



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



MEMORANDUM

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 4/20/2020
MIN BK# 58 MIN BK PAGE#

DATE: March 20, 2020

TO: Sherrie Raulerson, Superintendent of Schools

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

SUBJECT: 2020-2021 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 McNarnay, District 1 🐾 Richard Dean Griffis, District 2 🐾 Paula T. Barton, District 3 🐾 Charlie M. Burnett, III, District 4 🐾 Patricia C. Weeks, District 5

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BAKER COUNTY DISTRICT SCHOOL BOARD

2020-2021 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 AM	Payroll Due Out
Total Checks		26	26	25	25	25	25	25	26	26	26		
Jul 01	Jul 08		5									Jul 8	Jul 16
Jul 09	Jul 22		10							5		Jul 22	Jul 31
Jul 23	Aug 05	4	10	0	0	0	1	0	10	10	10	Aug 06	Aug 14
Aug 06	Aug 19	10	10	9	8	8	10	10	10	10	10	Aug 22	Aug 30
Aug 20	Sep 02	10	10	10	10	10	10	10	10	10	10	Sep 03	Sep 11
Sep 03	Sep 16	9	9	9	9	9	9	9	9	9	9	Sep 17	Sep 25
Sep 17	Sep 30	10	10	10	10	10	10	10	10	10	10	Oct 01	Oct 09
Oct 01	Oct 14	10	10	10	10	10	10	10	10	10	10	Oct 15	Oct 23
Oct 15	Oct 28	10	10	9	9	9	9	9	10	10	10	Oct 29	Nov 06
Oct 29	Nov 11	9	10	9	9	9	9	9	9	9	9	Nov 12	Nov 20
Nov 12	Nov 25	7	10	7	7	7	7	7	7	7	7	Nov 20	Dec 04
Nov 26	Dec 9	8	8	8	8	8	8	8	8	8	8	Dec 10	Dec 18
Dec 10	Dec 23	7	10	7	7	7	7	7	7	7	7	Dec 16	Dec 31
Dec 24	Jan 06	3	4	2	2	2	3	3	3	3	3	Jan 07	Jan 15
Jan 07	Jan 20	9	10	9	9	9	9	9	9	9	9	Jan 21	Jan 29
Jan 21	Feb 03	10	10	10	10	10	10	10	10	10	10	Feb 04	Feb 12
Feb 04	Feb 17	9	10	9	9	9	9	9	9	9	9	Feb 18	Feb 26
Feb 18	Mar 03	10	10	10	10	10	10	10	10	10	10	Mar 04	Mar 12
Mar 04	Mar 17	10	10	10	10	10	10	10	10	10	10	Mar 18	Mar 26
Mar 18	Mar 31	5	8	4	4	4	4	4	5	5	5	Apr 01	Apr 9
Apr 01	Apr 14	9	10	9	9	9	9	9	9	9	9	Apr 15	Apr 23
Apr 15	Apr 28	10	10	10	10	10	10	10	10	10	10	Apr 29	May 07
Apr 29	May 12	10	10	10	10	10	10	10	10	10	10	May 13	May 21
May 13	May 26* **	12	9	10	10	10	13	12	9	9	9	May 27	Jun 03
May 27	Jun 09	*	10				**	*	6	11	10	Jun 09	Jun 17
Jun 10	Jun 30		15								14	Jun 24	Jun 30
Work Days		191	248	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	261	187	186	186	193	191	206	216	240	Extra Checks Paid May 21st	

Teacher Paid Holidays (6)		
Labor Day	Sept	7
Veteran's Day	Nov	11
Thanksgiving	Nov	26
M.L. King Day	Jan	18
President's Day	Feb	15
Memorial Day	May	31

* 197 Employees & Regular SFS
5/27-28/21 included
in 5/13-5/26/21 payroll
**Nutrition Services Managers
5/27-6/1/21 included
in 5/14-5/26/21 payroll

NON-INSTRUCTIONAL Paid Holidays (6)		
Labor Day	Sept	7
Thanksgiving	Nov	26
Christmas	Dec	25
New Year's Day	Jan	1
M.L. King Day	Jan	18
Memorial Day	May	31

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 4/14/2020
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**BAKER COUNTY SCHOOL DISTRICT
ACCOUNTS PAYABLE VOUCHER SCHEDULE
2020-2021**

