





Bookkeeper Meeting 10/9/2025





MISSION STATEMENT

Empowering Every Learner Every Day.



VISION STATEMENT

To prepare every student to thrive, adapt, and lead in an ever-changing world.

BELIEFS

- Success is attainable for everyone
- All students deserve a quality educational experience
- Education is a shared responsibility
- Transparency is a foundation of trust
- Safety for all is a priority





Student Achievement

Objective

Empower Every Learner to Take Ownership of their Learning.

Critical Initiatives

- Provide professional learning in evidence-based teaching methods.
- Provide all learners with access to engaging learning opportunities in a comprehensive curriculum.
- Promote student ownership of learning by fostering voice, choice, and accountability.
- Improve measurable academic outcomes using data-driven decision making.



Stakeholder Engagement & Communication

Objective

Engage with our Community using a Variety of Consistent Two-Way Communication Tools

Critical Initiatives

- Streamline and centralize communications platforms
- Develop a district-wide communications plan.
- Train staff and school district leaders in effective communication strategies.
- Create systems, processes and opportunities for student and staff achievement stories to be disseminated across multiple platforms
- Enhance partnership program to foster community involvement.



Talent Development

Objective

Foster Student and Staff
Potential to Embrace Ongoing
Growth and Development.

Critical Initiatives

- Establish a framework for adultcentered professional learning opportunities based on staff input, experiences and roles.
- Enhance student agency for increased student opportunities for enrollment, enlistment and employment.
- Refine the comprehensive recruitment and retention plan for students and staff.
- Leverage technology integration to enhance student and staff performance and productivity.
- Develop a system for monitoring the implementation of professional learning.



Safe & Secure Learning Environment

Objective

Provide a Safe and Secure Environment for All.

Critical Initiatives

- Define and develop a positive system culture.
- Ensure physical and emotional safety by enhancing security measures and providing emotional support for students and staff.
- Develop a comprehensive safety training plan.
- Design fiscally responsible processes and procedures for operational effectiveness.





RICHMOND COUNTY
SCHOOL SYSTEM

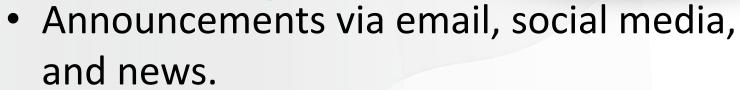
2025-2030 Strategy Map



3rd Party Protocols Inclement Weather, E-Learning, PL Days, and Holidays









- Schools Dismissing Early
 - 3rd party staff remain until students dismissed safely.
- School Delayed Opening
 - 3rd party staff come in when employees report.





- Announcements via email, social media, and news.
 - Schools Closed work from home- 3rd Party employees are expected to use E-Learning for the following:



- 3rd Party Contracted Teachers & Kelly Long Term Teachers are expected to work from Home providing lesson plans and class with students: Paid.
- Paraprofessionals & Global Staff not expected to work: Not Paid.
- Bookkeepers must process invoices and correct timesheets if weather falls on the appropriate days. Example: Monday Global

PowerUp Days – Employees Report to Work

- E-Learning via Canvas and virtual platforms.
- Employees report to work site.
- 3rd party Teachers post assignments and hold virtual classes.
 - Long Term Kelly Teachers should be posting Assignments.
 - Long Term Kelly Teachers if not working will need to be removed from absence/vacancy and it will need to be will need to be adjusted to No Sub needed.
- Paraprofessionals, Custodians, and most staff work.
 - Refer to District Calander if employees report to work.
 - If Employee reports to work based on Calander approval they will be paid.
- Hall Monitors & Metal Detectors
 - Not Paid as they do not report to work.
- Bookkeepers ensure invoices and timesheets are corrected.



- Reminder- When employees are out on Power Up days, they will need to submit an absence but mark NO SUB NEEDED.
- Day to Day (short term) Kelly employees who have not met Long Term Requirements should not be reporting to work nor on the absence.
 - Mark those absences as No Sub Needed.

- 3rd Party Teachers attend workshops or virtual PLs as expected.
 - This include Long Term Kelly Subs/Retirees
 - Virtual PL's should be conducted at the school site not at their home.
- 3rd Party Teachers should be expected to do virtual assignments when applicable.
- Paraprofessionals attend PLs if District Employee Work Calander has them working.
 - If District Work Calander has them work and there is not an assigned PL's they report to school sites.
- Custodians & most staff work; Hall Monitors don't.
- Pay is based on attendance.
- Bookkeepers track sign-ins, process invoices, and review timesheets.





