

TO: All School Employees

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

SUBJ: Reporting Dates/Pay Dates 2018-2019

DATE: May 23, 2018

The following reporting periods and pay dates for the 2018-2019 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>Paid</u>		<u>of Days</u>	<u>Paid</u>		
	10	20-Jul	9-Dec	22-Dec	10	18-Jan	
1-Jul	7-Jul	10	3-Aug	23-Dec	12-Jan	10	5-Feb
8-Jul	21-Jul	10	20-Aug	13-Jan	26-Jan	10	20-Feb
22-Jul	4-Aug	10	5-Sep	27-Jan	9-Feb	10	5-Mar
5-Aug	25-Aug	10	20-Sep	10-Feb	23-Feb	10	20-Mar
26-Aug	8-Sep	10	5-Oct	24-Feb	9-Mar	10	5-Apr
9-Sep	22-Sep	10	19-Oct	10-Mar	23-Mar	10	19-Apr
23-Sep	6-Oct	10	5-Nov	24-Mar	13-Apr	10	3-May
7-Oct	20-Oct	10	20-Nov	14-Apr	27-Apr	10	20-May
21-Oct	3-Nov	10	5-Dec	28-Apr	11-May	10	5-Jun
4-Nov	17-Nov	10	20-Dec	12-May	25-May	10	19-Jun
18-Nov	8-Dec	10	4-Jan	26-May	8-Jun	10	19-Jun

All work performed outside of the regular contract from June 9<sup>th</sup> through June 30<sup>th</sup> will be paid on June 30, 2019.

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 2018-19:

<u>Employment Term/Days</u>	<u>Beginning Date</u>	<u>Ending Date</u>
12 School mo. (240 days)		
200 days	August 9, 2018	June 4, 2019*
40 days----- (vocational education as arranged by vocational director)		
20 days--- (summer custodial as arranged by assistant superintendent)		
11.50 Principals – (230 days)	July 19, 2018	June 25, 2019*
11.00 school mo. (220 days)	July 12, 2018	June 4, 2019*
Principals – (220 days)	July 19, 2018	June 11, 2019*
Special Education (220 days)	July 26, 2018	June 18, 2019*
10.75 school mo. (215 days)	July 19, 2018	June 4, 2019*
Principals – (215 Days)	July 26, 2018	June 11, 2019*
Academic Coaches – (215 Days)	July 26, 2018	June 11, 2019*
Special Education – (215 Days)	August 2, 2018	June 18, 2019*
10.50 school mo. (210 days)	July 26, 2018	June 4, 2019*
Secondary Asst. Principals – 210	July 31, 2018	June 7, 2019*
Secondary Counselors – 210	July 31, 2018	June 7, 2019*
High School Secretaries – 210	July 31, 2018	June 7, 2019*
10.25 school mo. (205 days)	August 2, 2018	June 4, 2019*
Elementary Counselors – 205	August 3, 2018	June 5, 2019*
Elementary Assistant Principals-205	August 3, 2018	June 5, 2019*
Elem. & Middle Secretaries	August 6, 2018	June 6, 2019*

\*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, 2019.