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 4/30/2020
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CLOSE OUT DATE	CHECK DATE
JULY 2, 2020	JULY 9, 2020
JULY 16, 2020	JULY 23, 2020
JULY 31, 2020	AUGUST 7, 2020
AUGUST 14, 2020	AUGUST 21, 2020
AUGUST 28, 2020	SEPTEMBER 4, 2020
SEPTEMBER 11, 2020	SEPTEMBER 18, 2020
SEPTEMBER 25, 2020	OCTOBER 2, 2020
OCTOBER 9, 2020	OCTOBER 16, 2020
OCTOBER 23, 2020	OCTOBER 30, 2020
NOVEMBER 6, 2020	NOVEMBER 13, 2020
NOVEMBER 20, 2020	NOVEMBER 25, 2020
DECEMBER 4, 2020	DECEMBER 11, 2020
DECEMBER 18, 2020	DECEMBER 23, 2020
JANUARY 4, 2021	JANUARY 8, 2021
JANUARY 15, 2021	JANUARY 22, 2021
JANUARY 29, 2021	FEBRUARY 5, 2021
FEBRUARY 12, 2021	FEBRUARY 19, 2021
FEBRUARY 26, 2021	MARCH 5, 2021
MARCH 12, 2021	MARCH 19, 2021
MARCH 26, 2021	APRIL 2, 2021
APRIL 9, 2021	APRIL 16, 2021
APRIL 23, 2021	APRIL 30, 2021
MAY 7, 2021	MAY 14, 2021
MAY 21, 2021	MAY 28, 2021
JUNE 3, 2021	JUNE 10, 2021
JUNE 17, 2021	JUNE 24, 2021
JUNE 30, 2021	JULY 8, 2021



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DATE: March 20, 2020

TO: Sherrie Raulerson, Superintendent

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

SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2020-2021

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 4/20/2020
MIN. BK PAGE# 38

Please request Board approval of the beginning and ending dates for the 2020-2021 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	08/07/20	05/26/21
Bus Drivers	180	08/10/20	05/26/21
Nutrition Services PT	180	08/10/20	05/26/21
**Nutrition Service Workers	185	08/06/20	05/31/21
**Nutrition Service Managers	187	08/05/20	06/01/21
Library Aides	200	07/24/20	06/04/21
Guidance/Data Processors	210	07/16/20	06/10/21
Secretaries	210	07/16/20	06/10/21
Resource Officer	210	07/16/20	06/10/21

Employees working 180/181 days do not work teacher planning days: Oct. 16, Jan. 4, Mar. 19, nor teacher holidays: Sept. 7, Nov. 11, Nov. 23-27, Dec. 21-Jan. 1, Jan. 18, Feb. 15, Mar. 22-26, and May 31.

Employees working 200 days and 210 days do work teacher planning days but do not work teacher holidays: Sept. 7, Nov. 11, Nov. 23-27, Dec. 21-Jan. 1, Jan. 18, Feb. 15, March 22-26, and May 31.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 7, Thanksgiving – Nov. 26, Christmas – December 25, New Years – Jan. 1, M.L. King Day – Jan. 18, and Memorial Day – May 31.

*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 2019-2020 school year.

**Nutrition Services Managers (187 days) and Nutrition Service Workers (185 days) work the planning day in January as per Bargaining Agreement (January 4, 2021).

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 2020-2021 school year.

Thank you for your assistance in this matter.

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DATE: March 20, 2020
TO: Sherrie Raulerson, Superintendent
FROM: M. Teri Ambrose, Executive Director for Support Services
SUBJECT: 2020-2021 240-Day Employee Work Schedule

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 4/20/2020
MIN BK= 38 MIN.BK PAGE#

MJA

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

July 1, 2020 through July 30, 2020 = 22 Days
July 31, 2020 through May 31, 2021 = 197 Days
(Regular Teacher Schedule)
June 1, 2021 through June 29, 2021 = 21 Days

INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 2, 2020
LABOR DAY	SEPT. 7, 2020
VETERAN'S DAY	NOV. 11, 2020
THANKSGIVING	NOV. 26, 2020
M.L. KING DAY	JAN. 18, 2021
PRESIDENT'S DAY	FEB. 15, 2021
MEMORIAL DAY	MAY 31, 2021

NON-INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 2, 2020
LABOR DAY	SEPT. 7, 2020
THANKSGIVING	NOV. 26, 2020
CHRISTMAS	DEC. 25, 2020
NEW YEAR'S DAY	JAN. 1, 2021
M.L. KING DAY	JAN. 18, 2021
MEMORIAL DAY	MAY 31, 2021

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DATE: March 20, 2020
TO: Sherrie Raulerson, Superintendent
FROM: M. Teri Ambrose, Executive Director for Support Services
SUBJECT: 2020-2021 Holiday Calendar for Twelve Month Personnel

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DATE: 4/20/2020
MIN.BK# 38 MIN.BK PAGE#

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

2020-21 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 2, 2020 Thursday	Independence Day
1 Day	September 7, 2020 Monday	Labor Day
2 Days	November 26 and 27, 2020 Thursday and Friday	Thanksgiving
6 Days	December 25, 2020 through January 1, 2021 Friday – Friday	Christmas through New Years
2 Days	March 22 and 23, 2021 Monday and Tuesday	Spring Break
1 Day	May 31, 2021 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.

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