR 19	7	7	7	7	7	7	7	7	10	MAR 14 ←	MAR 28	ALL
MAR 20	APR 02	7	7	7	7	8	8	8	8	10	APR 3	APR 11	ALL
APR 03	APR 16	10	10	10	10	10	10	10	10	10	APR 17	APR 25	ALL
APR 17	APR 30	10	10	10	10	10	10	10	10	8	MAY 01	MAY 09	ALL
MAY 01	MAY 14	10	10	10	10	10	10	10	10	10	MAY 15	MAY 23	ALL
MAY 15	MAY 28	9	9	9	9	9	9	9	9	9	MAY 29	JUN 05	+1 216; +3 206, 197, 193, 191,+4 187, 186
MAY 29	JUN 11			2	3	2	6	10	10	10	JUN 11 ←	JUN 19	261, 240, 216, 206, 197, 193, 191
JUN 12	JUN 30							1	11	13	JUN 18 ←	JUN 26	261, 240, 216
Work Days		180	181	185	187	191	200	210	233	248	Arrows Indicate Early Dates ←		
Holidays		6	6	6	6	6	6	6	7	13			
Total Days		186	187	191	193	197	206	216	240	261			

Non-Instructional Paid Holidays (6)		
Labor Day	Sep	2
Thanksgiving	Nov	28
Christmas	Dec	25
New Year's Day	Jan	1
M.L. King Day	Jan	20
Memorial Day	May	26

DAYS TO WORK FOR SPRING BREAK (261)  
AND CHRISTMAS (240) TO BE DETERMINED  
BY CALENDAR APPROVAL

Presented and Board Approved  
in Open Board Meeting  
May 6, 2024  
Min Book #40  
Min Book PG # \_\_\_\_\_

Revised 05/06/2024

# BAKER COUNTY DISTRICT SCHOOL BOARD

## 2024-2025

### INSTRUCTIONAL

2024-2025 PAYROLL SCHEDULE		197 Day Instructional	216 Day Instructional	240 Day Instructional	261 Day Instructional	Payroll Due In Office By Close of Bus.	Payday	For Employee Groups
Total Checks		26	26	26	26			
JUL 1	JUL 10			7	7	JUL 10 ←	JUL 18	261, 240
JUL 11	JUL 24		4	10	10	JUL 24 ←	AUG 02	261, 240, 216
JUL 25	AUG 07	4	10	10	10	AUG 08	AUG 16	ALL
AUG 08	AUG 21	10	10	10	10	AUG 22	AUG 30	ALL
AUG 22	SEP 04	9	9	9	9	SEPT 5	SEP 13	ALL
SEP 05	SEP 18	10	10	10	10	SEPT 19	SEP 27	ALL
SEP 19	OCT 02	10	10	10	10	OCT 3	OCT 11	ALL
OCT 03	OCT 16	10	10	10	10	OCT 17	OCT 25	ALL
OCT 17	OCT 30	10	10	10	10	OCT 31	NOV 08	ALL
OCT 31	NOV 13	9	9	9	10	NOV 14	NOV 22	ALL
NOV 14	NOV 27	7	7	7	10	NOV 27 ←	DEC 06	ALL
NOV 28	DEC 11	8	8	8	8	DEC 12	DEC 20	ALL
DEC 12	DEC 25	7	7	7	9	DEC 18 ←	JAN 03	ALL
DEC 26	JAN 08	3	3	3	5	JAN 9 ←	JAN 17	ALL
JAN 09	JAN 22	9	9	9	10	JAN 23	JAN 31	ALL
JAN 23	FEB 05	10	10	10	10	FEB 6	FEB 14	ALL
FEB 06	FEB 19	9	9	9	10	FEB 20	FEB 28	ALL
FEB 20	MAR 05	10	10	10	10	MAR 6	MAR 14	ALL
MAR 06	MAR 19	7	7	7	10	MAR 14 ←	MAR 28	ALL
MAR 20	APR 02	8	8	8	10	APR 3	APR 11	ALL
APR 03	APR 16	10	10	10	10	APR 17	APR 25	ALL
APR 17	APR 30	10	10	10	8	MAY 01	MAY 09	ALL
MAY 01	MAY 14	10	10	10	10	MAY 15	MAY 23	ALL
MAY 15	MAY 28	9	9	9	9	MAY 29	JUN 05	+1 216, +3 197
MAY 29	JUN 11	2	10	10	10	JUN 11 ←	JUN 19	ALL
JUN 12	JUN 30		1	11	13	JUN 18 ←	JUN 26	261, 240, 216
Work Days		191	210	233	248	Arrows Indicate <b>Early Dates</b> ←		
Holidays		6	6	7	13			
Total Days		197	216	240	261			

Teacher Paid Holidays (6)		
Labor Day	Sep	2
Veteran's Day	Nov	11
Thanksgiving	Nov	28
M.L. King Day	Jan	20
President's Day	Feb	17
Memorial Day	May	26

