



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





RICHMOND COUNTY
SCHOOL SYSTEM

2025-2030 Strategy Map



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 adult-centered 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.



3rd Party Protocols

Inclement Weather, E-Learning, PL Days, and Holidays



- Announcements via email, social media, and news.
- 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

- 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 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.

Professional Learning Days Protocols -District Based

- 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.

- Follow district calendar for holidays and breaks.
- Employees work if scheduled per work calendar.
- No work = No pay.
- Bookkeepers finalize invoices and timesheets before break.



Employee Calendar/District Calendar

RICHMOND COUNTY SCHOOL SYSTEM 2025-2026 WORK CALENDAR SCHEDULE							
Scheduled Days Worked	180 Employees	183 Employees	190 Employees	195 Employees	200 Employees	210 Employees	235 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 Coordinators	Principals
			School Nutrition Managers & Asst. Mgrs.			10 month Program Specialists	12 month Operational & Instructional Providers
						Media Specialists	12 month Coordinators
			Nurses				12 month Program Specialists
			Instructional Providers				
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 workdays may require annual duty or appropriate staff to report during work holidays. PowerUp Asynchronous Learning Days are working days for staff, and may include department training.							
Independence Day			N/A				7/4/2025
Labor Day	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025
Fall Break/Columbus Day	10/10/25 - 10/14/25	10/10/25 - 10/14/25	10/13/25 - 10/14/25	10/13/25 - 10/14/25	10/13/2025	10/13/2025	N/A
Veterans' Day	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025
Thanksgiving	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25
Christmas/Winter Break	12/22/25 - 1/5/26	12/22/25 - 1/5/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/24/25 - 1/2/26
Martin Luther King Jr.	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026
Presidents' Day	2/13/26 - 2/16/26	2/13/26 - 2/16/26	2/16/2026	2/16/2026	2/16/2026	2/16/2026	2/16/2026
Spring Break	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26
Memorial Day	N/A	5/25/2026	5/25/2026	5/25/2026	5/25/2026	5/25/2026	5/25/2026
Juneteenth			N/A				6/19/2026

This calendar is subject to change by the Richmond County School System. It may also be adjusted due to inclement weather, the School System will use PowerUP Asynchronous Learning Days and scheduled PowerUP Days.



July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2025-2026 Richmond County School System School Calendar

Jul 04	Independence Day Holiday
July 28-Aug 01	Preplanning Days
Jul 31	Elementary Open House (noon-6:00pm)
Aug 01	K-8, Magnet, Middle, High Open House (noon-6:00pm)
Aug 04	First Day of School - Elementary
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)
Jun 19	Juneteenth Holiday

- Teacher Planning Days
 - Holidays
 - Report Cards
 - Early Release Days
 - PowerUp Asynchronous Learning Days
 - Progress Reports
- rcboe.info/calendar

Weather-Related School Closings
For inclement weather, please tune to WJBF-TV, WAGT, WRDQ-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.

Board Approved 9/16/2025

January '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

April '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June '26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



Scan for Updated School Time and Calendar Information

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:	First Name:	MI:	
SSN#:	Sex:	Race:	
Current School/Dept:		Current Position:	
Current Calendar:	☐ 10 Month ☐ 11 Month ☐ 12 Month	☐ F/T	☐ P/T
Employee Signature:		Supervisor Signature:	

Signatures acknowledge and approve all information and requests listed in any or all sections of this form.

TRANSFER/PAY/CERTIFICATE CHANGE

**** Completed by receiving school/department****

Employee Replaced (if applicable):		Effective Date:	Funding Source:
Receiving School/Dept:	New Position:		
New Calendar:	☐ 10 Month ☐ 11 Month ☐ 12 Month	☐ F/T	☐ P/T
Certified ☐	Classified ☐	Certification:	

****Please attach certification/experience documentation, as necessary, for any changes****

Personnel Use Only		Reason for Transfer/Pay Change	
☐ Pay Status Change (hours/calendar/scale/step)	☐ Voluntary	☐ RCBOE Action:	
☐ Administrative Transfer (retain salary one year)	☐ Surplus	☐ Other:	
☐ Certification/Experience Change			

****To be completed for any changes, otherwise, mark as N/A****

New PCN Code:	New POS Code:	New Location Code:	New Key Index:	Org Key and Object:
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SEPARATION

Last Day Worked:	
Separation Type:	☐ Termination ☐ Resignation ☐ Non-Renewal ☐ Retirement ☐ Job Abandonment ☐ Other:
Has signed Contract for next year:	☐ Yes ☐ No ☐ N/A

**** Please attach employee letter of resignation or retirement. ****

Forwarding Address:
Street or Box No. City State Zip Phone

Reason for Separation:

Personnel Use Only
Condition of Rehiring:

LEAVE REQUEST

Effective Date:
Leave Type: ☐ FMLA ☐ Military ☐ Other:

**** Persons requesting FMLA must meet basic employment requirements.**

Medical documentation must be submitted for absences exceeding three (3) consecutive days. **

Received By:	Date Received:
Approved By:	Date of Approval:

Personnel Use Only		Signoff/Date Received	Signoff/Date Completed/Forwarded
Routing:	HR:		
	Position Control:		
	HR / Payroll:		
	Accounting:		

PLEASE RETURN TO HUMAN RESOURCES WITH
REQUESTED DOCUMENTATION ATTACHED

Modified September 2015

- Addendum to contracts are due to me in person if you have them. If not, please have them to be by the end of the day.



- 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