



# Baker County Public Schools Support Services



Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32063

Telephone: (904) 259-8251

www.bakerk12.org

Fax: (904) 259-2825

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/17/18  
MIN. BK# 31  
MIN BK PAGE # \_\_\_\_\_

## MEMORANDUM

DATE: April 23, 2018  
TO: Sherrie Raulerson, Superintendent of Schools  
FROM: Marcelle Richardson, Executive Director for Support Services *MR*  
SUBJECT: 2018-2019 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

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BAKER COUNTY DISTRICT SCHOOL BOARD

| 2018-2019<br>PAYROLL SCHEDULE<br>& TIMESHEET |     | Instructional<br>Employees | 12 Month<br>Employees | Instructional<br>Assistants | Bus<br>Drivers | Part-time<br>Nutrition<br>Service | Nutrition<br>Service<br>Managers | Regular<br>Nutrition<br>Service | Library<br>Assistants | 21.6 Day<br>Employees | 240 Day<br>Employees | Payroll Due In<br>Office By 10:00<br>AM | Payroll<br>Due<br>Out |
|--|-----|----------------------------|-----------------------|-----------------------------|----------------|-----------------------------------|----------------------------------|---------------------------------|-----------------------|-----------------------|----------------------|---|-----------------------|
| Total Checks                                 | 26  | 26                         | 25                    | 25                          | 25             | 25                                | 25                               | 25                              | 26                    | 26                    | 26                   | Jul 11 ←                                | Jul 19 ←              |
| Jul 01                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jul 11 ←                                | Jul 19 ←              |
| Jul 12                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jul 26                                  | Aug 03                |
| Jul 26                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Aug 9                                   | Aug 17                |
| Aug 09                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Aug 23                                  | Aug 31                |
| Aug 23                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Sep 06                                  | Sep 14                |
| Sep 06                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Sep 20                                  | Sep 28                |
| Sep 20                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Oct 04                                  | Oct 12                |
| Oct 04                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Oct 18                                  | Oct 26                |
| Oct 18                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Nov 1                                   | Nov 09                |
| Nov 01                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Nov 08 ←                                | Nov 16 ←              |
| Nov 15                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Nov 29                                  | Dec 07                |
| Nov 29                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Dec 13                                  | Dec 21                |
| Dec 13                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Dec 13 ←                                | Dec 21 ←              |
| Dec 27                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jan 10                                  | Jan 18                |
| Jan 10                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jan 24                                  | Feb 01                |
| Jan 24                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Feb 07                                  | Feb 15                |
| Feb 07                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Feb 21                                  | Mar 01                |
| Feb 21                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Mar 07                                  | Mar 15                |
| Mar 07                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Mar 21                                  | Mar 29                |
| Mar 21                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Apr 04                                  | Apr 12                |
| Apr 04                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Apr 12 ←                                | Apr 26                |
| Apr 18                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | May 02                                  | May 10                |
| May 02                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | May 16                                  | May 24                |
| May 16                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | May 30                                  | Jun 6 ←               |
| May 30                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jun 12 ←                                | Jun 20 ←              |
| Jun 13                                       |     |                            |                       |                             |                |                                   |                                  |                                 |                       |                       |                      | Jun 19 ←                                | Jun 27 ←              |
| Work Days                                    | 191 | 247                        | 181                   | 180                         | 180            | 180                               | 187                              | 185                             | 200                   | 210                   | 233                  | Arrows Indicate Early Due Dates         |                       |
| Holidays                                     | 6   | 13                         | 6                     | 6                           | 6              | 6                                 | 6                                | 6                               | 6                     | 6                     | 7                    | ←                                       |                       |
| Total Days                                   | 197 | 260                        | 187                   | 186                         | 186            | 193                               | 191                              | 191                             | 206                   | 216                   | 240                  | Extra Checks Paid May 24th              |                       |

| NON-INSTRUCTIONAL Paid Holidays (6) |        |
|-------------------------------------|--------|
| Labor Day                           | Sept 3 |
| Thanksgiving                        | Nov 22 |
| Christmas                           | Dec 25 |
| New Year's Day                      | Jan 1  |
| M.L. King Day                       | Jan 21 |
| Memorial Day                        | May 27 |

