# THIS IS A DECISION PAPER

**TO: MEMBERS OF THE HARDIN COUNTY BOARD OF EDUCATION**

**FROM: TERESA MORGAN, Superintendent**

**DATE: JUNE 21, 2018**

**SUBJECT: APPROVAL OF THE STAFFING CHANGES**

**Creation of Lead Teacher for Early Learning Academy (HCS Childcare Facility)**

In order to operate in a successful manner, it is necessary to create a Lead Teacher position for the Early Learning Academy (ELA) which is 240 days as the childcare center will be open year round. The Lead Teacher will be responsible for curriculum development for all childcare classes (birth – age 5), mentoring pre-school teachers, mentoring Instructional Monitors, the teaching of the ExCEL class for HCS teen parents, overseeing daily functions of the ELA, assuring that all current licensure requirements are met for the childcare center to be in compliance with all regulations, etc. Historically, the ExCEL program (Hardin County Schools' Teen Parent/Child Development Program) has been in existence at John Hardin High School. ExCEL will be completely transitioning into the Hardin County Schools’ Early Learning Academy (ELA) Childcare Center with the Lead Teacher responsible for all ExCEL instruction and evaluation of the teen parents as well as other duties listed previously. The certified teacher and instructional monitor positions for the current ExCEL program will be eliminated as the Lead Teacher for the ELA Childcare program will be responsible for the instruction of all teen parents involved.

**Creation of Secretary Position for Early Learning Academy (HCS Childcare Facility)**

In order to operate in a successful manner, it is necessary to create a Secretary position (level 6, 261days, 7.5 hours per day) for the Early Learning Academy (ELA) as the childcare center is open year round. The Secretary will be responsible for posting of all childcare payments, handling all financial issues within the ELA, ordering all supplies, maintaining all managerial tasks, assisting with overseeing of all daily functions of the ELA, etc. Historically, the ExCEL program (Hardin County Schools' Teen Parent/Child Development Program) has always been in existence at John Hardin High School. ExCEL will be completely transitioning into the Hardin County Schools’ Early Learning Academy (ELA) Childcare Center which will eliminate both the current certified teacher position as well as the Instructional Assistant position.

**Reclassify Adult Ed Classified Positions**

The Hardin County Schools Adult Education Program has gone through extensive changes since the last grant application approval and thus the program has expanded to assume the role as fiscal agent over multiple surrounding counties. Certain personnel within the Adult Education program will have additional duties as well as increased level of responsibilities as result of the expansion.

I am requesting the clerk position (Level 5, 195 days) be reclassified to a Bookkeeper (Level 6 with 220 days of employment).

Effective July 1, 2018, this position will be responsible for the accounts of five Adult Education programs:  Breckinridge, Hardin, Hart, LaRue, and Marion Counties.    She will be the point of contact for Kentucky Adult Education and each county’s accountants. New Adult Education policies will allow the Fiscal Agent (Hardin County) to transfer monies between counties allocations as needed to support each program. The base grant for all five counties is $719,641.00 (Hardin County is $312,323.00).  This is a core grant only.  Other funding for Adult Education program include:  performance funding, federal supplements, community grants such as United Way and Dollar General. She will work closely with the director, Hardin County Central Office/Finance Department and Kentucky Adult with respect to all aspects of the money to include:  payroll, invoicing, purchase orders, etc. We are requesting that the Instructional Assistant (Level 4, 183 days) be reclassified to a Clerk (Level 5 with 200 days of employment).

Kentucky Adult Education has mandated each program have a Data and Assessment Specialist.  This entails not only entering data but managing the data for the five counties in the Heartland Consortium.   This position will be responsible for additional duties as of July 1, including reports to the director, and KYAE to ensure compliance with KYAE. In addition, this position now requires administrative leadership within the consortium to ensure compliance with KYAE policies, assessment and monitoring of program data, and instruction leadership to other staff within the consortium.

**Change Energy/Custodial Supervisor to Two Separate Positions**

In 2015, the Board approved the consolidation of district positions to create the Energy/Custodial Supervisor. Since this time and because of the responsibilities of each area, it has become clear that to efficiently perform all the duties required in each area it would more beneficial for the district to separate the two positions. It is recommended the Board separate the position of Energy/Custodial Supervisor into Energy Manager and Custodial Services Manager.

The Energy Manager would be responsible to assure the development, installation and maintenance of energy management system and comfort for the district. To monitor and coordinate the District’s energy management program with a focus on ensuring energy management districtwide. This position would be 240 days and paid from the Table 400 salary schedule (if classified) or the certified salary schedule (if certified).

The Custodial Services Manager would be responsible to plan, organize and direct the District’s custodial services; communicate with the District administrators and outside vendors to coordinate an efficient and effective program. This Manager would be responsible to plan, conduct and provide in-service training programs and seminars; develop/implement procedures to help determine the number of custodians needed at each site and help to retain quality custodial staff; instruct custodial staff in the proper use of supplies, equipment and pesticides. Also, develop, evaluate and prepare performance standards and procedures for custodial services; monitor program for effectiveness and compliance. The Custodial Services Manager would also hire and train all substitute custodians for the district. Due to the supervisory role of substitute custodial employees, this position will be paid Level 2 of the Classified Supervisor Table (261 days, 8 hours per day).

# RECOMMENDATION

# I recommend the Members of the Hardin County Board of Education approve the following staffing changes effective July 1, 2018.

* Create a Lead Teacher position for the Early Learning Academy (HCS Childcare Facility)
* Create a Secretary position for the Early Learning Academy (HCS Childcare Facility)
* Reclassify the Adult Education Clerk position to a Bookkeeper
* Reclassify the Adult Education Instructional Assistant position to a Clerk
* Separate the position of Energy/Custodial Supervisor into two separate positions-Energy Manager and Custodial Services Manager

**RECOMMENDED MOTION**

#  I RECOMMEND THAT THE MEMBERS OF THE HARDIN COUNTY BOARD OF EDUCATION APPROVE STAFFING CHANGES EFFECTIVE JULY 1, 2018.