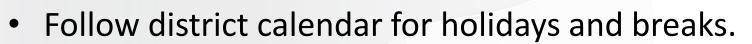
- At this time 3rd party Contracted Teachers will be expected to do PL's if it is during school hours.
- If it is outside of school hours, they will be unable to participate.

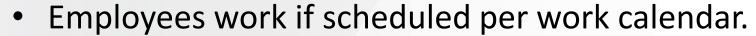












- No work = No pay.
- Bookkeepers finalize invoices and timesheets before break.





Employee Calendar/District Calendar

			ID COUNTY WORK CAL											
Scheduled	180	183	190	195	200	210	235							
Days Worked	Employees	Employees	Employees	Employees	Employees	Employees	Employees							
First Day	8/4/2025	7/31/2025	7/28/2025	7/23/2025	7/21/2025	7/14/2025	7/1/2025							
Last Day	5/22/2026	5/26/2026	5/27/2026	5/29/2026	6/2/2026	6/9/2026	6/30/2026							
Job Positions	Bus Attendants	Para- professionals	Pre-K Paras	Elementary Counselors	Elementary Assistant Principals	Middle/ High School Assistant Principals	12 month Custodians							
	Bus Drivers	School Nutrition Assistants	Teachers	Middle School Counselors	High School Counselors	11 month Specialists	School Bookkeepers							
			School Clerical		10 month Custodian	11 month Coordinators	Principals							
			School Nutrition Managers & Asst. Mgrs.		10 month Program Specialists	Registrars	12 month Operational & Instructional Providers							
					Media Specialists		12 month Coordinators							
			Nurses				12 month Program Specialists							
			Instructional Providers											
	Stud	dent Calend	ar is Augus	4/5, 2025 -	May 22, 20	26								
NOTE: Op	erational needs at	t certain worksite	s may require an	nual duty or app	ropriate staff to r	eport during work	Student Calendar is August 4/5, 2025 – May 22, 2026 For 235 day employees, calendar also includes 12 paid vacation days, for a total of 223 working days. NOTE: Operational needs at certain worksites may require annual duty or appropriate staff to report during work holidays. PowerUp Asynchronus Learning Days are working days for staff, and may include department training.							
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Labor Day Fall Break/ Columbus Day Veterans/ Day Thanksgiving	10/10/25 - 10/14/25 11/11/2025	10/10/25 - 10/14/25 11/11/2025	9/1/2025 10/13/25 - 10/14/25 11/11/2025	9/1/2025 10/13/25 - 10/14/25 11/11/2025	9/1/2025 10/13/2025 11/11/2025	10/13/2025	9/1/2025 N/A 11/11/2025							
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Richmond

2025-2026

July 28-Aug 01 Preplanning Days

Richmond County School System School Calendar Independence Day Holiday

Elementary Open House (noon-6:00pm)

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Aug 01	K-8, Magnet, Middle, High Open House (noon-6:00pm)
r Aug 04	First Day of School - Elementary
r Aug 05	First Day of School - K-8, Magnet, Middle and High
Sep 01	Labor Day Holiday
Sep 12	Fall Semester Progress Report #1
Sep 15-Oct 10	Fall Parent Conference Window
Oct 09	PowerUp Asynchronous Learning Day
Oct 10	Student Holiday/Professional Learning Day
Oct 13-14	Student/Teacher Fall Break
Oct. 29	Elementary Early Release & Freedom Park K-8 (Excludes C.T. Walker)
Oct 31	Fall Semester Progress Report #2
Nov 11	Veterans Day Holiday
Nov 24-28	Thanksgiving Holiday
Dec 15-19	Semester Exams
Dec 19	End of 1st Semester/Early Release (all grades)
Dec 22-Jan 02	Christmas/Winter Break
Jan 05	Student Holiday/Professional Learning Day
Jan 06	Beginning of Second Semester
)Jan 13	Report Cards
Jan 19	Martin Luther King, Jr. Holiday
Feb 12	Elementary Early Release & Freedom Park K-8 (Excludes C.T. Walker)
Feb 12	Spring Semester Progress Report #1
Feb 13	Student Holiday/Professional Learning Day
Feb 16	Student/Teacher Holiday
Feb 17-Mar 16	Spring Parent Conference Window
Mar 27	Spring Semester Progress Report #2
Apr 03	PowerUp Asynchronous Learning Day
Apr 06-13	Spring Break
May 18-22	Semester Exams
May 22	Last Day of School/Early Release (all grades)
May 25	Memorial Day Holiday
May 26-27	Post Planning Days
May 27-29	Graduation
May 27	Report Cards
Jun 2-30	Summer School (5 days a week)