\* Instructional & Regular Nutrition Serv  
 Last Day 5/30/19 included  
 in 5/16-5/29/19 payroll

\*\* Nutrition Service Managers  
 Last 2 Days 5/30 & 5/31/19 included  
 in 5/16-5/29/19 payroll

| Teacher Paid Holidays (6) |        |
|---------------------------|--------|
| Labor Day                 | Sept 3 |
| Veteran's Day             | Nov 12 |
| Thanksgiving              | Nov 22 |
| M.L. King Day             | Jan 21 |
| President's Day           | Feb 18 |
| Memorial Day              | May 27 |

PRESENTED AND APPROVED  
 IN OPEN BOARD MEETING  
 DATE: 5/21/19  
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**BAKER COUNTY SCHOOL DISTRICT  
ACCOUNTS PAYABLE VOUCHER SCHEDULE  
2018-2019**

| CLOSE OUT DATE     | CHECK DATE         |
|--------------------|--------------------|
| JULY 5, 2018       | JULY 12, 2018      |
| JULY 19, 2018      | JULY 26, 2018      |
| AUGUST 3, 2018     | AUGUST 10, 2018    |
| AUGUST 17, 2018    | AUGUST 24, 2018    |
| AUGUST 31, 2018    | SEPTEMBER 7, 2018  |
| SEPTEMBER 14, 2018 | SEPTEMBER 21, 2018 |
| SEPTEMBER 28, 2018 | OCTOBER 5, 2018    |
| OCTOBER 12, 2018   | OCTOBER 19, 2018   |
| OCTOBER 26, 2018   | NOVEMBER 2, 2018   |
| NOVEMBER 9, 2018   | NOVEMBER 16, 2018  |
| NOVEMBER 16, 2018  | NOVEMBER 30, 2018  |
| DECEMBER 7, 2018   | DECEMBER 14, 2018  |
| DECEMBER 14, 2018  | DECEMBER 21, 2018  |
| JANUARY 4, 2019    | JANUARY 11, 2019   |
| JANUARY 18, 2019   | JANUARY 25, 2019   |
| FEBRUARY 1, 2019   | FEBRUARY 8, 2019   |
| FEBRUARY 15, 2019  | FEBRUARY 22, 2019  |
| MARCH 1, 2019      | MARCH 8, 2019      |
| MARCH 15, 2019     | MARCH 22, 2019     |
| MARCH 29, 2019     | APRIL 5, 2019      |
| APRIL 12, 2019     | APRIL 19, 2019     |
| APRIL 26, 2019     | MAY 3, 2019        |
| MAY 10, 2019       | MAY 17, 2019       |
| MAY 24, 2019       | MAY 30, 2019       |
| JUNE 6, 2019       | JUNE 13, 2019      |
| JUNE 20, 2019      | JUNE 27, 2019      |
| JUNE 27, 2019      | JULY 3, 2019       |

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IN OPEN BOARD MEETING  
DATE: 5/11/18  
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Sherrie Raulerson, Superintendent of Schools

392 South Boulevard East, Macclenny, Florida 32068

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Fax: (904) 259-2825

DATE: April 23, 2018

TO: Sherrie Raulerson, Superintendent

FROM: Marcelle Richardson, Executive Director for Support Services *MR*

SUBJECT: 2018-2019 Holiday Calendar for Twelve Month Personnel

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 5/11/18  
MIN. BK# 31  
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Please request Board approval of the following Holiday Calendar for Twelve Month Personnel.

