



# 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: 5/6/2019  
MIN. BK# 38 MIN. BK PAGE#

DATE: March 27, 2019, 2018

TO: Sherrie Raulerson, Superintendent of Schools

FROM: Marcelle Richardson, Executive Director for Support Services

SUBJECT: 2019-2020 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:tl

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

### DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay, 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 SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2019-2020**

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/6/2019  
M.N.BK# 38 MIN.BK PAGE#       

CLOSE OUT DATE	CHECK DATE
JULY 3, 2019	JULY 11, 2019
JULY 18, 2019	JULY 25, 2019
AUGUST 2, 2019	AUGUST 9, 2019
AUGUST 16, 2019	AUGUST 23, 2019
AUGUST 30, 2019	SEPTEMBER 6, 2019
SEPTEMBER 13, 2019	SEPTEMBER 20, 2019
SEPTEMBER 27, 2019	OCTOBER 4, 2019
OCTOBER 11, 2019	OCTOBER 18, 2019
OCTOBER 25, 2019	NOVEMBER 1, 2019
NOVEMBER 8, 2019	NOVEMBER 15, 2019
NOVEMBER 22, 2019	DECEMBER 2, 2019
DECEMBER 6, 2019	DECEMBER 13, 2019
DECEMBER 13, 2019	DECEMBER 20, 2019
JANUARY 3, 2020	JANUARY 10, 2020
JANUARY 17, 2020	JANUARY 24, 2020
JANUARY 31, 2020	FEBRUARY 7, 2020
FEBRUARY 14, 2020	FEBRUARY 21, 2020
FEBRUARY 28, 2020	MARCH 6, 2020
MARCH 13, 2020	MARCH 20, 2020
MARCH 27, 2020	APRIL 3, 2020
APRIL 10, 2020	APRIL 17, 2020
APRIL 24, 2020	MAY 1, 2020
MAY 8, 2020	MAY 15, 2020
MAY 22, 2020	MAY 28, 2020
JUNE 4, 2020	JUNE 11, 2020
JUNE 18, 2020	JUNE 25, 2020
JUNE 30, 2020	JULY 9, 2020

# BAKER COUNTY DISTRICT SCHOOL BOARD

2019-2020 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	26	25	25	25	25	25	26	26	26		
Jul 01	Jul 10		7								7	Jul 10	Jul 19
Jul 11	Jul 24		10							4	10	Jul 24	Aug 02
Jul 25	Aug 07	4	10	0	0	0	1	0	9	10	10	Aug 08	Aug 16
Aug 08	Aug 21	10	10	9	8	8	10	10	10	10	10	Aug 22	Aug 30
Aug 22	Sep 04	9	9	9	9	9	9	9	9	9	9	Sep 05	Sep 13
Sep 05	Sep 18	10	10	10	10	10	10	10	10	10	10	Sep 19	Sep 27
Sep 19	Oct 02	10	10	10	10	10	10	10	10	10	10	Oct 03	Oct 11
Oct 03	Oct 16	10	10	10	10	10	10	10	10	10	10	Oct 17	Oct 25
Oct 17	Oct 30	10	10	9	9	9	9	9	10	10	10	Oct 31	Nov 08
Oct 31	Nov 13	9	10	9	9	9	9	9	9	9	9	Nov 14	Nov 22
Nov 14	Nov 27	7	10	7	7	7	7	7	7	7	7	Nov 22	Dec 06
Nov 28	Dec 11	8	8	8	8	8	8	8	8	8	8	Dec 12	Dec 20
Dec 12	Dec 25	7	9	7	7	7	7	7	7	7	7	Dec 18	Jan 03
Dec 26	Jan 08	3	5	2	2	2	3	3	3	3	3	Jan 09	Jan 17
Jan 09	Jan 22	9	10	9	9	9	9	9	9	9	9	Jan 23	Jan 31
Jan 23	Feb 05	10	10	10	10	10	10	10	10	10	10	Feb 06	Feb 14
Feb 06	Feb 19	9	10	9	9	9	9	9	9	9	9	Feb 20	Feb 28
Feb 20	Mar 04	10	10	10	10	10	10	10	10	10	10	Mar 05	Mar 13
Mar 05	Mar 18	10	10	9	9	9	9	9	10	10	10	Mar 19	Mar 27
Mar 19	Apr 01	10	10	10	10	10	10	10	10	10	10	Apr 02	Apr 10
Apr 02	Apr 15	7	7	7	7	7	7	7	7	7	7	Apr 10	Apr 24
Apr 16	Apr 29	8	10	8	8	8	8	8	8	8	8	Apr 30	May 08
Apr 30	May 13	10	10	10	10	10	10	10	10	10	10	May 14	May 22
May 14	May 27***	11	9	9	9	9	12	11	9	9	9	May 28	Jun 05
May 28	Jun 10	*	10				**	*	6	11	10	Jun 10	Jun 19
Jun 11	Jun 30		14								11	Jun 24	Jun 30
Work Days		191	248	181	180	180	187	185	200	210	233	Arrows Indicate Early Dates ← Extra Checks Paid May 22nd	
Holidays		6	13	6	6	6	6	6	6	6	7		
Total Days		197	261	187	186	186	193	191	206	216	240		