Board Approved 9/16/2025

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urrididay	10	11	12	13	14	15	16	
Early Release Days	17	18	19	20	21	22	23	
PowerUp Asynchronous Learning Days	24	25	26	27)	28	29	30	
Progress Reports	31							
C Frogress Reports								

boe.info/Calendar	

Weather-Related School Closings For inclement weather, please tune to WJBF-TV, WAGT, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org. In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days and scheduled PowerUp Days will revert to in-person learning days.

The Richmond County School System will operate 5 days a week throughout the summer.

Teacher Planning Days

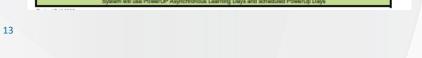
First Day of School

Report Cards

Holidays



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Personal Action Change Form - PAC

- Personal Action Change Forms are located on the HR Bookkeeper Page.
- Please have signatures in the employee box if able.
- Use E numbers over socials.
- Turn in within 48 hours of resignation/moving schools/job times.
- 3rd Party employees STILL NEED PAC's

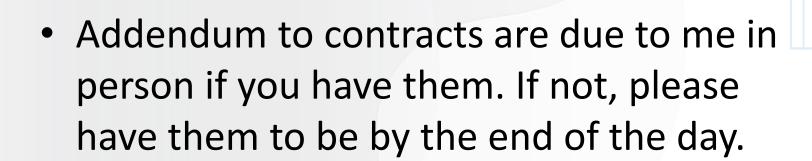




REQUEST / APPROVAL FOR PERSONNEL ACTION CHANGE

Submitted by:				Date:					
Last Name:				ne:	MI:				
SSN#:			Sex:			Race:			
Current School/Dept:			Current	Position:					
Current Calendar:	10 Month	11 Month		12 Month			700		
	10 Month	11 Month				F/T	P/T		
Employee Signature:			Supervi	or Signatu	re:				
Signatur	es acknowledge and app	rove all informati	on and re	quests list	ed in any or	all sections of this	form.		
TRANSFER/PAY/CER			Effective	Date:		Funding Source:			
	receiving school/depart	ment**							
Employee Replaced (if ap	plicable):								
Receiving School/Dept:			New Po	ition:					
New Calendar:	10 Month	11 Month		12 Month		F/T	P/T		
Certified	Classified	Certification:					_		
	Please attach certifi				essary, for a	ny changes			
Personnel Use Only		Reason for		y Change					
Pay Status Change (h	ours/calendar/scale/step)		Voluntary		RCBOE Action	n:			
Administrative Trans	fer (retain salary one year)		Surplus		Other:				
Certification/Experies	nce Change								
	To b	e completed for any ch			as N/A				
New PCN Code:	New POS Code:	New Location Code:	Nev	v Key Index:		Org Key and Object	rt:		
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SEPARATION	Last Day Worked:								
Separation Type:	Termination	Resignation	on .	Г	Non-Rene	wal			
.,,	Retirement	Job Aban		ř	Other:				
				7					
Has signed Contract for	next year:	Yes No		N/A					
	** Please at	tach employee let	ter of resi	gnation o	r retirement	t. **			
Forwarding Address:									
	Street or Box No.	City		State	Zip	Phone			
Reason for Separation:									
Personnel Use Only									
Condition of Rehiring:									
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LEAVE REQUEST	Effective Date:								
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Med	fical documentation mus	_					•		
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Approved By:			Date of	Approval:					
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Routing	HR:			T			1		
	Position Control:								
	HR / Payroll:								
	Accounting:								

PLEASE RETURN TO HUMAN RESOURCES WITH REQUESTED DOCUMENTATION ATTACHED







- A paraprofessional handout was given last month regarding Paraprofessional obtaining their certification. Please give them out to potential candidates.
- We will be updating the information on new policies from GaPSC and should roll them out by mid-November.









- Kelly & District Subs: Emily Theodorson Ext. 5537
- Temp to Hire-Global, Augusta Staffing: Gladys Hamilton Ext.5620
- Other 3rd Party: Allison Barnhart Ext.5524