### 2018-19 HOLIDAY CALENDAR FOR TWELVE MONTH PERSONNEL

|        |   |                                |
|--------|---|--------------------------------|
| 1 Day  | July 4, 2018<br>Wednesday   | Independence Day               |
| 1 Day  | September 3, 2018<br>Monday                                       | Labor Day                      |
| 2 Days | November 22 and 23, 2018<br>Thursday and Friday                   | Thanksgiving                   |
| 6 Days | December 25, 2018 through<br>January 1, 2019<br>Tuesday – Tuesday | Christmas through<br>New Years |
| 2 Days | April 15 and 16, 2019<br>Monday and Tuesday                       | Spring Break                   |
| 1 Day  | May 27, 2019<br>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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DATE: April 23, 2018  
TO: Sherrie Raulerson, Superintendent  
FROM: Marcelle Richardson, Executive Director for Support Services *MR*  
SUBJECT: 2018-2019 240-Day Employee Work Schedule

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 8/1/18  
MIN. BK# 31  
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Please request Board Approval of the following 240-day employee work schedule:

July 1, 2018 through August 1, 2018 = 23 Days  
August 2, 2018 through May 30, 2019 = 197 Days  
(Regular Teacher Schedule)  
May 31, 2019 through June 27, 2019 = 20 Days

INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY JULY 4, 2018  
LABOR DAY SEPT. 3, 2018  
VETERAN'S DAY NOV. 12, 2018  
THANKSGIVING NOV. 22, 2018  
M.L. KING DAY JAN. 21, 2019  
PRESIDENT'S DAY FEB. 18, 2019  
MEMORIAL DAY MAY 27, 2019

NON-INSTRUCTIONAL PAID HOLIDAYS

INDEPENDENCE DAY JULY 4, 2018  
LABOR DAY SEPT. 3, 2018  
THANKSGIVING NOV. 22, 2018  
CHRISTMAS DEC. 25, 2018  
NEW YEAR'S DAY JAN. 1, 2019  
M.L. KING DAY JAN. 21, 2019  
MEMORIAL DAY MAY 27, 2019

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

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DATE: May 11, 2018  
 TO: Sherrie Raulerson, Superintendent  
 FROM: Marcelle Richardson, Executive Director for Support Services  
 SUBJECT: Beginning and Ending Work Dates for Fiscal Year 2018-2019

FILED AND APPROVED  
 IN OPEN BOARD MEETING  
 DATE: 5/21/18  
 MIN. BK# 31  
 MIN. BK PAGE #

Please request Board approval of the beginning and ending dates for the 2018-2019 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                   | 08/09/18              | 05/28/19           |
| Bus Drivers                  | 180                   | 08/10/18              | 05/28/19           |
| Nutrition Services PT        | 180                   | 08/10/18              | 05/28/19           |
| **Nutrition Service Workers  | 185                   | 08/08/18              | 05/30/19           |
| **Nutrition Service Managers | 187                   | 08/07/18              | 05/31/19           |
| Library Aides                | 200                   | 07/26/18              | 06/06/19           |
| Guidance/Data Processors     | 210                   | 07/19/18              | 06/12/19           |
| Secretaries                  | 210                   | 07/19/18              | 06/12/19           |
| Resource Officer             | 210                   | 07/19/18              | 06/12/19           |

Employees working 180/181 days do not work teacher planning days: Oct. 15, Jan. 7, March 18, nor teacher holidays: Sept. 3, Nov. 12, Nov. 19-23, Dec. 24-Jan. 4, Jan. 21, Feb. 18, April 15-19, and May 27.

Employees working 200 days and 210 days do work teacher planning days but do not work teacher holidays: Sept. 3, Nov. 12, Nov. 19-23, Dec. 24-Jan. 4, Jan. 21, Feb. 18, April 15-19, and May 27.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 3, Thanksgiving – Nov. 22, Christmas – December 25, New Years – Jan. 1, M.L. King Day – Jan. 21, and Memorial Day – May 27.

\*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 2017-2018 school year.

\*\*Nutrition Services Managers (187 days) and Nutrition Service Workers (185 days) work the planning day in January as per Bargaining Agreement (January 7, 2019).

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 2018-2019 school year.

Thank you for your assistance in this matter.

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