DAYS TO WORK FOR SPRING BREAK (261)  
AND CHRISTMAS (240) TO BE DETERMINED  
BY CALENDAR APPROVAL

Presented and Board Approved  
in Open Board Meeting  
May 6, 2024  
Min Book #40  
Min Book PG # \_\_\_\_\_



**BAKER COUNTY SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2024-2025**

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

Presented and Board Approved  
in Open Board Meeting  
April 15, 2024  
Min Book #40  
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# Baker County Public Schools



**Sherrie Raulerson, Superintendent of Schools**

**270 South Boulevard East, Macclenny, Florida 32063**

Telephone: (904) 259-6251

www.bakerk12.org

Fax: (904) 259-1387

DATE: April 3, 2024

TO: Sherrie Raulerson, Superintendent

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

SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2024-2025

Presented and Board Approved  
in Open Board Meeting  
April 15, 2024  
Min Book #40  
Min Book PG # \_\_\_

Please request Board approval of the beginning and ending dates for the 2024-2025 fiscal year for employees working less than 240-day contracts.

<u>POSITION</u>	<u>CONTRACT DAYS (INCLUDES PAID HOLIDAYS)</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
*Instructional Assistants	187	08/09/24	05/28/25
Bus Drivers	186	08/12/24	05/28/25
Nutrition Services PT	186	08/12/24	05/28/25
**Nutrition Service Workers	191	08/08/24	05/30/25
**Nutrition Service Managers	193	08/07/24	06/02/25
10-Month Media Assistants	197	08/02/24	05/30/25
10-Month Custodians	197	08/02/24	05/30/25
***Nutrition Services Area Coordinator	206	07/25/24	06/05/25
***Guidance/Data Processors	216	07/18/24	06/12/25
***Secretaries	216	07/18/24	06/12/25
***Resource Officer	216	07/18/24	06/12/25

Employees working 186/187 days **do not** work teacher planning days: Oct. 18, Jan. 6, Mar. 24, nor teacher holidays: Sept. 2, Nov. 11, Nov. 25-29, Dec. 23-Jan. 3, Jan. 20, Feb. 17, Mar. 17-21, and May 26.

Employees working 197, 206, and 216 days **do** work teacher planning days but **do not** work teacher holidays: Sept. 2, Nov. 11, Nov. 25-29, Dec. 23-Jan. 3, Jan. 20, Feb. 17, Mar. 17-21, and May 26.

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

\*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 2024-2025 school year.

\*\*Nutrition Services Managers (193 days) and Nutrition Service Workers (191 days) work the planning day in January as per Bargaining Agreement (January 6, 2025).

\*\*\*Skyward date **does not** reflect the district schedule during summer (Closed Fridays) for 206 and 216 employees.

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 2024-2025 school year.

### DISTRICT SCHOOL BOARD MEMBERS

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Fax: (904) 259-1387

DATE: April 3, 2024

TO: Sherrie Raulerson, Superintendent

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

SUBJECT: 2024-2025 240-Day Employee Work Schedule

Presented and Board Approved  
 in Open Board Meeting  
 April 15, 2024  
 Min Book #40  
 Min Book PG # \_\_\_\_\_

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

July 1, 2024 through August 1, 2024 = 24 Days

August 2, 2024 through May 30, 2025 = 197 Days  
 (Regular Teacher Schedule)

June 2, 2025 through June 26, 2025 = 19 Days

**INSTRUCTIONAL PAID HOLIDAYS**

**INDEPENDENCE DAY**      **JULY 4, 2024**  
**LABOR DAY**                **SEP. 2, 2024**  
**VETERAN'S DAY**         **NOV. 11, 2024**  
**THANKSGIVING**         **NOV. 28, 2024**  
**M.L. KING DAY**         **JAN. 20, 2025**  
**PRESIDENT'S DAY**      **FEB. 17, 2025**  
**MEMORIAL DAY**         **MAY 26, 2025**

**NON-INSTRUCTIONAL PAID HOLIDAYS**

**INDEPENDENCE DAY**      **JULY 4, 2024**  
**LABOR DAY**                **SEP. 2, 2024**  
**THANKSGIVING**         **NOV. 28, 2024**  
**CHRISTMAS**               **DEC. 25, 2024**  
**NEW YEAR'S DAY**        **JAN. 1, 2025**  
**M.L. KING DAY**         **JAN. 20, 2025**  
**MEMORIAL DAY**         **MAY 26, 2025**

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

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DATE: April 3, 2024

TO: Sherrie Raulerson, Superintendent

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

SUBJECT: 2024-2025 Holiday Calendar for Twelve Month Personnel

Presented and Board Approved  
in Open Board Meeting  
April 15, 2024  
Min Book #40  
Min Book PG # \_\_\_\_\_

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

## 2024-25 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 4, 2024 Thursday	Independence Day
1 Day	September 2, 2024 Monday	Labor Day
2 Days	November 28 and 29, 2024 Thursday and Friday	Thanksgiving
6 Days	December 25, 2024 through January 1, 2025 Wednesday – Wednesday	Christmas through New Years
2 Days	March 17 and 18, 2025 Monday and Tuesday	Spring Break
1 Day	May 26, 2025 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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