



## **Bullitt County Public Schools**

1040 Highway 44 East  
Shepherdsville, Kentucky 40165

502-869-8000  
Fax 502-543-3608  
[www.bullittschools.org](http://www.bullittschools.org)

### **MEMO**

To: Board Members

From: Jesse Bacon, Superintendent

Date: November 16, 2020

Re: Board Vacancy

Board member Steve Hornback has moved out of Bullitt County and has communicated his intent to offer his resignation letter as elected representative of the Bullitt County Board of Education for Division 4. It is necessary to officially accept his letter of resignation, declare a vacancy for Division seat #4 and establish an official timeline for filling the vacancy based on the statute and policy.

Also included with this item are the official notices, advertisements and application documents to share with various state officials and the public at large. It will be the applicant's responsibility to verify he/she is qualified to apply for the position.

Below is the proposed timeline for filling the vacancy of Board of Education Member for District/Division 4:

- November 23:** Resignation accepted and vacancy declared by BCBE  
60-day timeline begins  
Board vacancy procedures/forms received by BCBE
- Nov. 30–Dec. 11:** Advertising and solicitation of applicants via BCPS webpage and two (2) Monday (OR Wednesday) Pioneer News ads, one week apart
- Dec. 14:** Initial review of applications by Board members
- Dec. 15-Jan.22:** Closed Session(s) of BCBE to discuss applications and interview applicants  
Open session motion, discussion and vote on applicant.
- January 23:** End of 60-day timeline/deadline to select applicant to fill vacancy

#### **Related Procedures:**

01.3 AP.2 – Board Vacancy Forms

01.3 AP.21 – Application for Board Vacancy

Steve Hornback

November 13, 2020

Dr. Jesse Bacon  
Bullitt County Schools Superintendent  
1040 Highway 44 East  
Shepherdsville, KY 40165

Dear Dr. Jesse Bacon:

It is with a heavy heart that I submit my resignation. The last two years serving my community as a School Board member has been wonderful. However, it is time for me to retire. I am looking forward to spending more time with my family at the lake house.

My last day at Bullitt County Public Schools will be effective immediately upon approval of the board.

I wish you and my fellow Board Members much success in pushing Bullitt County Schools and the community forward in the coming years.

Sincerely,



Steven Hornback

Board Member

Bullitt County Schools

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BY: \_\_\_\_\_



**Board Vacancy Forms**

**FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:**

Date: November 24, 2020

To Whom It May Concern:

A vacancy exists on the Bullitt County Board of Education, as of November 24, 2020,<sup>1</sup> in the seat for Division/District #4 formerly held by Steve Hornback. The unexpired term for this seat is set to end on December 2022. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to [KRS 160.190](#) and Board Policy 01.3.

Sincerely,

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Jesse Bacon, Superintendent/Board Secretary

cc: Michael Adams, Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601  
Kevin Mooney, Bullitt County Clerk  
Jason Glass, Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

**REFERENCE:**

<sup>1</sup>[OAG 81-316](#)

**Board Vacancy Forms**

**SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY**

**NOTICE OF VACANT BULLITT COUNTY BOARD OF EDUCATION SEAT**

The Bullitt County Board of Education (“Board”) is seeking applications for appointment to fill a vacancy on the Board representing seat Division # 4. This appointment will be effective until the November 2022 regular election.

Responsibilities include setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget.

Board members must:

- Be at least 24 years old and a Kentucky citizen for the last three years;
- Be a registered voter in the particular District of the vacancy;
- Have completed the 12th grade or have a GED certificate;
- Meet all other legal qualifications ([KRS 160.180](#)); and
- Complete required annual in-service training.

Applications are available at Central Office, 1040 Highway 44 East, Shepherdsville, KY 40165 or online at [www.BullittSchools.org](http://www.BullittSchools.org). Mail applications to: Superintendent, ATTN: Board Vacancy, 1040 Highway 44 East, Shepherdsville, KY 40165.

**Board Vacancy Forms**

**FORM TO PROVIDE NOTICE THAT VACANCY HAS BEEN FILLED BY THE BOARD:**

Date: \_\_\_\_\_

To Whom it May Concern:

Pursuant to [KRS 160.190](#), and Board Policy 01.3, the Bullitt County Board of Education, by vote of the Board on \_\_\_\_\_, has appointed \_\_\_\_\_ to fill the vacancy created on \_\_\_\_\_ in the seat Division # 4 formerly held by Steve Hornback.

The appointment is effective immediately. \_\_\_\_\_'s address is

\_\_\_\_\_ and email address is \_\_\_\_\_.

The term for this appointment will end on November 1, 2022.

