

TO: All School Employees

FROM: Michael J. Click – Director of Accounting/Internal Auditor



SUBJ: Reporting Dates/Pay Dates 2019-2020

DATE: May 14, 2019

The following reporting periods and pay dates for the 2019-2020 school term have been established:

<u>Reporting Periods</u>			<u>Number</u>	<u>Reporting Periods</u>			<u>Number</u>	
			<u>of Days</u>	<u>Pay Dates</u>			<u>of Days</u>	<u>Pay Dates</u>
			<u>Paid</u>				<u>Paid</u>	
			10	19-Jul	8-Dec	21-Dec	10	17-Jan
1-Jul	6-Jul	10	5-Aug	22-Dec	11-Jan	10	5-Feb	
7-Jul	20-Jul	10	20-Aug	12-Jan	25-Jan	10	20-Feb	
21-Jul	3-Aug	10	5-Sep	26-Jan	8-Feb	10	5-Mar	
4-Aug	24-Aug	10	20-Sep	9-Feb	22-Feb	10	20-Mar	
25-Aug	7-Sep	10	4-Oct	23-Feb	7-Mar	10	3-Apr	
8-Sep	21-Sep	10	18-Oct	8-Mar	21-Mar	10	20-Apr	
22-Sep	5-Oct	10	5-Nov	22-Mar	4-Apr	10	5-May	
6-Oct	19-Oct	10	20-Nov	5-Apr	25-Apr	10	20-May	
20-Oct	2-Nov	10	5-Dec	26-Apr	9-May	10	5-Jun	
3-Nov	16-Nov	10	20-Dec	10-May	23-May	10	18-Jun	
17-Nov	7-Dec	10	3-Jan	24-May	6-Jun	10	18-Jun	

All work performed outside of the regular contract from June 7th through June 30th will be paid on June 30, 2020.

In accordance with the above schedule, the following beginning and ending dates of employment are established and all contractual days must be worked within the school year 2019-20:

<u>Employment Term/Days</u>	<u>Beginning Date</u>	<u>Ending Date</u>
12 School mo. (240 days)		
200 days	August 8, 2019	June 3, 2020*
40 days—— (vocational education as arranged by vocational director)		
20 days— (summer custodial as arranged by assistant superintendent)		
11.50 Principals – (230 days)	July 18, 2019	June 24, 2020*
11.00 school mo. (220 days)	July 11, 2019	June 3, 2020*
Principals – (220 days)	July 18, 2019	June 10, 2020*
Special Education (220 days)	July 25, 2019	June 17, 2020*
10.75 school mo. (215 days)	July 18, 2019	June 3, 2020*
Principals – (215 Days)	July 25, 2019	June 10, 2020*
Academic Coaches – (215 Days)	July 25, 2019	June 10, 2020*
Special Education – (215 Days)	August 1, 2019	June 17, 2020*
10.50 school mo. (210 days)	July 25, 2019	June 3, 2020*
Secondary Asst. Principals – 210	July 30, 2019	June 8, 2020*
Secondary Counselors – 210	July 30, 2019	June 8, 2020*
High School Secretaries – 210	July 30, 2019	June 8, 2020*
10.25 school mo. (205 days)	August 1, 2019	June 3, 2020*
Elementary Counselors – 205	August 2, 2019	June 4, 2020*
Elementary Assistant Principals-205	August 2, 2019	June 4, 2020*
Elem. & Middle Secretaries	August 5, 2019	June 5, 2020*

*Subject to change based on out-of-calendar days that may be used to make-up canceled instructional days resulting in an ending date up to, but no later than June 30, 2020.