



## Bullitt County Public Schools

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

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[www.bullittschools.org](http://www.bullittschools.org)

### MEMORANDUM

TO: Mr. Jesse Bacon, Superintendent *JB*  
Ms. Becky Sexton, Assistant Superintendent for Support Services

FROM: Jennifer Wooley, Director of Human Resources *JW*

DATE: October 22, 2018

RE: Student Learning Department Request for Additional Staff ~ October Board Agenda

Please see the attached information regarding the request to add a Middle School Admission and Release Committee (ARC) Chairperson beginning immediately. Funding for the position was approved at the September Board meeting with the budget approval.

If you need additional information, please let me know. If you are in agreement, I will notify Mr. Kolb to proceed with posting the position.

Attachment:

Memo from Ms. Kolb  
Middle School ARC Chairperson Job Description

*Becky Sexton*



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**TO:** Jesse Bacon, Superintendent  
Becky Sexton, Assistant Superintendent for Support Services  
Jennifer Wooley, Director of Human Resources  
Lisa Lewis, Director of Finance

**FROM:** Troy Kolb, Director of Special Education (TK)  
Adrienne Usher, Assistant Superintendent for Student Learning

**DATE:** August 14, 2018

**RE:** Middle School ARC Chairperson

The Department of Special Education currently employs three certified staff members to serve as Admission and Release Committee (ARC) meeting Chairpersons for our 13 elementary schools. Each chairperson works with elementary schools within their designated region of Bullitt County (North, Central, and East). The below data details the number of students and meetings each of these three individuals have serviced during the past several years.

As of the first day of school for 2018-2019, there are 948 elementary students enrolled with IEP's. According to our December 1 Student Data Report, there were 1,031 in 2017-2018. By comparison, there are 338 middle school students enrolled with IEP's. Last year there were 310. Using the below data from our elementary numbers, given the number of middle school students with IEP's already enrolled, we can expect at least 400 ARC meetings at this level this school year. This number will very likely be much higher as secondary schools typically process more ARC meetings to discuss Functional Behavioral Assessments, Manifestation Determinations, and alternative placements.

The Elementary ARC Chairperson positions allow a trained expert in the area of special education to handle this responsibility, ensuring proper procedural protocols are in place. This also allows our elementary school administrators to remain focused and available to attend to their daily duties and responsibilities leading their schools. Likewise, at the high school level, all three schools have the ability to train a designated teacher to serve in this capacity, alleviating this responsibility from school administrators. Currently at the middle school level, ARC meeting chairperson responsibilities fall to the assistant principal and often to the principal. These meetings take the facilitating administrator out of the life of the school building for the duration of the meeting, thereby creating a void in building leadership during this time.

Based on the number of meetings our Elementary ARC Chairpersons conduct annually, we recommend the addition of a District Middle School ARC Chairperson position to the Department of Special Education Staff to provide this same service for all six middle schools. Funding for this position would come from the General Budget. Please feel free to contact us for any additional information.

**Elementary ARC Chairperson Data:**

**2017-2018**

1,031 Total Elementary Students with IEP's

Rob Williams (East)	344 Students	408 ARC's
Theresa Warner (Central)	375 Students	415 ARC's
Tyler Boston (North)	312 Students	420 ARC's

**ARC's by ARC Chairperson since 2014**

Rob Williams (CES, MWES, OMES, PGES)

2014-2015	304
2015-2016	348
2016-2017	382
2017-2018	408

Theresa Warner (CGES, LJES, RES, SES, NES)

2014-2015	447
2015-2016	406
2016-2017	370
2017-2018	415

Kristie Mudd/Tyler Boston (BES, FES, MES, OES)

2014-2015	485 (Kristie)
2015-2016	420 (Kristie)
2016-2017	444 (Kristie)
2017-2018	420 (Tyler)

## **BULLITT COUNTY PUBLIC SCHOOLS**

**TITLE:** Middle School ARC Chairperson Designee, Special Education Facilitator

**POSITION SUMMARY:** Assists middle school administrators in meeting responsibilities of District Representative for Admission and Review Committee (ARC) meetings. This position requires travel between schools.

**QUALIFICATIONS:** Special education teaching certification with Master's Degree in education, or certification in School Administrator, and five years of successful teaching or administrative experience.

**REPORTS TO:** Director of Special Education

**PERFORMANCE RESPONSIBILITIES:**

1. Communicates with parents and documents contacts with parents in the Student Information System.
2. Schedule ARC meetings according to procedures and timelines.
3. Chairs ARC meetings as the district representative.
4. Assists school administrator in facilitating ARC meetings when there is a need for the administrator to be in attendance at the meeting.
5. Assists with document management of referrals for individual evaluation.
6. Complete due process forms completely and accurately in accordance with state and local policies and procedures.
7. Assists school and district personnel in adherence to timelines.
8. Assists school and district personnel in obtaining records for students who transfer to the District from districts outside of Bullitt County School District.
9. Assists in documenting adherence to compliance indicators using the Kentucky Compliance Record Review Document.
10. Adheres to Professional Code of Ethics as established by the Educational Professional Standards Board.
11. Maintains professional competency through professional development activities.
12. Performs other duties as assigned by the Director of Special Education.
13. Is regular in attendance and punctual.

Number of Work Days: 100 days per year

Work hours: 8 hours per day

Salary: Based on certified pay scale with adjustment for 8 hour work day and supplement per approved salary schedule.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and Agreed by: \_\_\_\_\_ Date \_\_\_\_\_