Sincerely,

\_\_\_\_\_  
Jesse Bacon, Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601  
Bullitt County Clerk  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

**Board Vacancy Forms****FORM LETTER TO NEWLY APPOINTED MEMBER, ON DISTRICT LETTERHEAD:**

Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_, KY \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Pursuant to [KRS 160.190](#), and Board Policy 01.3, the Bullitt County Board of Education, by vote of the Board on \_\_\_\_\_, has appointed you to fill the vacancy created on November 24, 2020 in Division #4 formerly held by Steve Hornback. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

The term of this appointment is set to end November 1, 2022. Pursuant to [KRS 160.190](#), this seat will be open to election in the November 2022 general election. The Bullitt County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per [KRS 160.180](#) and [702 KAR 001:115](#), on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board's role in student achievement. Additionally, when the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application. This requirement is separate from, and in addition to, the training required by [KRS 160.180](#). Depending on the date of appointment, special provisions may apply.

The Kentucky School Boards Association (KSBA) provides local Board member in-service training, and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

Sincerely,

\_\_\_\_\_  
Jesse Bacon, Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601  
Bullitt County Clerk  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

**Board Vacancy Forms**

**RELATED PROCEDURE:**

01.3 AP.21

Review/Revised:6/15/2020

**Application for Board Vacancy**

Name of School District: <u>Bullitt County Public Schools</u> Division # <u>4</u>			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #	State	Zip Code	
Telephone: _____			
Business	Home	Cell	
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? ☐ Yes ☐ No
2. Are you registered to vote in the Division you wish to serve? ☐ Yes ☐ No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? ☐ Yes ☐ No  
If yes, please identify. \_\_\_\_\_
4. Does the School District where you reside presently employ you? ☐ Yes ☐ No
5. Do you have any relatives employed by the District? ☐ Yes ☐ No  
If yes, please indicate their relationship to you:  
☐ Brother ☐ Sister ☐ Husband ☐ Wife ☐ Son ☐ Daughter ☐ Father ☐ Mother  
☐ Other \_\_\_\_\_
6. Have you ever been a member of any local Board of Education in Kentucky? ☐ Yes ☐ No  
If so, which District \_\_\_\_\_ and when \_\_\_\_\_?
7. Do you currently hold any elective federal, state, county, or city office? ☐ Yes ☐ No  
If yes, please identify. \_\_\_\_\_
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? ☐ Yes ☐ No  
If yes, please identify. \_\_\_\_\_
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? ☐ Yes ☐ No  
If yes, please describe. \_\_\_\_\_
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? ☐ Yes ☐ No  
If yes, please describe. \_\_\_\_\_

**Application for Board Vacancy**

11. Do you serve on any county, city, or joint agency government boards? ☐ Yes ☐ No  
If yes, please describe. \_\_\_\_\_
12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District? ☐ Yes ☐ No
13. Have you completed at least the twelfth (12<sup>th</sup>) grade or been issued a High School Equivalency Diploma? ☐ Yes ☐ No
14. Please circle the highest level of formal education you have completed:
- |                 |             |         |                 |
|-----------------|-------------|---------|-----------------|
| GRADE SCHOOL    | HIGH SCHOOL | COLLEGE | GRADUATE SCHOOL |
| 1 2 3 4 5 6 7 8 | 9 10 11 12  | 1 2 3 4 | 1 2 3 4         |

**Note: Application must include a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or, if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination.**

High School Attended	Address	Dates Attended/Graduated
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College/University Attended	Address	Dates Attended/Degree
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Graduate Schools Attended	Address	Dates Attended/Degree
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15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: \_\_\_\_\_

16. Work Experience (Please provide employment history and attach current resume.)

a. \_\_\_\_\_  
Current Employer Address

Date of Employment	Duties
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b. \_\_\_\_\_  
Previous Employer Address

Date of Employment	Duties
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c. \_\_\_\_\_  
Previous Employer Address

Date of Employment	Duties
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**Application for Board Vacancy**

17. Please describe why you are interested in serving on the local Board of Education:

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18. Please describe the benefits that you believe strong public schools bring to a community:

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19.

**Application for Board Vacancy**

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board:

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**Note: Board members must complete annual in-service training as required by law.**

This application constitutes my letter of intent to seek appointment to the Board under [KRS 160.190](#), and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Board Vacancy****COUNTY CLERK'S CERTIFICATION****RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

\_\_\_\_\_ who resides at \_\_\_\_\_  
Name Address

is a resident and registered voter in \_\_\_\_\_ School District  
[Division # \_\_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*).]

Certified by: \_\_\_\_\_

\_\_\_\_\_ County Clerk's Office Date: \_\_\_\_\_

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

**RELATED PROCEDURE:**

01.3 AP.2

Review/Revised:6/15/2020