



Baker County Public Schools



Wyatt Milton, Superintendent of Schools

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Presented and Board Approved
in Open Board Meeting
April 7, 2025
Min Book #40
Min Book PG # _____

DATE: March 24, 2025
TO: Wyatt Milton, Superintendent
FROM: M. Teri Ambrose, Executive Director for Support Services
SUBJECT: 2025-2026 Beginning and Ending Dates for 197 & 216 Day Personnel

Please request Board approval of the beginning and ending dates for the 2025-2026 fiscal year for non-instructional personnel working 197 & 216 day contracts.

All personnel must begin and end working on the assigned dates to receive their full salary for the 2025-2026 school year.

<u>POSITION</u>	<u>CONTRACT DAYS (INCLUDES PAID HOLIDAYS)</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
10-Month Media Assistants	197	07/31/25	05/28/26
10-Month Custodians	197	07/31/25	05/28/26
***Guidance/Data Processors	216	07/21/25	06/12/26
***Secretaries	216	07/21/25	06/12/26

Personnel working 197 or 216 days **do** work teacher planning days but **do not** work teacher holidays: Sept. 1, Nov. 11, Nov. 24-28, Dec. 22-Jan. 2, Jan. 19, Feb. 16, Apr. 6-10, and May 25.

Personnel working 197 or 216 days **do** work all Professional Development (PD) days.

All non-instructional personnel have six (6) paid holidays: Labor Day – Sept. 1, Thanksgiving – Nov. 27, Christmas – December 25, New Years – Jan. 1, M.L. King Day – Jan. 19, and Memorial Day – May 25.

***Skyward date **does not** reflect the district schedule during summer (Closed Fridays) for 216 personnel.

“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 🐾 Clayton Lyons Jr., District 3 🐾 Mandi Canaday, District 4 🐾 Amanda Hodges, District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

2025/26 School Year Calendar for 216 Day Employees

July 2025				
Mo	Tu	We	Th	Fr
	X	2	3	X
X	8	9	10	X
X	14	15	16	17
21	22	23	24	25
28	29	30	31	

August 2025				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Important Days	
Thursday, 7/21/25	First Day of Work
Monday - Thursday, 7/21/25 - 7/24/25	Summer Schedule - 10 Hr Work Day
Friday, 7/25/25	Summer Schedule - Off Friday
Monday, 8/11/25	Student's First Day
Monday, 9/1/25	No Work - Labor Day
Tuesday, 11/11/25	No Work - Veteran's Day
Monday - Friday, 11/24/25 - 11/28/25	No Work - Thanksgiving Break
Monday - Friday, 12/22/25 - 1/2/26	No Work - Christmas Break
Monday, 1/19/26	No Work - Martin L. King Jr. Day
Monday, 2/16/26	No Work - President's Day
Friday, 4/3/26	Early Dismissal
Monday - Friday, 4/6/26 - 4/10/26	No Work - Spring Break
Friday, 5/22/26	Student's Last Day
Monday, 5/25/26	No Work - Memorial Day
Monday - Thursday, 6/1/26 - 6/4/26	Summer Schedule - 10 Hr Work Day
Friday, 6/5/26	Summer Schedule - Off Friday
Monday - Thursday, 6/8/26 - 6/11/26	Summer Schedule - 10 Hr Work Day
Thursday, 6/11/26	Last Day of Work
Friday, 6/12/26	Summer Schedule - Off Friday

October 2025				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2025				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
X	X	X	X	X
X	X	X	X	X
X	X	X	X	X

Paid Holidays	
Labor Day	New Year's Day
Thanksgiving Day	MLK Jr. Day
Christmas Day	Memorial Day

216 Contract Dates
First: 7/21/2025
Last: 6/12/2026

Pay Date	Pay Check #	Pay Date	Pay Check #
Friday, 8/01/25	1*	Friday, 1/30/26	14
Friday, 8/15/25	2*	Friday, 2/13/26	15
Friday, 8/29/25	3	Friday, 2/27/26	16
Friday, 9/12/25	4	Friday, 3/13/26	17
Friday, 9/26/25	5	Friday, 3/27/26	18
Friday, 10/10/25	6	Friday, 4/10/26	19
Friday, 10/24/25	7	Friday, 4/24/26	20
Friday, 11/07/25	8	Friday, 5/08/26	21
Friday, 11/21/25	9	Friday, 5/22/26	22
Friday, 12/05/25	10	Summer Check #1	23
Friday, 12/19/25	11	Thursday, 6/04/26	24
Friday, 1/02/26	12	Thursday, 6/18/26	25
Friday, 1/16/26	13	Monday, 6/29/26	26

* No insurance or annuities deducted