




## Bullitt County Public Schools

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### MEMO

To: Dr. Keith Davis, Superintendent  
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources 

Date: May 8, 2018

RE: Item for May Board Agenda - Bullitt Principal Internship Program (BPIP)

New BCPS principals face multiple unknowns as they begin work in a new role in a school. We wish to provide support for our new principals with seasoned principals serving as their mentors. Attached please find the proposed BPIP Mentor-Intern Agreement noting the monthly guidelines along with the expectations. I am proposing a \$1000 stipend for the principal mentor for a full year. I have asked for the funding to be available through the General Fund and for it to be placed on the Salary Schedule to be approved by the Board at the May meeting.

I recommend the Board approves the Bullitt Principal Internship Program (BPIP). If you have any questions regarding this recommendation, please feel free to contact me.

Equal Education and Employment Institution



## Bullitt Principal Internship Program (BPIP)

### Mentor-Intern Agreement

The Role of the Mentor is to provide guidance to the Intern for a total of twenty-five (25) hours during a 12-month period. The Mentor is not responsible for evaluating or supervising the work of the Intern.

The objective of the Mentor-Intern relationship is to familiarize the Intern with the typical and significant tasks of a principal, to connect the Intern with resources available, and to provide the Intern with models for completing certain tasks. The internship is not intended to provide intensive training for the Intern and therefore additional training from other sources will likely be necessary.

The twenty-five (25) hours provided by the Mentor are anticipated to be structured in the following manner:

Month	Suggested Schedule and Topics	Time Required
July	<p>Initial meeting with intern; face-to-face is recommended Followed by a 1 hour meeting later in the month</p> <ul style="list-style-type: none"> <li>✓ State and district deadlines</li> <li>✓ Monthly to do list</li> <li>✓ Mentor shares electronic files with intern (staff and student handbooks, opening day agenda, letters, etc.)</li> <li>✓ Hiring – TalentEd, EPI, legal aspects, interview memo, certified, classified, subs, extra-duty positions, preschool bus monitors, athletic directors</li> <li>✓ Log-in information for all sites</li> <li>✓ SBDM</li> <li>✓ District evening events – what to attend</li> <li>✓ Budget (SBDM, school activity funds, Title I and II, categorical</li> <li>✓ Class lists</li> <li>✓ New enrollees</li> <li>✓ Evaluation process</li> <li>✓ Communication – Who to contact at central office</li> <li>✓ Google Docs</li> <li>✓ New Administrator Handbook</li> <li>✓ Attendance Plan</li> <li>✓ Supervision Plan</li> <li>✓ Title I Plan</li> <li>✓ Emergency Plan/Drills</li> <li>✓ Infinite Campus Messenger</li> <li>✓ Teachscape Certification (group effort)</li> <li>✓ TPGES Toolkit via Google Docs</li> <li>✓ Enrollment/Registration process for new students</li> <li>✓ Compliance trainings (Blood Borne Pathogens, etc.)</li> </ul>	4 hours

August	<p>2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ Worker's Compensation</li> <li>✓ KTIP</li> <li>✓ PD</li> <li>✓ FMLA</li> <li>✓ Leaves of absence</li> <li>✓ Escrow pay</li> </ul>	2 hours
September	<p>2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ How to handle difficult parents/situations</li> <li>✓ How to conduct difficult conversations</li> <li>✓ Payroll</li> <li>✓ LEAD report and certifications</li> <li>✓ Principal evaluation process</li> </ul>	2 hours
October	<p>2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ Non-renewal of certified employees and extra-duty positions</li> <li>✓ Progressive discipline</li> <li>✓ Classified evaluations</li> <li>✓ Parent/Teacher conferences</li> <li>✓ CSIP</li> </ul>	2 hours
November	<p>2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ Mid-year evaluations</li> </ul>	2 hours
December	<p>Mid-year meeting with Intern; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ EILA hours</li> <li>✓ PD hours required per hire date</li> </ul>	2 hours
January	<p>2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone</p> <ul style="list-style-type: none"> <li>✓ Intent sheets</li> <li>✓ Substitute teacher evaluations</li> </ul>	2 hours

February	2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone  ✓ Staffing ✓ Retirements	2 hours
March	2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone  ✓ Non-renewal memo and documentation ✓ EILA and PD hours	2 hours
April	2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone  ✓ Contracts for upcoming year ✓ Observation and evaluation deadlines	2 hours
May	2 meetings per month with Intern for 1 hour each; could be via electronic means or telephone  ✓ End of year events	2 hours
June	Final meeting: face-to-face is recommended	1 hour
	<b>TOTAL</b>	<b>25 hours</b>

It is expected that the Mentor will spend additional time throughout the internship responding to sporadic questions via emails and telephone calls.

BCPS will pay a stipend of \$1000 to the Mentor through the district's normal payroll procedures upon fulfillment of this agreement. Mileage expenses will be reimbursed by the mentee's school funds in accordance with Board policy.

The Mentor shall maintain documentation of time worked under the terms of this agreement.

If additional assistance is needed by the Intern that the Mentor is unable to offer, such as in-depth or on-the-job training, the Mentor can make that known to the Intern's immediate supervisor.

May 8, 2018

X

Mentor's Signature

X

Intern's Signature

X

Date

X

Intern Superintendent's Signature

May 8, 2018