

TO: All School Employees
FROM: Michael J. Click – Director of Accounting/Internal Auditor
SUBJ: Reporting Dates/Pay Dates 2021-2022
DATE: June 4, 2021

The following reporting periods and pay dates for the 2021-2022 school term have been established:

<u>Reporting Periods</u>		<u>Number</u>	<u>Pay Dates</u>	<u>Reporting Periods</u>		<u>Number</u>	<u>Pay Dates</u>
		<u>of Days</u>				<u>of Days</u>	
		<u>Paid</u>				<u>Paid</u>	
		10	20-Jul	12-Dec	1-Jan	10	20-Jan
1-Jul	10-Jul	10	5-Aug	2-Jan	15-Jan	10	4-Feb
11-Jul	24-Jul	10	20-Aug	16-Jan	29-Jan	10	18-Feb
25-Jul	7-Aug	10	3-Sep	30-Jan	12-Feb	10	4-Mar
8-Aug	28-Aug	10	20-Sep	13-Feb	26-Feb	10	18-Mar
29-Aug	11-Sep	10	5-Oct	27-Feb	12-Mar	10	5-Apr
12-Sep	25-Sep	10	20-Oct	13-Mar	26-Mar	10	20-Apr
26-Sep	9-Oct	10	5-Nov	27-Mar	9-Apr	10	5-May
10-Oct	23-Oct	10	19-Nov	10-Apr	30-Apr	10	20-May
24-Oct	6-Nov	10	3-Dec	1-May	14-May	10	3-Jun
7-Nov	27-Nov	10	20-Dec	15-May	28-May	10	17-Jun
28-Nov	11-Dec	10	5-Jan	29-May	11-Jun	10	17-Jun

All work performed outside of the regular contract from June 12th through June 30th will be paid on June 30, 2022.

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 2021-22:

<u>Employment Term/Days</u>	<u>Beginning Date</u>	<u>Ending Date</u>
12 School mo. (240 days)		
200 days	August 10, 2021	June 3, 2022*
40 days----- (vocational education as arranged by vocational director)		
20 days--- (summer custodial as arranged by assistant superintendent)		
11.50 Principals – (230 days)	July 20, 2021	June 24, 2022*
11.00 school mo. (220 days)	July 13, 2021	June 3, 2022*
Principals – (220 days)	July 20, 2021	June 10, 2022*
Special Education (220 days)	July 20, 2021	June 10, 2022*
10.75 school mo. (215 days)	July 20, 2021	June 3, 2022*
Principals – (215 Days)	July 26, 2021	June 9, 2022*
Academic Coaches – (215 Days)	July 22, 2021	June 7, 2022*
Special Education – (215 Days)	July 27, 2021	June 10, 2022*
10.50 school mo. (210 days)	July 27, 2021	June 3, 2022*
Secondary Asst. Principals – 210	July 30, 2021	June 8, 2022*
Secondary Counselors – 210	July 30, 2021	June 8, 2022*
High School Secretaries – 210	July 30, 2021	June 8, 2022*
10.25 school mo. (205 days)	August 3, 2021	June 3, 2022*
Elementary Counselors – 205	August 4, 2021	June 6, 2022*
Elementary Assistant Principals-205	August 4, 2021	June 6, 2022*
Elem. & Middle Secretaries	August 5, 2021	June 7, 2022*

*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, 2022.