Teacher Paid Holidays (6)			
Labor Day	Sept	2	
Veteran's Day	Nov	11	
Thanksgiving	Nov	28	
M.L. King Day	Jan	20	
President's Day	Feb	17	
Memorial Day	May	25	

\* 197 Employees & Regular SFS  
5/28-29/20 included  
in 5/14-5/27/20 payroll  
\*\* Nutrition Services Managers  
5/28-6/1/20 included  
in 5/14-5/27/20 payroll

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

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/16/2019  
MIN. BK# 38 MIN. BK PAGE#





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DATE: March 27, 2019  
TO: Sherrie Raulerson, Superintendent  
FROM: Marcelle Richardson, Executive Director for Support Services  
SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2019-2020

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/16/2019  
M.N.BK# 38 MIN.BK PAGE#

Please request Board approval of the beginning and ending dates for the 2019-2020 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	08/09/19	05/27/20
Bus Drivers	180	08/12/19	05/27/20
Nutrition Services PT	180	08/12/19	05/27/20
**Nutrition Service Workers	185	08/08/19	05/29/20
**Nutrition Service Managers	187	08/07/19	06/01/20
Library Aides	200	07/26/19	06/04/20
Guidance/Data Processors	210	07/19/19	06/11/20
Secretaries	210	07/19/19	06/11/20
Resource Officer	210	07/19/19	06/11/20

Employees working 180/181 days do not work teacher planning days: Oct. 18, Jan. 6, March 13, nor teacher holidays: Sept. 2, Nov. 11, Nov. 25-29, Dec. 23-Jan. 3, Jan. 20, Feb. 17, April 13-17, and May 25.

Employees working 200 days and 210 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, April 13-17, and May 25.

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 25.

\*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 2018-2019 school year.

\*\*Nutrition Services Managers (187 days) and Nutrition Service Workers (185 days) work the planning day in January as per Bargaining Agreement (January 6, 2020).

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 2019-2020 school year.

Thank you for your assistance in this matter.

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## DISTRICT SCHOOL BOARD MEMBERS

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DATE: March 27, 2019  
TO: Sherrie Raulerson, Superintendent  
FROM: Marcelle Richardson, Executive Director for Support Services  
SUBJECT: 2019-2020 240-Day Employee Work Schedule

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/6/2019  
M.N.BK# 38 MIN.BK PAGE#

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

July 1, 2019 through August 1, 2019 = 23 Days  
August 2, 2019 through May 29, 2020 = 197 Days  
(Regular Teacher Schedule)  
June 1, 2020 through June 26, 2020 = 20 Days

## INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 4, 2019
LABOR DAY	SEPT. 2, 2019
VETERAN'S DAY	NOV. 11, 2019
THANKSGIVING	NOV. 28, 2019
M.L. KING DAY	JAN. 20, 2020
PRESIDENT'S DAY	FEB. 17, 2020
MEMORIAL DAY	MAY 25, 2020

## NON-INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY	JULY 4, 2019
LABOR DAY	SEPT. 2, 2019
THANKSGIVING	NOV. 28, 2019
CHRISTMAS	DEC. 25, 2019
NEW YEAR'S DAY	JAN. 1, 2020
M.L. KING DAY	JAN. 20, 2020
MEMORIAL DAY	MAY 25, 2020

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DATE: March 27, 2019  
TO: Sherrie Raulerson, Superintendent  
FROM: Marcelle Richardson, Executive Director for Support Services  
SUBJECT: 2019-2020 Holiday Calendar for Twelve Month Personnel

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/16/2019  
M.N.BK# 38 MIN.BK PAGE#

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

## 2019-20 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

1 Day	July 4, 2019 Thursday	Independence Day
1 Day	September 2, 2019 Monday	Labor Day
2 Days	November 28 and 29, 2019 Thursday and Friday	Thanksgiving
6 Days	December 25, 2019 through January 1, 2020 Wednesday – Wednesday	Christmas through New Years
2 Days	April 13 and 14, 2020 Monday and Tuesday*	Spring Break
1 Day	May 25, 2020 Monday	Memorial Day

\*Wednesday, April 15, 2020 will be an unpaid holiday due to 262 working days in the fiscal year.

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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